

# Guideline on good pharmacovigilance practices (GVP)

## GVP- Definition

Version 2.0

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## GVP- Definition

**Version 2.0**

Drug Sector

Saudi Food & Drug Authority

*Please visit SFDA's website at <http://www.sfda.gov.sa> for the latest update*

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## Drug Sector

### Vision and Mission

#### Vision

To be the leading regional Drug Regulatory Authority for pharmaceuticals and cosmetic products, with professional excellence and services that contribute to the protection and advancement of public health in the Kingdom of Saudi Arabia.

#### الرؤية

أن يكون قطاع الدواء رائداً إقليمياً في الرقابة على الأدوية ومستحضرات التجميل، ويقدم خدماته بمهنية مميزة تسهم في حماية وتعزيز الصحة في المملكة العربية السعودية.

#### Mission

Protecting public health by ensuring safety, quality, efficacy and accessibility of human, veterinary drugs and biological products, and safety of cosmetics, through administration of a national regulatory system which is consistent with international best practice. Through our mission, we also provide accurate and scientific-based information to the public and healthcare professionals.

#### الرسالة

حماية الصحة العامة من خلال ضمان أمان وجودة وفعالية وتوفير الأدوية البشرية والبيطرية والمنتجات الحيوية وسلامة مواد التجميل عبر تطبيق نظام وطني للرقابة متوافق مع أفضل الممارسات الدولية وتقديم المعلومات الدوائية المبنية على أساس علمية للعامة والمهنيين الصحيين.

## Document Control

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### **Abuse of a medicinal product**

Persistent or sporadic, intentional excessive use of medicinal products which is accompanied by harmful physical or psychological effects.

### **Advanced therapy medicinal product (ATMP)**

A medicinal product for human use that is either a gene therapy medicinal product, a somatic cell therapy product or a tissue engineered products.

### **Adverse event (AE); synonym: Adverse experience**

Any untoward medical occurrence in a patient or clinical trial subject administered a medicinal product and which does not necessarily have a causal relationship with this treatment.

An adverse event can therefore be any unfavourable and unintended sign (e.g. an abnormal laboratory finding), symptom, or disease temporally associated with the use of a medicinal product, whether or not considered related to the medicinal product.

### **Adverse event following immunisation (AEFI)**

See Vaccine pharmacovigilance, Vaccine product-related reaction, Vaccine quality defect-related reaction, Immunisation error-related reaction, Immunisation anxiety-related reaction

### **Adverse reaction; synonyms: Adverse drug reaction (ADR), Suspected adverse (drug) reaction, Adverse effect, Undesirable effect**

A response to a medicinal product which is noxious and unintended<sup>1</sup>.

Response in this context means that a causal relationship between a medicinal product and an adverse event is at least a reasonable possibility (see Annex IV, ICH-E2A Guideline).

Adverse reactions may arise from use of the product within or outside the terms of the marketing authorisation or from occupational exposure. Conditions of use outside the

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<sup>1</sup> In the context of clinical trials, an adverse reaction is defined as all untoward and unintended responses to an investigational medicinal product related to any dose administered.

marketing authorisation include off-label use, overdose, misuse, abuse and medication errors.

See also Adverse event, Serious adverse reaction, Unexpected adverse reaction, Off-label use, Overdose, Misuse of a medicinal product, Abuse of a medicinal product, Occupational exposure to a medicinal product

#### Audit

A systematic, disciplined, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled (see ISO 19011 (3.1)<sup>2</sup>).

#### Audit finding(s)

Results of the evaluation of the collected audit evidence against audit criteria (see ISO19011 (3.4<sup>2</sup>)).

Audit evidence is necessary to support the auditor's results of the evaluation, i.e. the auditor's opinion and report. It is cumulative in nature and is primarily obtained from audit procedures performed during the course of the audit.

See also Audit

#### Audit plan

Description of activities and arrangement for an individual audit (see ISO19011 (3.12)<sup>3</sup>).

See also Audit

#### Audit programme

Set of one or more audits planned for a specific timeframe and directed towards a specific purpose (see ISO 19011 (3.11)<sup>4</sup>).

See also Audit

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<sup>2</sup> International Organization for Standardization (ISO); [www.iso.org](http://www.iso.org)

<sup>3</sup> International Organization for Standardization (ISO); [www.iso.org](http://www.iso.org)

<sup>4</sup> International Organization for Standardization (ISO); [www.iso.org](http://www.iso.org)

### Audit recommendation

Describes the course of action management might consider to rectify conditions that have gone awry, and to mitigate weaknesses in systems of management control (see Sawyer LB et al, 2003<sup>6</sup>).

Audit recommendations should be positive and as specific as possible. They should also identify who is to act on them (Sawyer LB et al, 2003<sup>5</sup>).

See also Audit

### Clinical trial

Any investigation in human subjects intended to discover or verify the clinical, pharmacological and/or other pharmacodynamic effects of one or more investigational medicinal product(s), and/or to identify any adverse reactions to one or more investigational medicinal product(s) and/or to study absorption, distribution, metabolism and excretion of one or more investigational medicinal product(s) with the objective of ascertaining its (their) safety and/or efficacy. This includes clinical trials carried out in either one site or multiple sites.

See also Ongoing clinical trial, Completed clinical trial, Investigational medicinal product

### Closed signal

In periodic benefit-risk evaluation reports, a signal for which an evaluation was completed during the reporting interval (see Annex IV, ICH-E2C(R2) Guideline).

This definition is also applicable to periodic safety update reports.

See also Signal

### Company core data sheet (CCDS)

For medicinal products, a document prepared by the marketing authorisation holder containing, in addition to safety information, material related to indications, dosing, pharmacology and other information concerning the product (see Annex IV, ICH-E2C(R2) Guideline).

See also Company core safety information

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<sup>5</sup> Sawyer LB, Dittenhofer MA. Sawyer's Internal Auditing. 5<sup>th</sup> ed. Altamonte Springs, FL: The IIA Research Foundation; 2003.

### Company core safety information (CCSI)

For medicinal products, all relevant safety information contained in the company core data sheet prepared by the marketing authorisation holder and which the marketing authorisation holder requires to be listed in all countries where the company markets the product, except when the local regulatory authority specifically requires a modification (see Annex IV, ICH-E2C(R2) Guideline).

It is the reference information by which listed and unlisted are determined for the purposes of periodic reporting for marketed products, but not by which expected and unexpected are determined for expedited reporting (see Annex IV, ICH-E2C(R2) Guideline).

See also Company core data sheet

### Compassionate use of a medicinal product

Making a medicinal product available for compassionate reasons to a group of patients with a chronically or seriously debilitating disease or whose disease is considered to be life-threatening, and who cannot be treated satisfactorily by an authorised medicinal product (the medicinal product concerned must either be subject of an application for a central marketing authorisation or must be undergoing clinical trials) [REG (EC) No 726/2004 Art 83(2)].

### Completed clinical trial

Study for which a final clinical study report is available (see ICH-E2F Guideline and SFDA Clinical trial).<sup>6</sup>

### Consumer

For the purpose of reporting cases of suspected adverse reactions, a person who is not a healthcare professional such as a patient, lawyer, friend or relative/parent/child of a patient (see Annex IV, ICH-E2D Guideline).

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<sup>6</sup>

[http://www.sFDA.gov.sa/en/drug/drug\\_reg/Regulations/Clinical%20Trials%20Requirements%20Guidelines%20\(3\).pdf](http://www.sFDA.gov.sa/en/drug/drug_reg/Regulations/Clinical%20Trials%20Requirements%20Guidelines%20(3).pdf)

## Crisis

A crisis is defined as a situation where, after assessment of the associated risks, urgent and coordinated action in KSA, which is required to manage and control the situation (see European Union Regulatory Network Incident Management Plan for Medicines for Human Use<sup>7</sup>).

See also Incident

## Data lock point

For a periodic safety update report (PSUR), the date designated as the cut-off date for data to be included in a PSUR.

For a periodic benefit-risk evaluation report (PBRER), the date designated as the cut-off date for data to be included in a PBRER, based on the international birth date (see Annex IV, ICH-E2C(R2) Guideline).

For a development safety update report (DSUR), the date designated as the cut-off date for data to be included in a DSUR, based on the development international birth date (see ICH-E2F Guideline, Volume 10 of the Rules Governing Medicinal Products in the EU).

Date includes day and month (see ICH-E2F Guideline).

See also Periodic safety update report, Development safety update report, International birth date, Development international birth date

## Development international birth date (DIBD)

Date of first approval (or authorisation) for conducting an interventional clinical trial in any country (see ICH-E2F Guideline, Volume 10 of the Rules Governing Medicinal Products in the EU).

## Development safety update report (DSUR)

Format and content for periodic reporting on drugs under development (see ICH-E2F Guideline).

## Direct healthcare professional communication (DHPC)

A communication intervention by which important information is delivered directly to individual healthcare professionals by a marketing authorisation holder or by the SFDA,

to inform them of the need to take certain actions or adapt their practices in relation to a medicinal product.

DHPCs are not replies to enquiries from healthcare professionals.

EU reference date; synonym: Union reference date

For medicinal products containing the same active substance or the same combination of active substances, the date of the first marketing authorisation in the EU of a medicinal product containing that active substance or that combination of active substances; or if this date cannot be ascertained, the earliest of the known dates of the marketing authorisations for a medicinal product containing that active substance or that combination of active substances.

#### [Failure to vaccinate](#)

An indicated vaccine was not administered appropriately for any reason (see CIOMS-WHO<sup>7</sup>).

For interpreting what is appropriate, consider the explanatory note for Immunisation error-related reaction.

See also Vaccination failure

#### [Generic medicinal product](#)

A medicinal product which has the same qualitative and quantitative composition in active substances and the same pharmaceutical form as the reference medicinal product, and whose bioequivalence with the reference medicinal product has been demonstrated by appropriate bioavailability studies.

#### [Good pharmacovigilance practices \(GVP\) within the KSA](#)

A set of guidelines for the conduct of pharmacovigilance in the KSA

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<sup>7</sup> Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012.

### **Healthcare professional**

For the purposes of reporting suspected adverse reactions, healthcare professionals are defined as medically qualified persons, such as physicians, dentists, pharmacists, nurses and coroners (see Annex IV, ICH-E2D Guideline).

### **Herbal medicinal product**

Any medicinal product, exclusively containing as active ingredients one or more herbal substances or one or more herbal preparations, or one or more such herbal substances in combination with one or more such herbal preparations.

Herbal substances are all mainly whole, fragmented or cut plants, plant parts, algae, fungi, lichen in an unprocessed, usually dried, form, but sometimes fresh. Certain exudates that have not been subjected to a specific treatment are also considered to be herbal substances. Herbal substances are precisely defined by the plant part used and the botanical name according to the binominal system.

Herbal preparations are preparations obtained by subjecting herbal substances to treatments such as extraction, distillation, expression, fractionation, purification, concentration or fermentation. These include comminuted or powdered herbal substances, tinctures, extracts, essential oils, expressed juices and processed exudates.

### **Identified risk**

An untoward occurrence for which there is adequate evidence of an association with the medicinal product of interest (see ICH-E2F Guideline).

Examples include:

- an adverse reaction adequately demonstrated in non-clinical studies and confirmed by clinical data;
- an adverse reaction observed in well-designed clinical trials or epidemiological studies for which the magnitude of the difference, compared with the comparator group on a parameter of interest suggests a causal relationship;
- an adverse reaction suggested by a number of well-documented spontaneous reports where causality is strongly supported by temporal relationship and biological plausibility,

such as anaphylactic reactions or application site reactions (see ICH-E2F Guideline, Volume 10 of the Rules Governing Medicinal Products in the EU).

In a clinical trial, the comparator may be placebo, an active substance or non-exposure. Adverse reactions included in section 4.8 of the summary of product characteristics (SmPC) are also considered identified risks, unless they are class-related reactions which are mentioned in the SmPC but which are not specifically described as occurring with this product (these would normally be considered as a potential risk)).

See also Risks related to use of a medicinal product, Important identified risk and Important potential risk, Missing information, Unexpected adverse reaction

#### [\*\*Illegal purposes\*\*](#)

See Misuse for illegal purposes

#### [\*\*Immunological medicinal product\*\*](#)

Any medicinal product consisting of vaccines, toxins, serums or allergen products: Vaccines, toxins and serums shall cover in particular agents used to produce active immunity (such as cholera vaccine, BCG, polio vaccine, smallpox vaccine), agents used to diagnose the state of immunity (including in particular tuberculin and tuberculin PPD, toxins for the Schick and Dick Tests, brucellin) and agents used to produce passive immunity (such as diphtheria antitoxin, anti-smallpox globulin, antilymphocytic globulin).

Allergen products shall mean any medicinal product which is intended to identify or induce a specific acquired alteration in the immunological response to an allergizing agent [DIR 2001/83/EC Art 1(4)].

BCG stands for Bacillus Calmette-Guérin vaccine and PPD for purified protein derivative.

#### [\*\*Immunisation\*\*](#)

The process of making a person immune.

For the context of Considerations P.I, immunisation refers to the process of making a person immune to an infection.

See also Vaccination

#### **Immunisation anxiety-related reaction**

An adverse event following immunisation arising from anxiety about the immunisation (see CIOMS-WHO<sup>8</sup>).

In this definition immunisation means the usage (handling, prescribing and administration) of a vaccine for the purpose of immunising individuals (see CIOMS-WHO9).

See also Adverse reaction, Vaccine pharmacovigilance, Vaccination

#### **Immunisation error-related reaction**

An adverse event following immunisation that is caused by inappropriate vaccine handling, prescribing or administration and thus by its nature is preventable (see CIOMS-WHO<sup>9</sup>).

In this definition immunisation means the usage (handling, prescribing and administration) of a vaccine for the purpose of immunising individuals (see CIOMS-WHO10).

Inappropriate refers to usage (handling, prescribing and administration) other than what is licensed and recommended in a given jurisdiction based on scientific evidence or expert recommendations (see CIOMS-WHO10).

See also Adverse reaction, Vaccine pharmacovigilance, Vaccination

#### **Important identified risk and Important potential risk**

An identified risk or potential risk that could have an impact on the risk-benefit balance of the product or have implications for public health (see ICH-E2F Guideline).

What constitutes an important risk will depend upon several factors, including the impact on the individual, the seriousness of the risk and the impact on public health. Normally, any risk that is likely to be included in the contraindications or warnings and precautions

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<sup>8</sup> Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012.

<sup>9</sup> Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012.

section of the product information should be considered important (see Annex IV, ICH-E2C(R2) Guideline).

See also Risk-benefit balance, Identified risk, Potential risk, Safety concern

#### **Important potential risk**

See Important identified risk and Important potential risk

#### **Incident**

A situation where an event occurs or new information arises, irrespective whether this is in the public domain or not, in relation to (an) authorised medicinal product(s) which could have a serious impact on public health.

The incident may be related to quality, efficacy or safety concerns, but most likely to safety and/or quality (and possibly subsequent supply shortages). In addition, situations that do not seem at a first glance to have a serious impact on public health, but are in the public domain - subject of media attention or not- and may lead to serious public concerns about the product, may also need to be considered as incidents. Likewise, other situations which might have a negative impact on the appropriate use of a medicinal products (e.g. resulting in patients stop taking their medicine) may fall within the definition of an incident.

#### **Individual case safety report (ICSR); synonym: Adverse (drug) reaction report**

Format and content for the reporting of one or several suspected adverse reactions to a medicinal product that occur in a single patient at a specific point of time<sup>10</sup>.

See also Minimum criteria for reporting

#### **International birth date (IBD)**

The date of the first marketing authorisation for any product containing the active substance granted to any company in any country in the world (see Annex IV, ICH-E2C(R2) Guideline).

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<sup>10</sup> In the context of a clinical trial, an individual case is the information provided by a primary source to describe suspected unexpected serious adverse reactions related to the administration of one or more investigational medicinal products to an individual patient at a particular point of time.

### [Investigational drug](#)

Experimental product under study or development. This term is more specific than investigational medicinal product, which includes comparators and placebos (see ICH-E2F Guideline).

See also [Investigational medicinal product](#)

### [Investigational medicinal product](#)

An investigational medicinal product is a pharmaceutical form of an active substance or placebo being tested or used as a reference in a clinical trial, including products already with a marketing authorisation but used or assembled (formulated or packaged) in a way different from the authorised form, or when used for an unauthorised indication, or when used to gain further information about the authorised form.

See also [Clinical trial](#)

### [Labelling](#)

Information on the immediate or outer packaging.

### [Medicinal product](#)

Any substance or combination of substances

- presented as having properties for treating or preventing disease in human beings; or
- which may be used in or administered to human beings either with a view to restoring, correcting or modifying physiological functions by exerting a pharmacological, immunological or metabolic action, or to making a medical diagnosis.

### [Medicinal product derived from human blood or human plasma](#)

Any medicinal product based on blood constituents which is prepared industrially by a public or private establishment, such as a medicinal product including, in particular, albumin, coagulating factor(s) and immunoglobulin(s) of human origin.

### [Minimum criteria for reporting](#)

For the purpose of reporting cases of suspected adverse reactions, the minimum data elements for a case are: an identifiable reporter, an identifiable patient, an adverse reaction and a suspect medicinal product (see Annex IV, ICH-E2D Guideline).

See also Individual case safety report

#### [Missing information](#)

Gaps in knowledge, related to safety or particular patient populations, which could be clinically significant.

It is noted that there is an ICH definition for important missing information, which is: critical gaps in knowledge for specific safety issues or populations that use the marketed product (see Annex IV, ICH-E2C(R2) Guideline).

#### [Misuse of a medicinal product](#)

Situations where the medicinal product is intentionally and inappropriately used not in accordance with the authorised product information.

See also Misuse of a medicinal product for illegal purposes

#### [Misuse of a medicinal product for illegal purposes](#)

Misuse for illegal purposes is misuse with the additional connotation of an intention of misusing the medicinal product to cause an effect in another person. This includes, amongst others: the sale, to other people, of medicines for recreational purposes and use of a medicinal product to facilitate assault.

See also Misuse of a medicinal product

#### [Name of the medicinal product](#)

The name which may be either an invented name not liable to confusion with the common name, or a common or scientific name accompanied by a trade mark or the name of the marketing authorisation holder.

The common name is the international non-proprietary name (INN) recommended by the World Health Organization, or, if one does not exist, the usual common name.

The complete name of the medicinal product is the name of the medicinal product followed by the strength and pharmaceutical form.

#### [Newly identified signal](#)

In periodic benefit-risk evaluation reports, a signal first identified during the reporting interval, prompting further actions or evaluation (see Annex IV, ICH-E2C(R2) Guideline).

This definition could also apply to a previously closed signal for which new information becomes available in the reporting interval prompting further action or evaluation (see Annex IV, ICH-E2C(R2) Guideline).

This definition is also applicable to periodic safety update reports.

**Non-interventional trial; synonym: Non-interventional study**

A study where the medicinal product(s) is (are) prescribed in the usual manner in accordance with the terms of the marketing authorisation. The assignment of the patient to a particular therapeutic strategy is not decided in advance by a trial protocol but falls within current practice and the prescription of the medicine is clearly separated from the decision to include the patient in the study. No additional diagnostic or monitoring procedures shall be applied to the patients and epidemiological methods shall be used for the analysis of collected data.

Thus, a trial is non-interventional if the following requirements are cumulatively fulfilled:

- the medicinal product is prescribed in the usual manner in accordance with the terms of the marketing authorisation;
- the assignment of the patient to a particular therapeutic strategy is not decided in advance by a trial protocol but falls within current practice and the prescription of the medicine is clearly separated from the decision to include the patient in the study; and
- no additional diagnostic or monitoring procedures are applied to the patients and epidemiological methods are used for the analysis of collected data (see Volume 10 of the Rules Governing Medicinal Products in the EU, Questions & Answers Version 10.0).

Non-interventional studies are defined by the methodological approach used and not by the scientific objectives. Non-interventional studies include database research or review of records where all the events of interest have already happened (this may include case-control, cross-sectional, cohort and other study designs making secondary use of data). Non-interventional studies also include those involving primary data collection (e.g. prospective observational studies and registries in which the data collected derive from routine clinical care), provided that the conditions set out above are met. In these studies,

interviews, questionnaires and blood samples may be performed as normal clinical practice.

#### **Occupational exposure to a medicinal product**

For the purpose of reporting cases of suspected adverse reactions, an exposure to a medicinal product as a result of one's professional or non-professional occupation.

#### **Off-label use**

Situations where a medicinal product is intentionally used for a medical purpose not in accordance with the authorised product information by the SFDA.

#### **Ongoing clinical trial**

Trial where enrolment has begun, whether a hold is in place or analysis is complete, but for which a final clinical study report is not available (see ICH-E2F Guideline).

See also Clinical trial, Completed clinical trial

#### **Ongoing signal**

In periodic benefit-risk evaluation reports, a signal that remains under evaluation at the data lock point (see Annex IV, ICH-E2C(R2) Guideline).

This definition is also applicable to periodic safety update reports.

See also Signal, Data lock point

#### **Overdose**

Administration of a quantity of a medicinal product given per administration or cumulatively which is above the maximum recommended dose according to the authorised product information. Clinical judgement should always be applied.

#### **Package leaflet**

A leaflet containing information for the user which accompanies the medicinal product.

#### **Periodic safety update report (PSUR)**

Format and content for providing an evaluation of the risk-benefit balance of a medicinal product for submission by the marketing authorisation holder at defined time points during the post-authorisation phase.

In the EU, periodic safety update reports should follow the format described in Module VII.

### **Pharmacovigilance**

Science and activities relating to the detection, assessment, understanding and prevention of adverse effects or any other medicine-related problem (see WHO<sup>11</sup>).

12 In line with this general definition, underlying objectives of pharmacovigilance in accordance with the applicable EU legislation for are:

- preventing harm from adverse reactions in humans arising from the use of authorised medicinal products within or outside the terms of marketing authorisation or from occupational exposure; and
- promoting the safe and effective use of medicinal products, in particular through providing timely information about the safety of medicinal products to patients, healthcare professionals and the public.

Pharmacovigilance is therefore an activity contributing to the protection of patients' and public health.

### **Pharmacovigilance system**

A system used by the marketing authorisation holder and by the SFDA to fulfil the tasks and responsibilities listed in the guideline and designed to monitor the safety of authorised medicinal products and detect any change to their risk-benefit balance.

In general, a pharmacovigilance system is a system used by an organisation to fulfil its legal tasks and responsibilities in relation to pharmacovigilance and designed to monitor the safety of authorised medicinal products and detect any change to their risk-benefit balance.

### **Pharmacovigilance system master file (PSMF)**

A detailed description of the pharmacovigilance system used by the marketing authorisation holder with respect to one or more authorised medicinal products.

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<sup>11</sup> World Health Organization (WHO). The importance of pharmacovigilance: safety monitoring of medicinal products. Genève: WHO; 2002.

See also Pharmacovigilance system

#### [Post-authorisation safety study \(PASS\)](#)

Any study relating to an authorised medicinal product conducted with the aim of identifying, characterising or quantifying a safety hazard, confirming the safety profile of the medicinal product, or of measuring the effectiveness of risk management measures.

A post-authorisation safety study may be an interventional clinical trial or may follow an observational, non-interventional study design.

See also Clinical trial, Non-interventional trial

#### [Potential risk](#)

An untoward occurrence for which there is some basis for suspicion of an association with the medicinal product of interest but where this association has not been confirmed (see ICH-E2F Guideline).

Examples include:

- non-clinical toxicological findings that have not been observed or resolved in clinical studies;
- adverse events observed in clinical trials or epidemiological studies for which the magnitude of the difference, compared with the comparator group (placebo or active substance, or unexposed group), on the parameter of interest raises a suspicion of, but is not large enough to suggest, a causal relationship;
- a signal arising from a spontaneous adverse reaction reporting system;
- an event known to be associated with other active substances within the same class or which could be expected to occur based on the properties of the medicinal product (see ICH-E2F Guideline).

See also Adverse event, Signal

#### [Quality adherence](#)

Carrying out tasks and responsibilities in accordance with quality requirements.

See also Quality requirements

## [Quality assurance](#)

See Quality control and assurance

## [Quality control and assurance](#)

Monitoring and evaluating how effectively the structures and processes have been established and how effectively the processes are being carried out.

This applies for the purpose of fulfilling quality requirements.

See also Quality requirements

## [Quality improvements](#)

Correcting and improving the structures and processes where necessary.

This applies for the purpose of fulfilling quality requirements.

See also Quality requirements

## [Quality of a pharmacovigilance system](#)

All characteristics of the pharmacovigilance system which are considered to produce, according to estimated likelihoods, outcomes relevant to the objectives of pharmacovigilance.

See also Pharmacovigilance system, Quality system of a pharmacovigilance system

## [Quality objectives](#)

See Quality requirements

## [Quality planning](#)

Establishing structures and planning integrated and consistent processes.

This applies for the purpose of fulfilling quality requirements.

See also Quality requirements

## [Quality requirements](#)

Those characteristics of a system that are likely to produce the desired outcome, or quality objectives.

See also Pharmacovigilance system, Quality system of a pharmacovigilance system

### [Quality system of a pharmacovigilance system](#)

The organisational structure, responsibilities, procedures, processes and resources of the pharmacovigilance system as well as appropriate resource management, compliance management and record management.

The quality system is part of the pharmacovigilance system.

See also Pharmacovigilance system, Quality of a pharmacovigilance system

### [Reference safety information](#)

In periodic benefit-risk evaluation reports for medicinal products, all relevant safety information contained in the reference product information (e.g. the company core data sheet) prepared by the marketing authorisation holder and which the marketing authorisation holder requires to be listed in all countries where it markets the product, except when the local regulatory authority specifically requires a modification (see Annex IV, ICH-E2C(R2) Guideline).

It is a subset of information contained within the marketing authorisation holder's reference product information for the periodic benefit-risk evaluation report. Where the reference product information is the company core data sheet, the reference safety information is the company core safety information (see Annex IV, ICH-E2C(R2) Guideline).

See also Company core data sheet, Company core safety information

### [Registry](#)

An organised system that uses observational methods to collect uniform data on specified outcomes in a population defined by a particular disease, condition or exposure.

### [Risk-benefit balance](#)

An evaluation of the positive therapeutic effects of the medicinal product in relation to the risks, i.e. any risk relating to the quality, safety or efficacy of the medicinal product as regards patients' health or public health.

See also Risks related to use of a medicinal product

### [Risk management plan \(RMP\)](#)

A detailed description of the risk management system.

To this end, it must identify or characterise the safety profile of the medicinal product(s) concerned, indicate how to characterise further the safety profile of the medicinal product(s) concerned, document measures to prevent or minimise the risks associated with the medicinal product, including an assessment of the effectiveness of those interventions and document post-authorisation obligations that have been imposed as a condition of the marketing authorisation.

See also Risk management system, Risk minimisation activity

#### **Risk management system**

A set of pharmacovigilance activities and interventions designed to identify, characterise, prevent or minimise risks relating to a medicinal product, including the assessment of the effectiveness of those interventions.

#### **Risk minimisation activity; synonym: Risk minimisation measure**

A public health intervention intended to prevent or reduce the probability of the occurrence of an adverse reaction associated with the exposure to a medicine, or to reduce its severity should it occur.

These activities may consist of routine risk minimisation (e.g. product information) or additional risk minimisation activities (e.g. healthcare professional or patient communications/educational materials).

#### **Risks related to use of a medicinal product**

Any risk relating to the quality, safety or efficacy of the medicinal product as regards patients' health or public health and any risk of undesirable effects on the environment.

#### **Safety concern**

An important identified risk, important potential risk or missing information.

It is noted that the ICH definition of safety concern is: an important identified risk, important potential risk or important missing information, i.e. includes the qualifier “important” in relation to missing information (see Annex IV, ICH-E2C(R2) Guideline). The ICH-E2E Guideline (see Annex IV) uses the terms safety issue and safety concern interchangeably with the same definition for safety concern as defined in the ICH-E2C(R2) Guideline.

See also Important identified risk and Important potential risk, Missing information

#### [Serious adverse reaction](#)

An adverse reaction which results in death, is life-threatening, requires in-patient hospitalisation or prolongation of existing hospitalisation, results in persistent or significant disability or incapacity, or is a congenital anomaly/birth defect.

Life-threatening in this context refers to a reaction in which the patient was at risk of death at the time of the reaction; it does not refer to a reaction that hypothetically might have caused death if more severe (see Annex IV, ICH-E2D Guideline).

Medical and scientific judgement should be exercised in deciding whether other situations should be considered serious reactions, such as important medical events that might not be immediately life threatening or result in death or hospitalisation but might jeopardise the patient or might require intervention to prevent one of the other outcomes listed above. Examples of such events are intensive treatment in an emergency room or at home for allergic bronchospasm, blood dyscrasias or convulsions that do not result in hospitalisation or development of dependency or abuse (see Annex IV, ICH-E2D Guideline).

Any suspected transmission via a medicinal product of an infectious agent is also considered a serious adverse reaction.

See also Adverse reaction

#### [Signal](#)

Information arising from one or multiple sources, including observations and experiments, which suggests a new potentially causal association, or a new aspect of a known association between an intervention and an event or set of related events, either adverse or beneficial, that is judged to be of sufficient likelihood to justify confirmatory action.

See also Validated signal, Newly identified signal, Closed signal, Ongoing signal, Signal management process, Adverse reaction

### [Signal management process](#)

Includes the following activities: signal detection, signal validation, signal confirmation, signal analysis and prioritisation, signal assessment and recommendation for action.

It therefore is a set of activities performed to determine whether, based on an examination of individual case safety reports (ICSRs), aggregated data from active surveillance systems or studies, literature information or other data sources, there are new risks causally associated with an active substance or a medicinal product or whether known risks have changed.

See also [Signal validation](#)

### [Signal validation](#)

Process of evaluating the data supporting a detected signal in order to verify that the available documentation contains sufficient evidence demonstrating the existence of a new potentially causal association, or a new aspect of a known association, and therefore justifies further analysis of the signal.

See also [Validated signal](#)

### [Solicited sources of individual case safety reports](#)

Organised data collection systems, which include clinical trials, registries, post-authorisation named-patients use programmes, other patient support and disease management programmes, surveys of patients or healthcare providers or information gathering on efficacy or patient compliance. For the purpose of safety reporting, solicited reports should not be considered spontaneous but classified as individual case safety reports from studies and therefore should have an appropriate causality assessment by a healthcare professional or the marketing authorisation holder (see Annex IV, ICH-E2D).

See also [Clinical trial](#), [Post-authorisation safety study](#), [Non-interventional trial](#)

### [Spontaneous report, synonym: Spontaneous notification](#)

An unsolicited communication by a healthcare professional or consumer to a company, regulatory authority or other organisation (e.g. the World Health Organization, a regional centre, a poison control centre) that describes one or more adverse reactions in a patient

who was given one or more medicinal products and that does not derive from a study or any organised data collection scheme (see Annex IV, ICH-E2D).

In this context, an adverse reaction refers to a suspected adverse reaction.

Stimulated reporting can occur in certain situations, such as after a direct healthcare professional communication (DHPC), a publication in the press or questioning of healthcare professionals by company representatives, and adverse reaction reports arising from these situations are considered spontaneous reports (see Annex IV, ICH-E2D), provided the report meets the definition above. Reporting can also be stimulated by invitation from patients' or consumers' organisations to their members. Reporting made in the context of early post-marketing phase vigilance (EPPV), e.g. in Japan, is also considered stimulated reporting.

See also Adverse reaction

#### **Stimulated reporting**

See Spontaneous report

#### **Substance**

Any matter irrespective of origin which may be human (e.g. human blood and human blood products), animal (e.g. micro-organisms, whole animals, parts of organs, animal secretions, toxins, extracts, blood products), vegetable (e.g. micro-organisms, plants, part of plants, vegetable secretions, extracts), chemical (e.g. elements, naturally occurring chemical materials and chemical products obtained by chemical change or synthesis).

#### **Summary of product characteristics (SPC)**

Part of the marketing authorisation of a medicinal product setting out the agreed position of the product as distilled during the course of the assessment process. It is the basis of information for healthcare professionals on how to use the product safely and effectively. The package leaflet is drawn in accordance with the summary of product characteristics (see The GCC Guidance for Presenting the SPC, PIL and Labeling Information)<sup>12</sup>

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<sup>12</sup>

[http://www.sFDA.gov.sa/en/drug/drug\\_reg/Regulations/Guidance%20for%20SPC%20PIL%20SFDA%20version%202.0.pdf](http://www.sFDA.gov.sa/en/drug/drug_reg/Regulations/Guidance%20for%20SPC%20PIL%20SFDA%20version%202.0.pdf)

**Target population (treatment); synonym: Treatment target population**

The patients who might be treated with the medicinal product in accordance with the indication(s) and contraindications in the authorised product information.

**Target population (vaccine); synonym: Vaccine target population**

Persons who might be vaccinated in accordance with the indication(s) and contraindications in the authorised product information and official recommendations for vaccinations.

**Traditional herbal medicinal product**

A herbal medicinal product that fulfils the conditions laid down in Article 16a(1) of Directive 2001/83/EC [DIR 2001/83/EC Art 1(29)], i.e.

- (a) it has (an)indication(s) exclusively appropriate to traditional herbal medicinal products which, by virtue of their composition and purpose, are intended and designed for use without the supervision of a medical practitioner for diagnostic purposes or for prescription or monitoring of treatment;
- (b) it is exclusively for administration in accordance with a specified strength and posology;
- (c) it is an oral, external and/or inhalation preparation;
- (d) the period of traditional use as laid down in Article 16c(1)(c) has elapsed;
- (e) the data on the traditional use of the medicinal product are sufficient; in particular the product proves not to be harmful in the specified conditions of use and the pharmacological effects or efficacy of the medicinal product are plausible on the basis of long-standing use and experience [DIR 2001/83/EC Art 16a].

Regarding (d), the product must have been in medicinal use throughout a period of at least 30 years, including at least 15 years within the EU (see DIR 2001/83/EC Art 16c(c) and European Commission Questions & Answers Document on Registration of Traditional Herbal Medicinal Products, 2011).

See also Herbal medicinal product

### [Unexpected adverse reaction](#)

An adverse reaction, the nature, severity or outcome of which is not consistent with the summary of product characteristics [DIR 2001/83/EC Art 1(13)]<sup>13</sup>.

This includes class-related reactions which are mentioned in the summary of product characteristics (SPC) but which are not specifically described as occurring with this product. For products authorised nationally, the relevant SPC is that authorised by the competent authority in the Member State to whom the reaction is being reported. For centrally authorised products, the relevant SPC is the SPC authorised by the European Commission. During the time period between a CHMP opinion in favour of granting a marketing authorisation and the Commission decision granting the marketing authorisation, the relevant SPC is the SPC annexed to the CHMP opinion.

See also Summary of product characteristics

### [Upper management](#)

Group of persons in charge of the highest executive management of an organisation. Membership of this group is determined by the governance structure of the organisation. While it is envisaged that the upper management usually is a group, the head of the organisation is the one person at the top of the organisation with ultimate responsibility for ensuring that the organisation complies with relevant legislation.

### [Vaccination](#)

The administration of a vaccine with the aim to produce immune response.

See also Immunisation

### [Vaccination failure](#)

Vaccination failure due to actual vaccine failure or failure to vaccinate (see CIOMS-WHO<sup>14</sup>).

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<sup>13</sup> For investigational medicinal products, an unexpected adverse reaction is an adverse reaction, the nature or severity of which is not consistent with the applicable product information (e.g. the investigator's brochure for an unauthorised investigational product or the summary of product characteristics for an authorised product)

<sup>14</sup> Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012

Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012.

Vaccination failure may be defined based on clinical endpoints or immunological criteria, where correlates or surrogate markers for disease protection exist. Primary failure (e.g. lack of seroconversion or seroprotection) needs to be distinguished from secondary failure (waning immunity) (see CIOMS-WHO14).

See also Vaccine failure, Failure to vaccinate

### **Vaccine**

See Immunological medicinal product

### **Vaccine failure**

Confirmed or suspected vaccine failure.

#### **Confirmed clinical vaccine failure**

Occurrence of the specific vaccine-preventable disease in a person who is appropriately and fully vaccinated taking into account the incubation period and the normal delay for the protection to be acquired as a result of immunisation (see CIOMS-WHO15).

#### **Suspected clinical vaccine failure**

Occurrence of disease in an appropriately and fully vaccinated person, but the disease is not confirmed to be the specific vaccine-preventable disease, e.g. disease of unknown serotype in a fully vaccinated person (based on CIOMS-WHO<sup>15</sup>).

#### **Confirmed immunological vaccine failure**

Failure of the vaccinated person to develop the accepted marker of protective immune response after being fully and appropriately vaccinated, as demonstrated by having tested or examined the vaccinated person at an appropriate time interval after completion of immunisation (based on CIOMS-WHO<sup>13</sup>).

#### **Suspected immunological vaccine failure**

Failure of the vaccinated person to develop the accepted marker of protective immune response after being fully and appropriately vaccinated, but with the testing or

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<sup>15</sup> Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012

examination of the vaccinated person done at an inappropriate time interval after completion of immunisation (based on CIOMS-WHO<sup>13</sup>).

For interpreting what means appropriately vaccinated, consider the explanatory note for Immunisation error-related reaction.

See also Vaccination failure

Vaccine pharmacovigilance

The science and activities relating to the detection, assessment, understanding and communication of adverse events following immunisation and other vaccine- or immunisation-related issues, and to the prevention of untoward effects of the vaccine or immunisation (see CIOMS-WHO<sup>16</sup>).

In this definition, immunisation means the usage of a vaccine for the purpose of immunising individuals (see CIOMS-WHO16), which in the EU is preferably referred to as vaccination (in the report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance the terms immunisation and vaccination are used interchangeably<sup>16</sup>). Usage includes all processes that occur after a vaccine product has left the manufacturing/packaging site, i.e. handling, prescribing and administration of the vaccine (see CIOMS-WHO16).

An adverse event following immunisation (AEFI) is any untoward medical occurrence which follows immunisation and which does not necessarily have a causal relationship with the usage of the vaccine. The adverse event may be any unfavourable or unintended sign, abnormal laboratory finding, symptom or disease. While this AEFI definition is compatible with the definition of adverse event applied in the EU, the AEFI definition is not needed to describe pharmacovigilance for vaccines in the EU. However, EU guidance on pharmacovigilance for vaccines makes use of the terminology suggested by CIOMS-WHO<sup>16</sup> regarding possible causes of adverse events, turning them into suspected adverse

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<sup>16</sup> Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012.

reactions. A coincidental event is an AEFI that is caused by something other than the vaccine product, immunisation error or immunisation anxiety (see CIOMS-WHO<sup>16</sup>).

See also Adverse event, Immunisation anxiety-related reaction, Immunisation error-related reaction, Vaccine product-related reaction, Vaccine quality defect-related reaction, Vaccination

#### Vaccine product-related reaction

An adverse event following immunisation that is caused or precipitated by a vaccine due to one or more of the inherent properties of the vaccine product (see CIOMS-WHO<sup>17</sup>).

In this definition immunisation means the usage (handling, prescribing and administration) of a vaccine for the purpose of immunising individuals (see CIOMS-WHO<sup>15</sup>), which in the EU is preferably referred to as vaccination (in the report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance the terms immunisation and vaccination are used interchangeably<sup>15</sup>).

See also Adverse reaction, Vaccine pharmacovigilance

#### Vaccine quality defect-related reaction

An adverse event following immunisation that is caused or precipitated by a vaccine that is due to one or more quality defects of the vaccine product including its administration device as provided by the manufacturer (see CIOMS-WHO<sup>18</sup>).

In this definition immunisation means the usage (handling, prescribing and administration) of a vaccine for the purpose of immunising individuals (see CIOMS-WHO<sup>16</sup>), which in the EU is preferably referred to as vaccination (in the report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance the terms immunisation and vaccination are used interchangeably<sup>16</sup>).

For the purpose of this definition, a vaccine quality defect is defined as any deviation of the vaccine product as manufactured from its set quality specifications (see CIOMS-WHO<sup>18</sup>).

See also Adverse reaction, Vaccine pharmacovigilance

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<sup>17</sup> Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012.

<sup>18</sup> Council for International Organizations of Medical Sciences (CIOMS). Definition and application of terms of vaccine pharmacovigilance (report of CIOMS/WHO Working Group on Vaccine Pharmacovigilance). Genève: CIOMS; 2012.

[Valid individual case safety report](#)

See Individual case safety report

[\*\*Validated signal\*\*](#)

A signal where the signal validation process of evaluating the data supporting the detected signal has verified that the available documentation contains sufficient evidence demonstrating the existence of a new potentially causal association, or a new aspect of a known association, and therefore justifies further analysis of the signal [based on IR 520/2012 Art 21(1)].

See also Signal