**DELEGATION LOG**

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| **R&D Study Ref:** |  | **MREC Number:** |  | **Investigator Name:** |  |
| **Study Title:** |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name (Print)** | **Signature** | **Initials** | **Study Role** | **\*Key Delegated Study Task(s)**  See Examples Listed Below | **Start Date** | **Investigator Signature** | **End Date** | **Investigator Signature** |
|  |  |  | Chief Investigator |  |  |  |  |  |
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\* Identify key study tasks when delegated by the investigator. Examples include:

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| --- | --- | --- | --- |
| 1. | Coordinate approval communications/ submissions | 2. | Screen/ recruit study participants |
| 3. | Obtain informed consent | 4. | Confirm eligibility (inclusion/ exclusion) (by medic) |
| 5. | Obtain medical/ medication history | 6. | Perform medical examination |
| 7. | Conduct study visit procedures (e.g. vital signs, height, weight, ECG) | 8. | Conducts specialist study visit procedures (e.g. photography, audio recordings) |
| 9. | Perform study related assessments | 10. | Make study related medical decisions |
| 11. | Evaluate study related test results | 12. | Collect biological samples/ material |
| 13. | Process, store or ship biological samples/ material | 14. | Randomise study participants (with or without IWRS/ IVRS) |
| 15. | Make (e)CRF entries or corrections | 16. | Sign off (e)CRFs |
| 17. | Resolve data queries | 18. | Maintain essential documents |
| 19. | Manage IMP/ device receipt, storage and temperature monitoring | 20. | Prepare and/ or dispense IMP/ device |
| 21. | Managed IMP/ device accountability | 22. | Assesses AE/ SAE severity and causality |
| 23. | Report SAEs | 24. | Receive/ access safety notifications |
| 25. | Activities related to regulatory communications/ submissions | 26. | Activities related to randomisation code break |
| 27. | Other\* | 28. | Other\* |
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