



File Note

PhEAST

PhEAST: _____ N/A _____
 (in the format: C999/9999/Z-Z)

Details:

Sponsor record form RF1 TA008 Attendance Investigator Training was not fit for purpose to collect electronic signatures and to record different dates team members attended/completed self directed training. We also wanted to add in a column for PhEAST that was fit for purpose to collect local site team members email addresses so that we have the appropriate information for setting up the database logins.

The sponsor allowed the PhEAST team to edit the document to reflect that we are using a bespoke training log based on the Sponsor template RF1 TA008 but revised to suit the specifics of the trial with Sponsor's permission. Sponsor allowed us to complete the following.

- Add PhEAST in brackets at the top of the form just so we can see this is specific version for PhEAST.
- Amend the footer to remove information and reference to 'controlled document'.
- Add in 'Method of training (live or self-completion) column.
- Add in 'Email Address' column.

Once the above changes had been made the document was sent to the sponsor where they confirmed via email they were happy for this document to be used.

		Record Form RF1 TA008 Version 1.0 (PhEAST)				
Title: [ATTENDANCE AT] INVESTIGATOR TRAINING						
Reference SOP: TA008						
Title of Protocol: PhEAST		Name of Trainer: Philip Bath Trainer Role in the Trial: Chief Investigator				
Site:						
Name	Title of training type and version (investigator, pharmacist, ED) Method of training (live or self-directed)	Date completed training	Job Title	Role in Trial e.g. PI, nurse, pharmacist, research pharmacist/coordinator	Email Address	Signature

Sponsor: RF1 TA008 Attendance at Investigator Training (PhEAST)

Actions: Sites to supersede old blank copies. If used old version already to document training, this will stand as evidence of training. Any further training to be documented on the new log.

Impact on Patient Safety: N/A

G Squires

27/04/2022

Name (Signature)

Date

Gemma Squires

Name (Print)