UKALL14

Site Staff Delegation Log

Site name:		Principal Investigator:	

Name	Post	Signature	Initials	Date started on trial (dd/mm/yyyy)	Date finished on trial (dd/mm/yyyy)	Key Trial Tasks Use codes below (as many as applicable)	PI	
							Initials*	Date

Please make all entries in ink. Any errors should be crossed out with a single pen stroke, initialled and dated.

CODING			
	A = Obtain local approvals for trial	**G** = Patient's clinical care (medical)	**M** = Trial specific sample collection
	B = Screening of patients for trials	**H** = Patient's clinical care (nursing)	**N** = Site File maintenance (Investigator SF or Pharmacy SF)
	C= Inform patient of trial	**I** = Prescribe trial medication	**O =** Overseeing trial medication handling
	D = Obtain patient informed consent	**J** = SAE reporting	**P** = Trial medication handling and/or accountability
	E = Confirm patient eligibility (Investigators only)	**K** = Perform causality assessment on SAEs (Investigators only)	**Q** = Other, specify ……..
	F = Patient registration / randomisation	**L** = CRF completion	**R** = Other, specify ……..

*** By initialling an entry I confirm that the person completing the entry is authorised to perform the trial procedures documented in the tasks section and that the person is competent to undertake these tasks. I also confirm that the person is appropriately informed about the latest version of the trial protocol, relevant trial procedures and has undergone GCP training.**

Site maintenance of Site Staff Delegation Log:

1. All trial staff working on the trial at the start of the trial must be recorded on the Log.

2. The PI must initial and date each line to confirm that he/she authorises the member of staff to perform the identified tasks and that the individual is adequately trained to perform those tasks. The site will forward a copy to the CR UK & UCL Cancer Trials Centre (CTC) prior to the site being opened to recruitment.

3. The site should update the Log at the time of any staff changes during the conduct of the trial so that a record of all trial staff working on the trial at any point during the trial is maintained. For each addition the PI must initial to authorise and confirm competency of the individual.

4. All staff listed on this Log must have had recent GCP training and evidence of this training must be kept with their CVs in the Investigator Site File, or other identified location at site.

5. Additional pages should be added as necessary and the final page number need not be added until the Log is complete at the end of the trial.

6. The Site Staff Delegation Log is stored at site in the Investigator Site File and a copy sent to the CTC on request, when additions made and at the end of the trial.