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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 Staff License Log. Update it as necessary for your specific study.** * The Staff License Log tracks clinical licensure of study staff. Maintaining a log helps the study team easily check that all licenses are current. This log is simply a listing of individuals who have licenses that are maintained in the study regulatory files. It is important that a copy of each license also be maintained.
* In Massachusetts medical and nursing licenses must be renewed every two years. All previous licenses should be maintained, expired licenses should not be destroyed at any point. Expired licenses are kept to show the individual was licensed during the entire time they were part of the study.
* Documentation of licensure should be maintained for all study staff who perform research-related tasks that require license. For example, physical exams, adverse event assessment, or completing other clinical procedures required as part of the research.
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