

Instruction for Use

SIV ATTENDANCE & TRAINING LOG

Template	
Purpose	To record the attendance to the SIV and document initial training of the study staff
Use	This document must be used during the SIV visit
Details	This tracking log should provide a comprehensive list of all persons present during the SIV (in person or remotely), and should give an overview of the essential documents they were trained on during this visit
Best Practice Recommendations	<ul style="list-style-type: none"> Record attendance and training in the log at the end of the SIV visit, to ensure completeness and accuracy of the data In the upper part of the page identifying the study, delete (Local) if the study is monocentric, and () if the study is multicentric Use one line per person For the training topic/document section, please complete the date and version of the documents, and then report the corresponding numbers in the column "Topics/documents (n°)" Please enter study roles as proposed in the list ** In case of remote attendance to the SIV, please tick the related box The site study staff members listed on each line should sign to verify that they attended the SIV and that training has been completed Send presentations to the study team using their email address Number each page and maintain this log in the TMF / ISF.
