Medical Literature Monitoring Service Contractor Standard Operating Procedure (MLM SOP-01)

Title: Medical Literature Monitoring Screening and Reviewing Process		
Applies to: Staff members in EMA and its contractors		
Document no.: SOP-01	Effective date: 01-April 2024	Supersedes: vs_5.0
Lead author	Reviewer	Approver
Name: Manu Rewari	Name: Rakesh Santhuram	Name: Tom Paternoster-Howe
Signature: Date:	Signature: Date:	Signature: Date:

1. Purpose

The purpose of this SOP is to describe the process by which Medical Literature is screened and reviewed and to ensure that the activities are performed in an efficient and consistent way and thus, by doing so support pharmacovigilance at the EU level.

2. Scope

This SOP is applicable to Agency's contractor.

3. Responsibilities

It is the responsibility of the contractor to ensure that the procedure outlined is adhered within the MLM Service team. The responsibilities for the execution of a specific part of the procedures laid out in this SOP are identified in the right-hand column of 9. Procedure.

4. Changes since last revision

SOP formatted as per the agency's current template.

Section 5: WIN-01 name updated.

Section 7: MEDLINE Definition added.

Section 8: Step 1 updated and accordingly numbering updated throughout the flow process.

Section 9: Step 1 updated, under section 2.1 report name updated as 'Sum Screen' and under section 5, textbox for 'ICSR Negative Comments' has been added. Throughout this section, LMTT has been updated to LiEMA and for all steps, 'Responsibility' has been updated to 'MLM Analyst'.

5. Documents needed for this SOP

List as appropriate:

•MLM Service Contractor MLM SOP-02 – Processing of Medical Literature Monitoring ICSRs

•MLM Service Contractor MLM WIN-01 – Searching, Screening & Importing Medical Literature

•MLM Service Contractor MLM WIN-02 – Reviewing Medical Literature

•MLM Service Contractor MLM WIN-03 – Processing and submitting ICSRs in EVWEB

•MLM Service Contractor MLM WIN-04 – Performing Follow-up for MLM ICSRs

•MLM Service Contractor MLM WIN-05 – MLM Service Desk Management

•MLM Service Contractor MLM WIN-06 – MLM Duplicate Management Process

•MLM Service Contractor MLM WIN-07 – MLM Quality Assurance

•Monitoring of medical literature and the entry of relevant information into the EudraVigilance database by the European Medicines Agency (Inclusion and exclusion criteria for processing of Individual Case Safety Reports). Published on the EMA's MLM web page https://www.ema.europa.eu/en/human-regulatory-overview/post-authorisation/pharmacovigilance-post-authorisation/medical-literature-monitoring

•Medical Literature Monitoring: substance and herbal substance groups. Published on the EMA's MLM web page https://www.ema.europa.eu/en/human-regulatory-overview/post-authorisation/pharmacovigilance-post-authorisation/medical-literature-monitoring

•Medical Literature Monitoring: Description of journals / reference databases used. Published on the EMA's MLM web page https://www.ema.europa.eu/en/human-regulatory-overview/post-authorisation/pharmacovigilance-post-authorisation/medical-literature-monitoring

•Process description for managing duplicates in the context of the Medical Literature Monitoring (MLM) service. Published on the EMA's MLM web page https://www.ema.europa.eu/en/human-regulatory-overview/post-authorisation/pharmacovigilance-post-authorisation/medical-literature-monitoring

6. Related documents

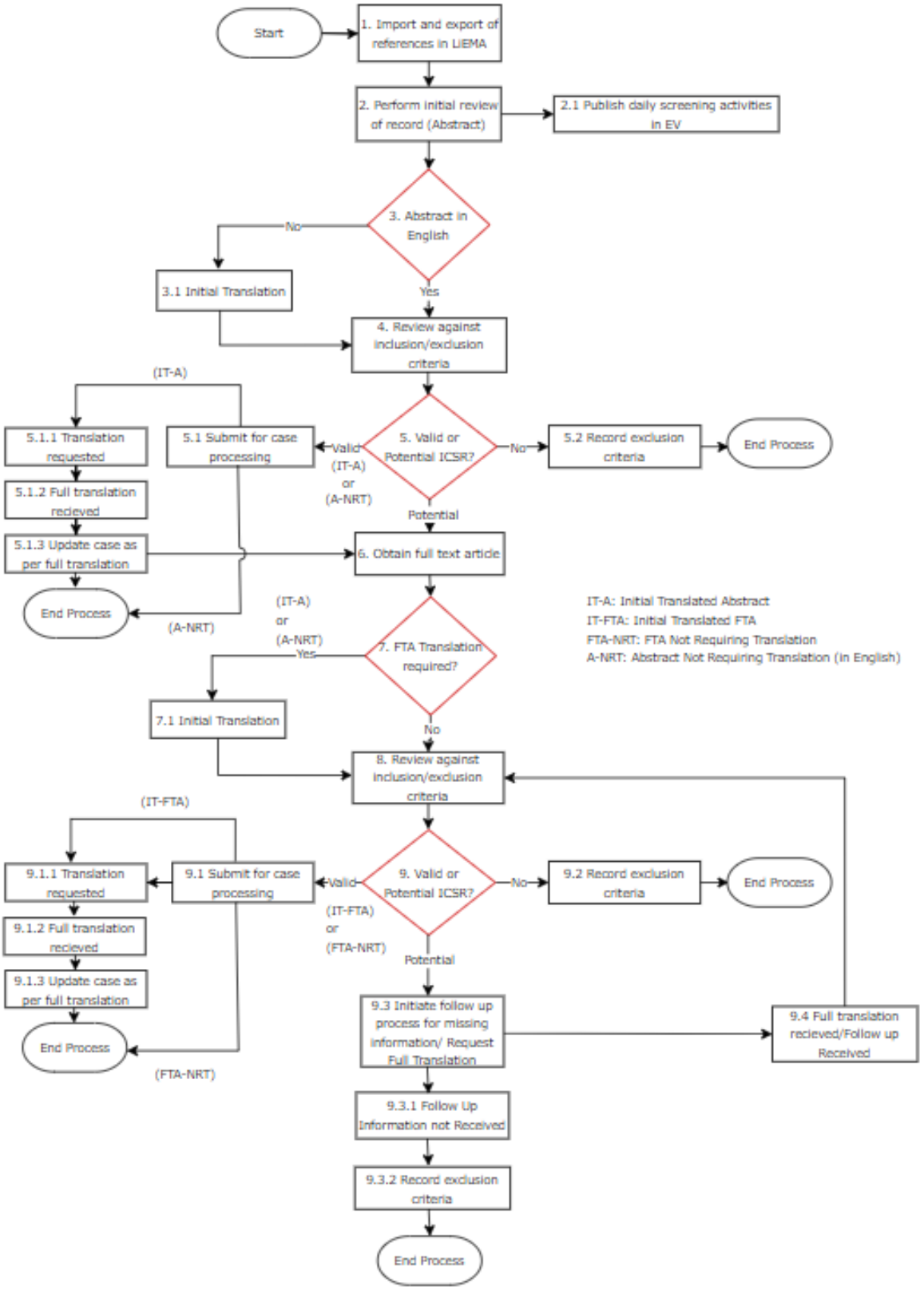
Not Applicable

7. Definitions

Term	Definition
Allied & Complementary Medicine Database (AMED)	Allied & Complementary Medicine covers the fields of complementary or alternative medicine and allied health. Information is geared toward medical professionals and health practitioners and care-givers, as well as the pharmaceutical industry. Journal articles, newspapers and books are indexed, and coverage is international.
Business day	Monday – Friday, including Bank Holidays
DOI	Document Object Identifier
EMBASE	Comprehensive bibliographic coverage of the literature on drugs and pharmacology and of all other aspects of human

Term	Definition
	medicine and related disciplines. Embase® is a key resource for biomedical evidence, from published, peer-reviewed literature, in-press publications and conference abstracts. Use Embase® to review clinical trials, to generate systematic reviews, to monitor products for pharmacovigilance and much more. Embase comprehensive indexing - of drugs, devices, manufacturers and disease names - ensures maximum search ability.
EMA	European Medicines Agency
EudraVigilance	The European data-processing network and management system, which has been developed according to internationally agreed standards and which allows the EMEA to manage the electronic data exchange of Individual Case Safety Reports (ICSRs) and to support the EU pharmacovigilance activities at Community level.
EV	EudraVigilance
Individual Case Safety Report (ICSR)	An ICSR is an electronic report which provides the most complete information related to an individual case at a certain point of time. An individual case is the information provided by a primary source to describe suspected adverse reaction(s) related to the administration of one or more medicinal products to an individual Patient at a particular point of time.
International Pharmaceutical Abstracts (IPA)	The International Pharmaceutical Abstracts database provides comprehensive coverage of worldwide pharmaceutical and related healthcare literature. Topics range from drug use, adverse reactions and drug interactions to pharmacy practice and drug research and technology. The scope of the file covers the clinical, practical and theoretical to the economic and scientific aspects of the literature.
LiEMA	LiEMA is a reference management system that provides literature safety surveillance and reference management capabilities.
MEDLINE	MEDLINE is a bibliographic database produced by the U.S. National Library of Medicine. It covers the whole field of medicine including dentistry, veterinary medicine, and medical psychology. Clinical and preclinical medicine, anatomy, pharmacology, toxicology, genetics, microbiology, pathology, environmental health, occupational medicine, psychology, biomedical technology, health planning and administration, space life science, and many other related subject areas are included.
MLM	Medical Literature Monitoring
PI ID	Unique reference given for each citation review stage
URL	Uniform Resource Locator
UTC	Coordinated Universal Time

8. Process map(s)/flow chart(s)



9. Procedures

Step	Action – initiation and waiver	Responsibility
1.	**Import and export of references in LiEMA** Literature references will be automatically imported into LiEMA. LiEMA importer has been set to run at 02:01 am UTC (Coordinated Universal Time) Monday to Friday. A new literature reference will be created in LiEMA for each newly identified alert (i.e., not previously sent as this would be categorised as a duplicate). If the literature reference already exists in LiEMA, a duplicate reference will not be created.	MLM Analyst
2.	**Perform initial review of record (Abstract)** Review the title, abstract, citation and key words to determine the existence of a possible adverse reaction which would qualify for an Individual Case Safety Report (ICSR). During the review process, if the article is identified as a duplicate in LiEMA, mark the entry as a duplicate and enter duplicate PI ID in LiEMA. End of process.	MLM Analyst
2.1	**Publish daily report on literature screening** Once all literature references have been imported, reviewed, and logged into LiEMA, a member of MLM literature team will generate 'Sum Screen' report and upload the report into the EudraVigilance website restricted area, in accordance with MLM WIN-05.	MLM Analyst
3.	**Abstract in English** If Yes, go to step 4. If No, go to step 3.1.	MLM Analyst/Designee
3.1	**Initial translation** If abstract text is not in English, perform the initial translation.	MLM Analyst

4.	**Perform review of the abstract against inclusion and exclusion criteria** Review against the inclusion and exclusion criteria (See EMA/119265/2015, Rev.1), and MLM WIN-02.	MLM Analyst
5.	**Valid or potential ICSR?** What is the outcome of the review? Clearly meets exclusion criteria. Go to step 5.2 End of process. Valid ICSR(s) that meet the inclusion criteria, tick valid ICSR and select appropriate inclusion criteria in LiEMA. Go to step 5.1. Potential ICSR(s), log all missing information from inclusion/exclusion criteria in 'ICSR Negative Comments' textbox. Go to step 6.	MLM Analyst
5.1	**Valid ICSR in the abstract** If valid ICSR was identified in the initial translated abstract or abstract not requiring translation i.e. in English, submit the case for processing. For initial translated abstract, follow step 5.1.1. Send the non-English abstract for a full translation and track the request in LiEMA.	MLM Analyst
5.1.2	**Fully translated abstract received** Update LiEMA with the translation received information.	MLM Analyst
5.1.3	**Case updated as per full translation** Review the fully translated abstract and if necessary, update the additional information in the case. Update the LiEMA accordingly. End of process.	MLM Analyst
5.2	**Record exclusion criteria** Record exclusion criteria in LiEMA and end process.	MLM Analyst
6.	**Potential abstract - Obtain full text article** Obtain or request full text article and update the LiEMA accordingly.	MLM Analyst
7.	**Full Text Article - Translation required?** If the full text article is not in English, follow the step 7.1	MLM Analyst
7.1	**Initial Translation of the full text article** If full text article is not in English, perform the initial translation.	MLM Analyst
8.	**Review the full text article against the inclusion and exclusion criteria** Review full text article against the inclusion and exclusion criteria (See EMA/119265/2015, Rev.1), and MLM WIN-02. Go to step 9.	MLM Analyst
9.	**Is there a Valid ICSR?**	MLM Analyst

	If Yes, update LiEMA and create valid ICSR(s) and go to step 9.1. If No, record exclusion criteria in LiEMA and end of process. If there is a potential ICSR, go to step 9.3 and continue through the steps.	
9.1	**ICSR in the Full Text Article** If valid ICSR was identified in the initial translated full text article or full text article not requiring translation, submit the case for processing. For initial translated full text article, follow step 9.1.1. Send the non-English full text article for a full translation and track the request in LiEMA.	MLM Analyst
9.1.2	**Fully translated full text article received** Update LiEMA with the translation received information.	MLM Analyst
9.1.3	**Case updated as per full translation** Review the fully translated full text article and if necessary, updatethe additional information in the case. Update the LiEMA accordingly. End of process.	MLM Analyst
9.2	**Record exclusion criteria** Record exclusion criteria in LiEMA and end process.	MLM Analyst
9.3	**Initiate follow-up process for missing information or request full translation** Initiate follow-up process in accordance with MLM WIN-04, track the details in LiEMA. If follow up information or response from the author is not received within 30 calendar days, exclude the citationdue to the limited information against the inclusion and exclusion criteria (See EMA/119265/2015, Rev.1), and MLM WIN-02. End process.	MLM Analyst
9.4	**Full Translation or follow up received** If full translation or follow up information received from the author, follow through the step 8.	MLM Analyst

10. Records

File location for electronic records: All other documents are stored on the contractors local Document Management System

All records of literature reviews and ICSRs are stored within LiEMA.

The ICSR screening output spreadsheet is stored in the secure area of EudraVigilance.