Training completion Log

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**Training Completion Log**

This document provides standardized formats for recording training activities of study team members. Training may occur individually or in groups and should include both study-specific topics (protocol, SOPs, CRFs, amendments) and general mandatory requirements (GCP, ethics, confidentiality, safety).

Three types of logs have been designed:

* Personal Training Record (for individual team members)
* Site Training Summary Log (master record for all trainings in the study)
* Group Training Log (for group or collective training of the entire study staff)

**Log 1 (Personal Training Record – for each team member)**

* One record should be kept for each study team member.
* Enter all trainings attended by that member, including study-specific (protocol, SOPs, amendments, CRF completion) and general mandatory trainings such as GCP, ethics, confidentiality, and safety.
* Write the document name and version for study materials (e.g., Protocol v2.0, SOP-001 v3).
* Both trainee and trainer must sign after each training.
* Indicate the format (online, in-person, self-reading).
* Use start and end dates for the full period that covers training of that member.
* Optional: Add a field for assessment or competency check to confirm understanding.

**Log 2 Site Training Summary Log**

* Serves as the master record of all trainings conducted in the study, including both individual and group sessions.
* Record every training session here, including general mandatory trainings (GCP, ethics, safety procedures) and study-specific trainings.
* Each entry must include trainee name, role, signature, training document, date, and trainer details.
* Keep this as the official record for monitoring and audit purposes.
* File and update regularly in the Trial Master File.

**Log 3 Group Training Log**

Use for collective sessions such as site initiation, protocol amendment briefings, or refresher training etc.

Personal Training Log

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| Study title | |
| ERB approval number | Protocol version number |
| Principal investigator | Study site |

Study team member name who received training and his/her role in the study

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role in the study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **S. No** | **Brief Description of training** | **Document name version No.** | **Trainee signature** | **Training date** | | **Training format**  Online, in person, reading material | **Name of trainer &**  **Signature** |
| Start date  dd/mm/yyyy | End date  dd/mm/yyyy |
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Site Training Summary Log

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| Study title | |
| ERB approval number | Protocol version number |
| Principal investigator | Study site |

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| **S. No** | **Brief description of training** | **Trainee name and signature** | **Training mode**  1 personal  2 Team session | **Document name if applicable**  Name  Version | **Training date** | | **Training format**  Online, in person, reading material | **Name of trainer &**  **Signature** |
| Start date  dd/mm/yyyy | End date  dd/mm/yyyy |
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Group Training Log

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| Study title | |
| ERB approval number | Protocol version number |
| Principal investigator | Study site |

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| **S.No** | **Brief description of the training** | **Names of study participants who attended the training and signatures** | **Training date** | | **Training format**  Online, in person, reading material | **Name of trainer &**  **Signature** |
| Start date  dd/mm/yyyy | End date  dd/mm/yyyy |
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