

TRAINING LOG INSTRUCTIONS

PURPOSE

To document study-specific training completed by study team members for the duration of the study.

HOW TO USE

GENERAL:

- Complete the form header by adding the Principal Investigator's name, IRB number and Study Title.
- Record Training for study team members in the Log as the training is completed.
 - The study team members listed on each line should sign to verify that the training has been completed.
 - Include a description of the training including the version and date when applicable, such as Protocol training.
 - Include the date the training was completed.
 - Indicate the type of training, when appropriate.
- Have the individual providing the training sign to verify that the training was provided and that the training requirements were satisfied.

All three templates effectively document training, but do so in different ways, such as:

Template 1 - A sign-in sheet that doubles as a training log when meeting as a group for SIV or Protocol Amendment training with a trainer.

Template 2 – Documents multiple types of training for a single team member based on the responsibilities outlined for them on the Study Signature Log.

Template 3 - Consider using this log when study team members complete the same training independently.

GOOD PRACTICE RECOMMENDATIONS

- File a copy of the request for training and the training material with the completed log
- Be sure to document training on a training log if a certificate of completion is not available
- Be sure to customize the template to make it study-specific.