

MONITORING VISIT LOG INSTRUCTIONS

PURPOSE

This log provides a comprehensive list of all monitoring visits.

HOW TO USE

- Complete the form header by adding the Investigator Name, Study Title and IRB number.
- The body of the form is completed as follows:
 - The monitor should complete the visit date, printed name, signature, and reason for the visit for each day of the monitoring visit.
 - The study team member hosting the monitor should initial the log

GOOD PRACTICE RECOMMENDATIONS

- Record monitoring visits as they occur, to ensure completeness and accuracy of the log.
- If a visit occurs over more than one day, each day should be recorded on a separate line.
- Be sure to customize the template to make it study-specific.