

DELEGATION OF RESPONSIBILITIES LOG



List of Delegated Tasks: <i>*All undelegated tasks will remain the responsibility of the Principal Investigator</i>					
A	Overall Responsibility (PI only)	I	Randomisation	Q	eCRF Sign Off (PI only)
B	Informed Consent Process	J	IMP Dispensing	R	Data Query Resolution
C	Eligibility Criteria Review	K	IMP Loading Dose Administration	S	ISF Maintenance
D	Medical History / Con Med Review	L	IMP Receipt/Accountability/Inventory	T	Sample Preparation/ Processing
E	Physical Examination	M	IMP Destruction	U	Sample Shipment/ Receipt
F	Eligibility and Enrolment Confirmation (Physician only)	N	AE, SAE and SUSAR Reporting	V	Archiving
G	Trial Procedures	O	SAE Assessment for Causality & Expectedness (Physician only)	W	
H	Trial Prescription Approval/Signature	P	eCRF Completion	X	

List of Trial Roles:		
PI – Principal Investigator	RN – Research Nurse	PC – Pharmacy staff/Pharmacist
SI – Sub Investigator	TC – Trial Coordinator	LB – Laboratory Staff
DM – Data Manager	TM – Trial Manager	AM - Administrator

Notes for Completion of the Delegation log

- All personnel who perform trial related activities (including staff from other departments) must have delegations clearly documented in the delegation log, prior to involvement with the trial
- By signing the log the PI is approving the delegation of duties and confirms that the member of staff has received trial specific training and is appropriately qualified to perform the delegated task
- This document must be completed clearly in black ink; corrections made with a single strike through, dated and initialled
- All personnel on the delegation log must retain signed and dated CVs and GCP certs (and, if applicable, honorary research contracts and letters of access) that cover their duration on the trial
- Upon completion of the trial the PI must confirm that all staff listed on the log have been appropriately delegated study related duties and were suitably qualified to carry out their tasks. Please do not complete this until all trial related activities have ceased.

DELEGATION OF RESPONSIBILITIES LOG



Protocol: Chloroquine/ hydroxychloroquine prevention of coronavirus disease (COVID-19) in the healthcare setting; a randomised, placebo-controlled prophylaxis study (COPCOV)

Site Name:

Site PI:

Site Number: GB

Country: UK

Printed Full Name	Trial Role (Refer to List)	Signature	Initials	Delegated Tasks (Refer to List)	Dates of Responsibilities		Site PI Signature
					From (dd/mmm/yyyy)	To (dd/mmm/yyyy)	

FOR COMPLETION AT TRIAL CLOSURE:

As Principal Investigator, I confirm the staff listed above have been delegated final related duties and are suitably qualified to carry out their task(s)

Principal Investigator's signature: _____ Date (dd/mmm/yyyy): _____

