

# Training Log

---

*Behavioural and Situational Research Group  
School of Medicine, University of Tasmania*

Version number:	2
Effective date:	01/09/2016
Review due:	13/09/2019 (reviewed every two years)
Author:	Gudrun Wells
Approved by:	Associate Professor Stuart Ferguson

## Amendment History

Version	Date	Author/s	Amendment Details
2	14/09/2017	Gudrun Wells	Reviewed

## Purpose:

To accurately record the training received by study staff.

## Responsibility:

It is the responsibility of the Chief Investigator (CI) and suitable trained and delegated study staff to ensure that the BSRG Training Log is kept up to date.

## Scope:

This SOP outlines how Training Logs are to be used and maintained.

## Materials:

- BSRG Training Log

## Procedure:

As new staff members join a study, they should be trained in study related tasks. The CI or suitably trained and delegated staff members will conduct this training.

The following information should be recorded for each new staff member, or as existing staff members receive additional training:

- Staff name
- Study title
- Training: list the tasks that the staff member has been trained in.
- Training date: list the date that the staff member received this training.
- Name of trainer

## Standard Operating Procedure

- CI initials and date

A paper copy of the Training Log is to be kept at each study site, and scanned and stored on the Admin folder on the BSRG server as changes are made.