Conducting a clinical trial involves the careful coordination of multiple time-sensitive and detailed tasks. Listed below are common tasks involved in the execution of a clinical trial. Research teams should ensure that these tasks, if applicable to the study, are delegated to an individual qualified by education, training and experience to perform the delegated tasks.

PAMQuIP Recommendation: Review the common study tasks listed in the tables. Please customize the list by adding, editing or removing tasks as appropriate and note which team member the task has been delegated to.

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| **Administrative Activities** | | **Task Delegated To:** |
|  | Organize and manage Scientific Review Submission |  |
|  | Organize and manage IRB/CCI Submission |  |
|  | Schedule and coordinate protocol specific tests |  |
|  | Respond to inquiries regarding eligibility and enrollment |  |
|  | Create and implement recruitment strategies |  |
|  | Maintain study regulatory documentation |  |
|  | DSMB Coordination |  |
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| **Clinical Activities** | | **Task Delegated To:** |
|  | Identify eligible patients |  |
|  | Assess inclusion/exclusion criteria |  |
|  | Informing patients of research and eligibility |  |
|  | Participate in obtaining informed consents |  |
|  | Assess response to therapy |  |
|  | Assess toxicities |  |
|  | Completion of scales/questionnaire |  |
|  | Obtain medical record documentation |  |
|  | Identify study variables and source documents |  |
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| **Research-Related Activities** | | **Task Delegated To:** |
|  | Protocol design |  |
|  | Case Report Form design, review and testing |  |
|  | Develop the Manual of Operations (MOO) |  |
|  | Develop randomization plan and methods |  |
|  | Ensure proper training of research staff |  |
|  | Attend investigators meeting |  |
|  | Final report/manuscript preparation |  |
|  | DSMB organization and policies |  |
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| **Project Management Activities** | | **Task Delegated To:** |
|  | Patient registration/randomization |  |
|  | Coordinate with Research Pharmacy |  |
|  | Coordinate with Central lab |  |
|  | Recruitment follow-up |  |
|  | Complete Case Report Forms |  |
|  | Collaborate with and assist the Sponsor’s monitor |  |
|  | Queries resolution |  |
|  | Reporting serous adverse events (SAE) |  |
|  | Maintain investigator file |  |
|  | Prepare and/or attend audits |  |
|  | Perform data management and quality assurance checks |  |
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| **Data Management and Statistics** | | **Task Delegated To:** |
|  | Database set-up and testing |  |
|  | Data entry |  |
|  | Statistical analysis |  |
|  | Data cleaning |  |
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