*Site Personnel Log completion instructions: The Site Personnel log should include all study staff that were trained to the study protocol. The Principal Investigator should assign all appropriate tasks to each trained personnel. If tasks change for personnel during the trial, make a new entry on a new line. The Principal investigator should have all tasks assigned to himself or herself when applicable . If multiple site personnel logs are required, all task lettering and tasks should be constant from one log to the next. At the completion of the study all blank spaces should be lined or crossed out, initialed and dated by the PI. \*If there is no investigator, this should be the lead CRA.*

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| **Name (printed)** | **Signature** | I**nitials** | **Trial Function**  **(ex. PI)** | **Coding for Key Delegated Tasks** | **FROM**  **(dd-MON-yyyy)**  Date Trained | **TO**  **(dd-MON-yyyy)**  Completed at study closure or departure from site | **Investigator Initials\*** |
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**Coding for Key Delegated Tasks**

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| **A = Obtain Informed Consent** | **E = Medical Care of Subjects** | **I = Break Randomization Codes** |
| **B = Determin Subject Eligibility** | **F = Collect, Prepare, Archive Trial Documents** | **J = Review Study Questionnaires/Documents with Participants** |
| **C = PI Responsibilities** | **G = Device Accountability** | **K = Sign off of CRFs** |
| **D = Training** | **H = Review Study Questionnaires/Documents with Participants** | **L = Clinical Assessment of SAEs & AEs** |

**TO BE SIGNED AT SITE CLOSURE**

I confirm that this list accurately reflects the delegation of responsibilities during the trial:

Investigator Signature\*: Date: