National Center for Complementary and Integrative Health

Tool Summary Sheet

Tool: Training Log

Purpose: To record all training completed by site study staff members that is not otherwise documented by a training completion certificate

Audience/User: Study coordinators, principal investigators, other site staff, clinical monitor

Details: This tracking log should provide a comprehensive list of all training completed by site study staff that is not documented by other written means, such as a completion certificate. It is required for both observational and interventional clinical research studies.

Best Practice Recommendations:

- Record training in the log as it is completed, to ensure completeness and accuracy of the data.
- This log need not include training that is documented by a completion certificate or other written 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, behind the Clinical Research and Study Training tab. (Synonyms for this binder include Investigator Binder, Regulatory Binder, Investigator Site File [ISF], and Study File.)
- 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 Tool Summary Sheet before use of the log.

Tool Revision History:

Version		
Number	**Date**	**Summary of Revisions Made:**
1.0	24Apr2013	First approved version

Training Log

Investigator Name:	Protocol:	Site Number:

Printed Name	Signature	Title of Training	Date of Training

Check if final page of log: ☐