TARGIT Collaborative Group

TARGIT Collaborative Group Training and Introductory Content

Tool: Training Log, Delegation of Authority

Purpose: To record all training completed by site study staff members participating in the TCG

Audience/User: Study Coordinators, Physician Lead(s), Participant Data Enterer

Details: This tracking log should provide a comprehensive list of all training completed by site study staff and will also serve as record for role assignment for Castor. It is required for acceptance into the TARGIT QC.

Best Practice Recommendations:

- Record training in the log as it is completed, to ensure completeness and accuracy of the data.

- This log need not include training that is documented by a completion certificate or other written documentation.

- The site study staff member listed on each line should sign to verify that the training has been completed.

- If Personnel changes or Designation of new site role(s) occurs, site is responsible for contacting Coordinator and completing required updates

- Sites acknowledge it is their responsibility to contact Coordinator if personnel changes. Sites ensure that the roles are accurate and reflect permissions as permitted by TARGIT TCG QC.

Tool Revision History:

Version Number	Version Date	Summary of Revisions Made:
1.0	20Oct2020	First Draft for TCG

TARGIT TCG QC Site Training Log, Initiation Checklist, and Delegation of Participant roles

Site Name:	Protocol:	Anticipated # of Pt Charts to be entered:

Printed Name	Role	Training for Castor Required? Scheduled? Y/N Provide Date if Y	Site Data Enterer? Y/N	TCG Protocol: Read with Signature by Site PI? Y/N	IRB Review Obtained? Y/N? Date? All approval content provided? Y/N	Prospective Pt Data? Y/N Retrospective Pt Data? Y/N	Signature