



NovoComplete Starting page

Considerations to the use of novoComplete: When the Trial Stop Date has been announced, it is **mandatory** to enter the scheduled /planned End of treatment (EOT) and Follow-up (FU) visit dates in novoComplete. The tool can be used to keep track of the EOT and FU visits and to get guidance on the correct timing of these visits.



LINK to novoComplete:

[Access your site specific novoComplete here](#)

Short video guides to novoComplete:

- LINK to why use novoComplete
- LINK to how to use novoComplete

Completion package documents can be found in CONNECT -> Trial Space -> Tools and resources.

Following should be considered when planning EOT and FU visit:

For all patients at your site, the End of Treatment/Follow-up visits must be performed after Trial Stop Date, and within 12 weeks after Trial Stop Date.

- EOT visits must not be later than 6 weeks after Trial Stop Date.
- No FU visits must be earlier than 5 weeks after EOT visit
- No FU visits before EOT visits



Clarification on warnings:

- Whenever a warning is appearing beneath the patient ID, you can get more information by clicking on the icon. Please take action on all warnings

Specifications you need to know:

- Patients who are registered in EDC as withdrawn, passed away or lost to follow-up are redacted from the list.
- Always click submit = save when you have completed your entries in the tool.
- You can download a copy of your entries by clicking on "download CSV"

At all times, if N/A is used for End of treatment (EOT) visit dates, you should provide a rationale to your Novo Nordisk contact for not conducting the visit for example:

- The patient has agreed to only one last contact at the end of trial. The date of the contact should be entered in the Follow-up (FU) visit field.
- Site was unsuccessful in contacting patients within the first 6 weeks after trial stop date.