

How to add a reviewed consent form name to the Consents tab in OnCore

1. Approved consent form versions appear in the Subject Console when registering new patients, after the title is added in OnCore by the Study team. The patient's decision(s) regarding each consent form (consented or refused) is recorded by the Study team.
2. Open the IRB review in **PC Console > Reviews > IRB tab**, then click **Edit** in the bottom right of the Console:

PC Console

Protocol No.: NEWWAVE2 Library: School of Medicine PI: Abdollahi, Niloufar Sponsor: Medtronic, Inc.
 Protocol Target Accrual: 2000 Accrual To Date: 1 Protocol Status: OPEN TO ACCRUAL
 UCSF Total Accrual Goal (Upper): 2000 IRB Expiration: 01/01/2021

Select Protocol: NEWWAVE2

Summary | PRC | DSMC | **IRB** | LTFU Transfer | Other External Committee Actions

IRB Review Reason Counts												
	Adverse Event Reporting Form	Change	Continuing Review	Initial Review	Migrated Consent	Modification Form	Permission to Rely	Protocol Violation / Incident Report Form	Reporting Form	Safety Reporting	Single Patient Exception	Study Closeout Report
Pending	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	0	0	0	0	0	0	0

IRB Action History (* denotes a global amendment)

Filter by Review Reason: [Dropdown]

University of California San Francisco Add

Review Date	Submit Date	IRB Committee	Review Reason	Review Type	Review No.	Action	Action Date	Expiration Date	Delete?	
01/01/2020	01/01/2020	UCSF IRB	Initial Review	Full		Approved	01/02/2020	01/01/2021	<input type="checkbox"/>	
Communications			Details (Type / Amendment No / Received Date / Description / Version Date)							
			Consent	V.1		English		02/01/2020		
			Consent	V.1		Espanol		02/10/2020		
			Consent	V.1		Children's		02/10/2020		

[Details](#)
[Edit](#)

3. In the Detail section, click **Add**.

Update IRB Review

Protocol No.: NEWWAVE2 Library: School of Medicine PI: Abdollahi, Niloufar Sponsor: Medtronic, Inc.
Protocol Target Accrual: 2000 Accrual To Date: 1 Protocol Status: OPEN TO ACCRUAL
UCSF Total Accrual Goal (Upper): 2000 IRB Expiration: 01/01/2021

Review Information

Review Date	01/01/2020	Submit Date	01/01/2020	Committee	UCSF IRB	Review Reason	Initial Review	Review Type	Full
Action	Approved	Action Date	01/02/2020	Expiration Date	01/01/2021	Review No.			

Summary

4000 character(s) remaining

Yes Votes No Votes Abstain Votes Institution: University of California San Francisco [Edit](#)

Details (3) **Reviewers (0)** **Communications (0)** **Notes**

Details **Add** **Select Previous Details/Docs**

Type	Amendment No.	Received Date	Version Date	Description	Comments	Global?	Reconsent Required?	Delete?
Consent	V.1		02/01/2020	English		<input type="checkbox"/>	N/A	<input type="checkbox"/>

Attach a [File](#) or [URL](#)

4. In the dropdown list, 1) choose Consent as the document type. Once Consent is selected as the document type, enter the Amendment Number 2), add the Received Date 3) and Version Date 4) and a 5) Description. Then click 6) **Save**.

Details (3) **Reviewers (0)** **Communications (0)** **Notes**

Details **Add** **Select Previous Details/Docs**

Type	Amendment No.	Received Date	Version Date	Description	Comments	Global?	Reconsent Required?	Delete?
Consent	V.1	02/03/2020	02/03/2020	Slovak		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 **2** **3** **4** **5** **6**

5. Click Submit and Close

Add		Select Previous Details/Docs	
	Global?	Reconsent Required?	Delete?
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. The new Consent form name is now added to the dropdown list in the Consent tab in the Subject Console.

★ Subject Console

Protocol No.: NEWWAVE2
Subject MRN: 12324354
Protocol Status: OPEN TO ACCRUAL
Subject Name: Emil Gadzo

Switch Subject

Summary

Demographics

Consent

Eligibility

On Study

Treatment

Follow-Up

SAEs

Available Consents

After selections are made, clicking Save will add the selected consents and refresh the page.

Type	Description	Version Date	Approved Date	Expiration Date	Signed Date	Status	Include?
<input checked="" type="checkbox"/> Consent	Children's	02/10/2020	01/02/2020	01/01/2021	<input type="text"/> <input type="button" value="v"/>	<input type="radio"/> Accepted <input type="radio"/> Refused	<input type="checkbox"/>
<input type="checkbox"/> Consent	Espanol	02/10/2020	01/02/2020	01/01/2021	<input type="text"/> <input type="button" value="v"/>	<input type="radio"/> Accepted <input type="radio"/> Refused	<input type="checkbox"/>
<input type="checkbox"/> Consent	Slovak	02/03/2020	01/02/2020	01/01/2021	<input type="text"/> <input type="button" value="v"/>	<input type="radio"/> Accepted <input type="radio"/> Refused	<input type="checkbox"/>
<input type="checkbox"/> Consent	English	02/01/2020	01/02/2020	01/01/2021	<input type="text"/> <input type="button" value="v"/>	<input type="radio"/> Accepted <input type="radio"/> Refused	<input type="checkbox"/>