**Study Personnel Training Log - INSTRUCTIONS**

All study team members delegated tasks require a demonstration of their study specific training. Often study teams hold a meeting where the study team is trained together. The meeting agenda or the power point slides can be printed and signed by those in attendance. Emails to the study team with documents can also be included, as with the responses from the study team when they have reviewed the material.

Study Personnel Training Helpful Tips:

* The Study Personnel Training Log is a helpful tool to document the training of all study team members.
* The training materials themselves should also be included in the Regulatory Binder (e.g. slides, SOPs, protocol, IB etc).
* Throughout the study or when amendments are approved, study team training of the changes should be documented.
* When new members join the study team, the dates when study specific material was reviewed should be documented.
* Completion of training log is only required for those who are on the Signature Delegation Log
* Training topics specified in the ‘Topics Key’ may be added, removed or altered as required for your study protocol
* The Principal Investigator is required to sign the log at the bottom acknowledging that the study training took place.

**STUDY PERSONNEL TRAINING LOG**

|  |  |  |
| --- | --- | --- |
| **Study Title:** | **REB #:** Pro | **PI Name:**  |

By signing below, each staff member verifies they he/she has had the opportunity to review the relevant study materials and that he/she agrees to conduct the study in accordance with the current protocol

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Role** | **Date Trained****(dd/mmm/yyyy)** | **Topics (see key)** | **Method of Training** |
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**Topics Key:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Protocol overview | 4. Study drug storage, preparation and dispensing | 7. Adverse event reporting |  |
| 2. Inclusion/exclusion criteria | 5. Study drug administration | 8.  |  |
| 3. Study drug overview | 6. Criteria of events | 9.  |  |

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**Principal Investigator Signature Date**