orphanet

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Procedural document:
Data collection and registration of patient registries in Orphanet

www.orpha.net www.orphadata.org

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I. INTRODUCTION

1. Purpose/objectives

Orphanet offers, amongst a range of expert resources on rare diseases, a directory of patient registries that aims to help:

- Experts working in the field of rare diseases establish collaborations.
- Patients and general public retrieve information for a particular disease.
- Experts gain visibility and the ability to analyse the evolution of the field.

This document aims to define the set of criteria to be used when collecting, registering, and updating patient registries on rare diseases for the Orphanet database.

2. Disclaimer

- This publication is part of the project OrphaNetWork Direct Grant (831390) which has received funding from the European Union's Health Program (2014-2020).

- The content of this procedural document represents the views of the author only and is his/her sole responsibility; it can not be considered to reflect the views of the European Commission and/or the Consumers, Health, Agriculture and Food Executive Agency or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for use that may be made of the information it contains.

- Any information provided in Orphanet is not intended to replace professional health care. Orphanet cannot be held responsible for harmful, truncated or erroneous use of any information found in the Orphanet database.

3. Range of application

The present procedure applies to all the patient registries and the network of patient registries registered in Orphanet. The registration and update of the patient registries is performed by the Orphanet national teams (ONT) having signed a Network Agreement and a Data Transfer Agreement (DTA) with the Orphanet Coordinating Team (OCT).

4. References

• Orphanet Standard Operating Procedures

• Regulation (EC) N°141/2000 of the European Parliament and of ther Council of 16 December 1999 on orphan medicinal products

• EUCERD Core recommendations on rare disease patient registration and data collection to the European Commission, Member States and all stakeholders (June 2013).

5. Definitions

Contact person of registry: A person to be contacted to obtain information concerning the patient registry (when it is impossible to contact directly the manager of registry).

Coordinator of multicentric patient registry: A manager assigned the responsibility for the coordination of several centres collecting patient information and participating in a multicentric patient registry.

Coordinator of network of patient registries: A manager assigned the responsibility for the coordination of managers of patient registries participating in a network of patient registries.

Data transfer agreement (DTA): Contract between the data provider and recipient institutions governing legal obligations and restrictions, as well as compliance with applicable laws and regulations, related to the transfer of such data between the parties.

European Reference Network (ERN): Virtual networks involving healthcare providers across Europe. They aim to tackle complex or rare diseases and conditions that require highly specialised treatment and a concentration of knowledge and resources.

Funding body: Organisation that provides funds to fulfill a specific and predetermined purpose (to perform a research project, to develop a patient registry, etc.) carried out by the beneficiary(ies) of the financial support.

Geographical coverage: Geographical distribution of patients included in the registry.

Information scientist (IS): Member of the Orphanet team with a scientific and/or medical background in charge of collecting, producing and updating information provided in the Orphanet database.

International quality control (IQC) team: Team of information scientists in charge of the pre-release quality control of data registered in the database.

International Rare Disease Research Consortium (IRDiRC): Consortium that unites national and international governmental and non-profit funding bodies, companies (including pharmaceutical and biotech enterprises), umbrella patient advocacy organisations, and scientific researchers to promote international collaboration and advance rare diseases research worldwide.

Multicentric patient registry: A collaborative patient registry collecting patient information in more than one centre in a single country.

Network of patient registries: A group of patient registries between which a relationship exists. An Orphanet network of patient registries is always multinational, including a coordination center and nodes in different countries.

Orphadata: A platform developed by Orphanet to provide the scientific community with comprehensive, high-quality and freely accessible datasets related to rare diseases and orphan drugs, in a reusable format. http://www.orphadata.org/

Orphanet coordinating team (OCT): French Inserm US14-based team coordinating the Orphanet Network, producing the English Orphanet nomenclature and its scientific annotations and responsible for coordination of the production of the scientific content and for all Network activities including translation and IT developments.

Orphanet national teams (ONT): An Orphanet team based in one of the member countries of the Orphanet Network as per the Orphanet Network Agreement, and responsible for the collection of data on national expert resources. Some of the national teams are also in charge of the translation of the Orphanet nomenclature and/or the Orphanet database.

Orphanet network: The ONTs contributing to the Orphanet database in the framework of the signed Network Agreement and DTAs.

Orphanet online registration service: Service allowing professionals to register and/or update their activities related to rare diseases in the Orphanet database.

Manager of registry: Individual who assumes full scientific responsibility for a patient registry.

Rare disease (RD): A disease that affects less than 5 in 10,000 persons in Europe, as defined by the European Regulation on orphan medicinal products (Regulation (EC) No 141/2000 of the European Parliament and of the Council of 16 December 1999 on orphan medicinal products). In order to be registered in Orphanet, the disease must be described in at least two independent individuals, confirming that it is not an incidental association of clinical signs.

Orphanet patient registry: Collection of standardised information (medical and other, entered by clinicians and/or patients) about individual persons, collected in a systematic and comprehensive way, to evaluate specificied outcomes for a population defined by a particular rare disease, a group of rare diseases, or a rare form of a common disease and that serves one or more predetermined scientific, clinical, or policy purposes.

Orphanet patient cohort: Collection of standardised information on a specific subdataset pooling patients not only defined by a particular rare disease, a group of rare diseases, or a rare form of a common disease but also sharing particular characteristics. These patients are longitudinally followed up to answer a specific research question.

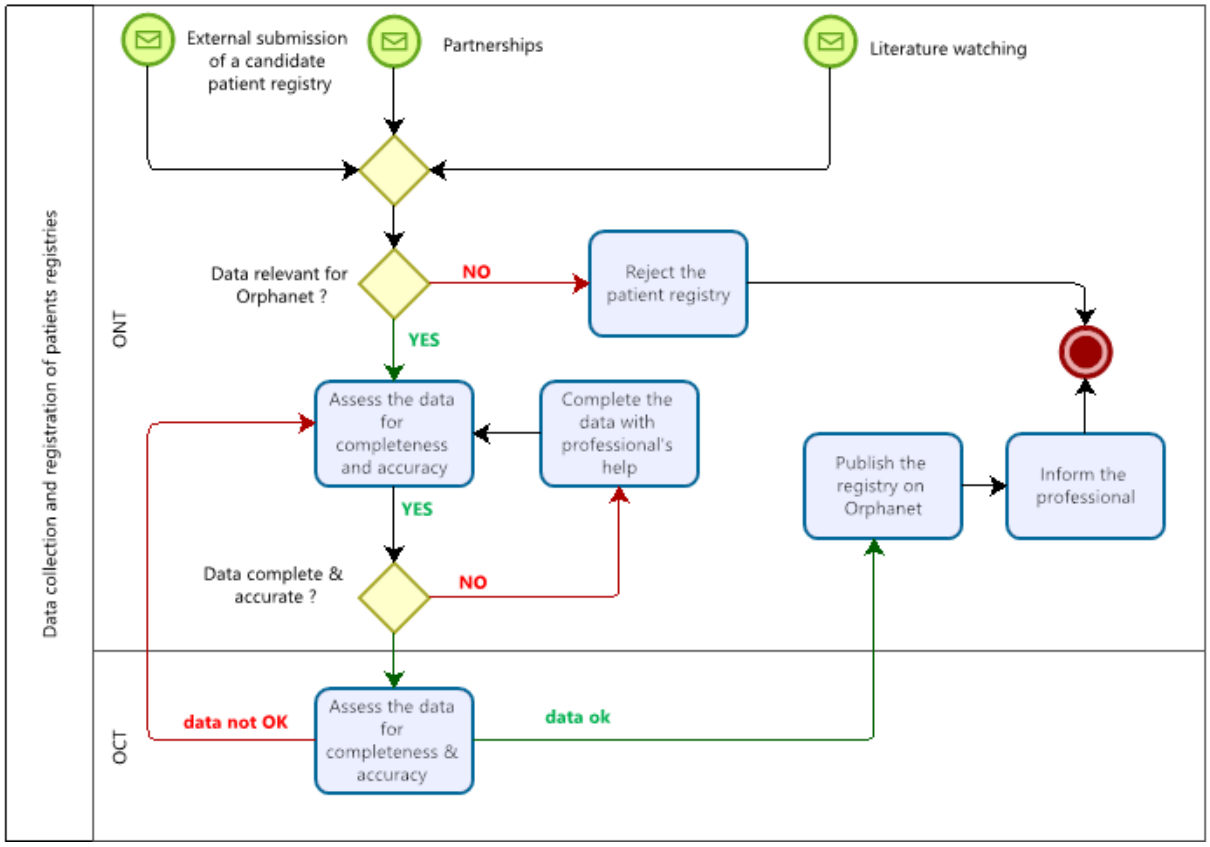
6. Filing and updates

This document is updated by the coordinating team as often as necessary and at least once a year. The most up-to-date version is available on the Orphanet website:
https://www.orpha.net/orphacom/cahiers/docs/GB/Patient_Registries_in_Orphanet_R2_R&D_regpat_EP_07.pdf

II. METHODOLOGY

1. Flowchart

The general process for patient registries data collection, registration, validation, and its quality control is presented below:



[1]

2. Description

The various steps of the flowchart above are explained in more details in the following sections.

The process of registration / update of patient registries or network of patient registries starts with either one or a combination of the cases below:

- A professional asks for the registration of activity through the Orphanet online registration service or in any form (e-mail, phone calls, etc.), or sends an email request to update its registered patient registries.
- An exchange of data through a partnership with a source of data (i.e. national authorities, etc.).
- Patient registries selected from peer-reviewed publications or the RD-Connect catalogue.

[1] Powered by bizagy Modeler

- A post-release quality control task focused on patient registries or network of patient registries.

An annual update is organised and launched by the Orphanet coordinating team (OCT) where all professionals registered in the database are invited to review and update their activities. Orphanet national teams are responsible for following up professionals' feedback.

2.1 Sources of information

National teams are in charge of identifying the sources of information for patient registries in their country and are advised to establish partnerships with their national funding agencies to obtain lists of funded patient registries and be as exhaustive as possible. If establishing a partnership, national teams must inform the coordinating team as some types of partnerships require the signature of a data transfer agreement (DTA).

The mains sources of information are:

- Professionals declaring a patient registry through the Orphanet online registration service.
- Patient registries selected from peer-reviewed publications.
- List of patient registries through a partnership with national authorities.

The **coordinating team** collects the patient registries conducted by ERNs. It also collects patient registries operating in countries outside of the Orphanet networkif they are described in a peer-reviewed journal and/or present in the RD-Connect catalogue, and/or funded by members of the International Rare Disease Research Consortium (IRDiRC).

2.2 Data selection

Orphanet national teams (ONTs) are responsible for data selection of patient registries that are performed in their own country as well as for the submissions of patient registries they receive through the Orphanet online registration service. The particular case of data selection of networks of patient registries lies not with the ONTs but with the Orphanet coordinating team (OCT).
The data selection starts by verifying that the patient registry meets the inclusion criteria for Orphanet.

a) Inclusion criteria:

In order to be registered in Orphanet, a candidate patient registry should be either of the following:

- A collection of standardised information (medical and other, entered by clinicians and/or patients) about individual persons, collected in a systematic and comprehensive way for clear purposes and objectives to facilitate clinical and epidemiological research and the monitoring of care provision and therapeutic interventions for a particular rare disease, a group of rare diseases, or a rare form of a common disease, and that serves one or more

predetermined scientific, clinical, or policy purposes.

- A patient cohort that is a collection of standardised information on a specific dataset pooling patients not only defined by a particular rare disease, a group of rare diseases, or a rare form of a common disease but also sharing particular characteristics. These patients are longitudinally followed up to answer a specific research question.

b) Exclusion criteria:

Orphanet does not register a patient registry if:

- It is a study performed by recruitment of patients of a registry, i.e. clinical trial or clinical study.
- It is a patient registry for common disease(s).
- The clinical data collection was not performed in a systematic way (e.g. single-centre database, private clinical data collection).

Please note that in order to be included in the Orphanet database, a (network of) patient registry(ies) should be hosted within a country which is part of the Orphanet network (description of the Orphanet network and list of network members available via the links below). Non-Orphanet network patient registries will be registered only if they are described in a peer-reviewed journal and/or if they are funded by a member of IRDiRC. Contact points of a single patient registry are also registered in the Orphanet database.
https://www.orpha.net/consor/cgi-bin/Education_AboutOrphanet.php?lng=EN
https://www.orpha.net/orphacom/special/eproc_SOPs.pdfv

2.3 Data assessment

A candidate patient registry will go through a mandatory assessment and validation process at the national level. All patient registries, regardless of their origin/source, go through this assessment process. First and foremost, this step aims to ensure the relevance of each new entry in Orphanet as a specific resource on rare diseases. If a patient registry is deemed not relevant for the Orpanet database (e.g. not focused on a rare disorders or group of rare disorders, or not compliant with the inclusion criteria), the request to register the patient registry is then immediately rejected by the information scientist of the Orphanet country where the request originated. The professional who submitted the suggestion to add the patient registry is informed of the decision.

If the patient registry complies with the Orphanet inclusion criteria for patient registries, the information scientist (IS) analyses the information to ensure that the mandatory dataset (described below) is provided and is coherent. If necessary, the IS introduces corrections before submitting to pre-release quality control.

In case of inconsistency or missing information, the IS will contact the manager or the contact person of the registry in order to clarify or obtain the information needed. Once this information

obtained and assessed, the IS submits the candidate registry to the pre-release quality control (see next section).

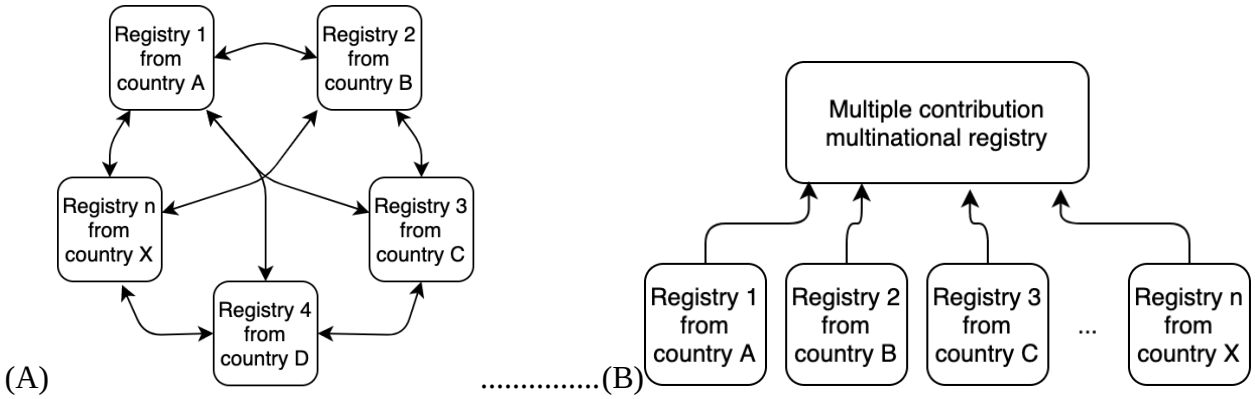
a) Orphanet dataset for a patient registry

- Official title (in local language and in English).
- Website of the patient registry or a description of it.
- Start and end dates of patient registry.
- Recruitment status (recruiting or not).
- Disease(s) and/or group(s) of diseases concerned.
- If the patient registry a multicentric national patient registry, i.e. does the registry collect data from several collection sites within the country?
- Geographical area (regional, national, European, or global), i.e. area of collection of patients included in the database.
- Name and contact details (email address +/- phone number) of the manager and/or contact person of the registry.
- Name of the funding body(ies).
- Is the patient registry funded by a member of IRDiRC or is it currently an IRDiRC-recognized Resource (see https://irdirc.org/research/irdirc-recognized-resources/) at the time the registry starts?
- Is the patient registry endorsed by a European Reference Network (ERN) member?
- RD-Connect ID if the patient registry is present in the RD-Connect catalogue.

b) Orphanet dataset for a network of patient registries

- Official title (in local language and English).
- Website of the network of patient registries or a description of it (study plan: objectives, eligibility criteria, etc.)
- Disease(s) or group of diseases concerned.
- Geographical coverage (European or global) of the network of patient registries.
- Name and contact details (email address +/- phone number) of the coordinator of the patient registry network.
- Name of the funding body(ies).
- Is the network of patient registries funded by a member of IRDiRC?

Note that all Orphanet networks of patient registries are multinational. Orphanet recognises two types of network registries represented below: (A) a larger physical multinational entity centralising and aggregating data from several smaller national patient registries; (B) a network of interoperable federated patient registries all communicating and forming a virtual single large patient registry providing access to each node of the network.



2.4 Pre-release quality control (PrRQC)

Once the candidate patient registry passes the national assessment step, the coordinating team (OCT) performs a pre-release quality control to assess the relevance and correctness of the data collected by the national teams. This quality control is mainly focused on the disease(s) linked, the type of registry, as well as on the coherence of the whole dataset.

In case some information is missing or needs correction, the form is sent back to the national teams which take the necessary steps (including contacting the professional if necessary) to complete the dataset originally submitted. After necessary corrections have been implemented by the national team, the patient registry is submitted once again to the coordinating team for another round of quality control. Once relevance and correctness of the dataset have been ensured at both the national team level and at the coordinating team level, the candidate registry is ready to be published.

2.5 Data publication

Once all the quality control steps have been completed, the patient candidate patient registry is considered validated and is then published on the Orphanet website. The corresponding ONT is then in charge of informing the professional(s) that the activity has been published.

The information on patient registries is accessible on Orphanet via the "Directory of ongoing research projects, clinical trials, registries and biobanks", section "Registries & biobanks". They can be also accessed from the "Additional information" section at the bottom of each disease page. The Orphanet Report Series on Rare Disease Registries in Europe, gathering information collected by Orphanet regarding systematic collections of data for a specific disease or a group of diseases, can be downloaded via the following link:
https://www.orpha.net/orphacom/cahiers/docs/GB/patient_registries_in_Orphanet_R2_R_D_CT_EP_07.pdf

Information on patient registries can also be retrieved from Orphadata after signing a Data Transfer Agreement (DTA) or a service contract.

2.6 Post-release validation

The post-release quality control for patient registries is performed through the quality control projects, which are organised by the coordinating team on a regular basis in order to check the completeness and consistency of the data.

For any questions or comments, please contact us: contact.orphanet@inserm.fr

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