# Study Site Signature/Delegation of Responsibility Log

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| Site |  | Study Title |  |
| Principal Investigator |  |  |  |

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| List delegated study related tasks and dates of involvement for each staff member in accordance with Good Clinical Practice (GCP). The provision of signatures and initials of all staff that collect study data allows documentation attributed to specific staff members to be verified.  The PI should acknowledge delegation by signing his/her initials after each entry and at study ‘close out’ to attest to the fact that the list is complete, accurate and that all staff are accounted for. All staff must be qualified by training, education and experience to do their duties (such as administering medication, assessing AE seriousness etc.) Update this log in a timely manner as new personnel are added and/or study roles change. | | | | | | | |
| Print Staff Name | Title | Signature | initials | \*study tasks | start  date | end  date | PI Initials |
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| Key for Delegated Study Tasks: These are most common examples. Add/delete as necessary to meet your study needs | | | | |
| 1. Screen Participants | 1. Obtain Informed Consent | 1. Obtain Medical History | 1. Assess Eligibility Criteria | 1. Perform Physical Exam |
| 1. Perform Randomization | 1. Dispense Investigational Drug/device | 1. Investigational product accountability | 1. Assess Adverse Events | 1. Safety Monitoring |
| 1. Complete Source documents | 1. Provide discharge instructions | 1. CRF Completion and query response | 1. CRF Signature | 1. Process Sample specimens |
| 1. Prepare HREC submissions | 1. Maintain Essential documents | 1. Other: | 1. Other: | 1. Other: |

I have reviewed the information on this log and have found it to be accurate. All delegated duties were performed with my authorisation.

**Principal Investigator Signature: Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Complete at study close out)