Delegation Log

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

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Amendment History

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

Purpose:

To accurately record who the Chief Investigator (CI) has delegated study related tasks to, and provide a record of their signatures and initials.

Responsibility:

Ensuring that the Delegation Log is up to date is the responsibility of the CI.

Scope:

The Delegation Log should cover all staff undertaking tasks related to BSRG studies.

Materials:

- Study specific Delegation Log

Procedure:

A separate Delegation Log should be set up at the beginning of each study, with the CI ensuring that the log contains all the relevant study tasks. Then, as the study progresses, the CI records to whom tasks have been delegated. This should be recorded after the staff member has been trained (see Training Log SOP) but before they have started fulfilling their tasks.

1. Name: Full name.
2. Degree: List relevant training.
3. Title: Enter the study-specific role of each staff member.
4. Signature: Used to compare entries made later on study related documentation.

5. Initials: Staff to record the initials they will use on study related documentation.
6. Study tasks: use the key located at the bottom of the Delegation Log to record the tasks delegated to each staff member.
7. Start date: Date the staff member has been delegated the task (after they have been suitably trained).
8. End date: Date the staff member is no longer participating in the study. This is initially left blank.
9. Phone number or email: Record how best to contact the staff member.
10. CI Initials and date: notes the date on which the CI reviews the log to acknowledge that the new information recorded is correct. By initialling a row, the CI confirms the particular staff member is authorized, trained and qualified to perform the tasks assigned to them.
11. CI signature and end of study declaration: At the end of the study, the form should be signed and dated in the designated area by the CI after reviewing all entries for accuracy.

A paper copy of the log should be kept at each study sites, and scanned and uploaded to the server regularly for backup.

Staff changes

Change in CI: If the CI changes during the study, the current CI should fill in the End Date, and the new CI should fill in their own information, and then note that they have reviewed and agreed with (or not) all currently delegated tasks.

Change in roles or study tasks: If there are changes to the roles or tasks assigned to staff members, the original row should be given an end date, and a new row filled out with the new role and/or study tasks that the staff member is now delegated.