SCTO PLATFORMS

Instruction for Use

MONITORING SITE VISIT LOG

Template	
Purpose	Keep a record all monitoring visits, starting with Site Initiation
Use	Study coordinator, principal investigator, monitor
Details	This log should provide a comprehensive list of all monitoring visits
Best Practice Recommendations	Record monitoring visits as they occur, to ensure completeness and accuracy of the data. If a visit occurs over more than one day, each day should be recorded on a separate line. In the upper part of the page identifying the study, delete (Local) if the study is monocentric, and () if the study is multicentric The clinical site monitor should sign each line as a monitoring visit begins The Local Investigator or site staff should sign each line at the end of the visit Number each page and maintain this log in the ISF (a copy will be collected by the CRA at the end of the study for the TMF) Store pages in reverse chronological order, with the newest pages of the log placed at the front of the section.