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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 member training log. Update it as necessary for your specific study.**   * Complete this form with one staff member’s completed training * Each training should be listed separately with applicable information. * Maintain one log per staff member to record all trainings. Information that might be captured on the Group Training Log does not need to be repeated here. * 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 the study is complete and no additional training will be required. * 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/). |

| **Description of Completed Training** | **Training Date** | **Method\*** | **Staff Signature** |
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| *\*Method: Should describe what type of training was completed. Examples include Self-Review which could include completing online video-based training or document reading or Guided which includes when a trainer or other individual is leading a training.* | | | |