UNIVERSITY OF MANITOBA | Research Ethics and Compliance

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Research Personnel Training Log Tool and Instructions for Use

Tool: Training Log

Purpose: Each individual involved in conducting a trial should be qualified by education, training, and experience to perform his or her respective task(s). This tool will ensure you meet regulatory requirements for recording all training completed by site study staff members.

Audience/User: Study Coordinators, Principal Investigators (PIs), other site staff, clinical monitors.

Details: This tracking log should provide a comprehensive list of all training completed by site study staff

It is required for both observational and interventional clinical research studies.

The Research Ethics Board encourages that this form or similar log is completed for all studies.

Best Practice Recommendations:

- Record training in the log as it is completed, to ensure completeness and accuracy of the data.
- This log must reference training that is documented by a completion certificate or other written documentation. This can be summarized by indicating ”see attached training certification/documentation”.
- The site study staff member listed on each line should sign to verify that the training has been completed.
- Number each page and maintain this log in the Essential Documents Binder. (Store pages in reverse chronological order, with the newest pages of the log placed at the front of the section.
- At the conclusion of the study, identify the final page of the log by checking the box in the footer.
- Remove this Instructions for Use page.

Research Personnel Training Log

Investigator Name:	Protocol:	Site Number:

Printed Name	Signature	Title of Training or Certificate Obtained	Date of Training