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| **GENERAL INSTRUCTIONS** – delete this box from the completed form. Red text represents instructions to you – to be deleted from the final version.**NOTE: This form is designed to be a starting point on a group training log. Update it as necessary for your specific study.** * Complete this form with group training information.
* Generally, group training logs are only appropriate for a training event or presentation. Staff members completing self-directed training, such as reviewing a protocol or online training video, should be recorded on an individual training log. Information should not be repeated between the Group and Individual Staff Member Training Logs.
* Each study staff member that completed the training must print their own name and sign for themselves.
* Additional pages should be printed or rows added as required for study needs.
* Page numbers do not automatically update as it is unknown how many pages will be necessary for the entire study. The page information in the footer should be added when study data collection is complete and no additional adverse events will occur.
* Additional resources for Training, Competency, and Delegation are available within the [Standard Operating Procedure guidance document](https://www.bumc.bu.edu/ohra/required-training/institutional-standard-operating-procedures-sops/).
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| **Staff Member Name** | **Staff Member Signature** |
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