**Guidance**

All site staff involved with the project should be listed on this log, including the Chief Investigator.

The start date (Date from), when the individual has been delegated the task(s) should be indicated by a signature from the CI at the commencement of duties.

The end date (Date to) should only be indicated by a signature from the CI at cessation of duties (eg study end or departure of the individual).

List the key delegated tasks as shown in the example below. Each task has to be numbered individually ie, 1, 2, 3, 4, 5, not 1- 5.

The List of Key Tasks should be specific to each project and not just copied from the example list.

It should be possible for a monitor or auditor to confirm the suitability of the individual to the task ie, an individual has not been delegated a task for which they are not trained.

Columns marked with an asterisk (\*) shall not be pre-populated.

Example: List of Key Tasks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | Create case report form | **2** | Receive informed consent | **3** | Physical examination | **4** | ECG |
| **5** | Confirm inclusion exclusion criteria | **6** | Take blood samples | **7** | Centrifuge and store samples | **8** | Conduct audio recordings |
| **9** | Resolve data queries | **10** | Statistical analysis | **11** |  | **12** |  |

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| **Protocol Title** |  | | | | | | | | | | |
| **Sponsor ID** |  | **REC Ref** |  | **R&D Ref** |  | **IRAS** |  | **Site ID** | |  | |
| **Print Name** | **Role at study site**  **(Co-Investigator, Study Nurse etc)** | **Signature\*** | | **Initials\*** | **Delegated Tasks**  **(see List of Key Tasks)** | **Duration** | | | | | |
| **Date from\*** | **CI Signature\*** | | **Date to\*** | | **CI Signature\*** |
| **At departure or study end** | | |
|  | Chief Investigator (CI) |  | |  |  |  |  | |  | |  |
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**List of Key Tasks**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |  | **2** |  | **3** |  | **4** |  |
| **5** |  | **6** |  | **7** |  | **8** |  |
| **9** |  | **10** |  | **11** |  | **12** |  |