

# Instruction for Use

## SITE LOG/CONTACT LIST

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Template	
<b>Purpose</b>	To have the personal contact of every site staff
<b>Use</b>	Study coordinator, principal investigator, other site staff
<b>Details</b>	<p>This log should provide a comprehensive list of site staff.</p> <p>It is required by ISO for studies on medical devices, but can also be used for other studies.</p>
<b>Best Practice Recommendations</b>	<p>Record site personnel details as they are delegated to study tasks, to ensure completeness and accuracy of the data.</p> <ul style="list-style-type: none"> <li>• To be used in electronic format</li> <li>• In the upper part of the page identifying the study, delete (Local) if the study is monocentric, and ( ) if the study is multicentric</li> <li>• Number each page and maintain this log in the ISF; keep a copy in the TMF</li> <li>• Use one list per site.</li> </ul>

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