

Research - Creating a Protocol in Protocol Office Manager (POM)



Digital Health
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Quick Reference Guide

This Quick Reference Guide will explain how to:

Create a protocol in Protocol Office Manager (POM) via pomanager.exe

! Important – To open protocol for patient enrolment on EMR

To enrol patients, or screen patients using the pre-screening rule* functionality, the following tasks must be completed, at a minimum:

Task	Details	Reference QRG
Protocol Creation	Create the study protocol	This QRG
Role Assignment to the Protocol	Minimum entry to allow enrolment and screening: <ul style="list-style-type: none"> Principal Investigator Study Coordinator Coordinating Institute (Main WH location) 	Research – Adding Roles to a Protocol
Milestone Dates to the Protocol	Minimum entry to allow enrolment and screening: <ul style="list-style-type: none"> 'Activated by' date populated 'Next Status' set to 'Open for Accrual' 	Research – Managing Milestones in Protocol Office Manager (POM)

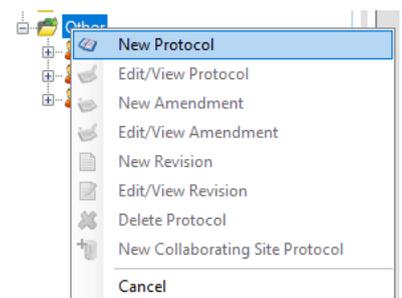
* Creating a new Pre-Screening Rule will require a DTS Request Ticket to the EMR Operations Team.

1. Launch **Protocol Office Manager (POM)**



2. Navigate the folder that you wish you create the protocol under.

3. Right-Click > Select **New Protocol**



4. Complete the following required fields:
 - **Mnemonic** – Name of the protocol
 - **Participation Type**
 - **Stratification Type**
 - **Enrolment Identifier:** Either Manual or Automatic

5. Click **Save**