

TRAINING LOG INSTRUCTIONS

PURPOSE

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

HOW TO USE

- 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.
- Have the individual providing the training sign to verify that the training was provided and that the training requirements were satisfied.

GOOD PRACTICE RECOMMENDATIONS

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