DELEGATION OF RESPONSIBILITIES AND LOCATION SIGNATURE LOG

INVESTIGATOR:	LOCATION NAME:
LOCATION NUMBER:	PROTOCOL No: 181495

Staff Name (Print)	Staff Signature	Staff Initials	Trial Role	Trial Duties (see legend)	Start date on Trial	End date on Trial	PI Authorisation (Initial & Date)

LEGEND

Staff undertaking streamlined training for consent and randomisation duties, can only be delegated responsibilities: a, c, h, k, o

a. Take verbal informed consent	g. Assess causality and expectedness of SARs	m. Assist with monitoring visits
b. Take written informed consent (sub-study only)	h. Randomisation	n. Site Coordination
c. Determine participant eligibility	i. Archive study documentation	o. Conduct study procedures/assessments
d. Obtain & process source documents	j. Maintain Investigator Site File (ISF)	p. Obtain & prepare research samples (sub-study only)
e. Maintain R&D & Regulatory Documents	k. Instruct participant on study procedures	q. Conduct sub-study procedures/assessments
f. Report Serious Adverse Reactions (SARs)	l. Complete & Correct Case Report Forms (CRFs)	r. Other (please specify):
s. Electronic CRF sign off (*PI only*)		

PI Delegated Duties to Sub-PI *(Only one member of the team may be delegated; PI has overall responsibility and oversight of study)*

1. PI Authorisation of new staff members
2. Electronic CRF sign off