**Study Name:**       **Study PI:**

**Study IRB #:**

**Signature/Task Delegation Log**

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| CRRO Template Version 1.0, 5/24/2017 **GENERAL INSTRUCTIONS** – delete this box from the completed form This log has two purposes. First, it documents signatures and initials of all staff that collect and record study data so that study documentation attributed to specific staff members may be verified. Second, it lists the study activities that the staff member may do, per delegation by the PI. Update this log in a timely manner when study personnel are added, removed, and/or when study roles change.Note that if you sign documents electronically you must use a valid e-signature method. If you use a combination of electronic and “wet” signatures on hardcopy documents it will be necessary to still keep a signature log. If all of your signatures are electronic then the signature log is not necessary (though the delegation documentation is still needed).You should add/remove tasks from the list to reflect the study activities that apply to your study. The PI should sign each entry to acknowledge the delegated tasks and sign at study closeout to attest that the list is complete and accurate. Red text represents instructions to you – to be deleted from the final version. |

Please ensure that all staff listed on this log are IRB-approved to do the task to which they are assigned (i.e. such as consenting participants) and that they are qualified by training, education, and license to do so (such as administering medications, performing physical exams and assessments, assessing AE seriousness, grade, attribution, etc.)

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| **Print Name** | **Degree(s)1** | **Role on study** | **Signature** | **Initials** | **Delegated study tasks (see below)** | **Start date** | **End date** | **PI Initials/date** |
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1 For those with clinical licenses, obtain documentation (photocopies) of current licensure. See Staff License/Certification Log.

**PI Signature (at end of study): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Study Task Codes**

[Add/remove tasks from the list below to make the list relevant to your study]

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| 1. Obtain informed consent (IRB-approved)
2. Obtain medical history
3. Perform physical exams
4. Performing physical assessments
5. Eligibility assessment
6. Obtain study measurements/collect data
 | 1. Collect specimen samples
2. Drug administration
3. Drug dispensing
4. Drug receipt, accountability, returns, destruction
5. AE assessment
6. CRF completion
 | 1. Data entry
2. Query completion
3. Safety monitoring
4. IRB submissions
5. Update/maintain regulatory documents
6. Update/maintain study documents
 | 1. Process specimen samples
2. Shipping hazardous materials (i.e. human tissue specimens, dry ice, etc.)
3. Other:
4. Other:
5. Other:
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