DELEGATION OF DUTIES LOG ROLE SPECIFIC TASK EXAMPLES

Acknowledgement: Parkville Cancer Clinical Trials Unit (PCCTU)

NOTE: This is a suggestion only, delegation task should be based on training and experience.

Sub-Investigator (SI)	**Acting Principal Investigator (API)**	**Teletrial (TT) Local Site Investigator (LSI)**	**Pharmacist (PH)**
2. Informed consent medical discussion 3. Obtain informed consent 4. Determine clinical trial participant eligibility 5. Obtain medical history 6. Perform physical exam 7. Make clinical trial related medical decisions 8. Evaluate clinical trial related test results (including disease/response assessment) 9. Assess, assign causality and sign-off of AEs/SAEs 13. IP administration oversight 19. Perform clinical trial procedures, as relevant to role (i.e. vital signs, ECGs, diary/QoL oversight)	1. eCRF Sign-off (PI/Acting PI task only) 2. Informed consent medical discussion 3. Obtain informed consent 4. Determine clinical trial participant eligibility 5. Obtain medical history 6. Perform physical exam 7. Make clinical trial related medical decisions 8. Evaluate clinical trial related test results (including disease/response assessment) 9. Assess, assign causality and sign-off of AEs/SAEs 10. Receive and assess safety information i.e. dear investigator letter 13. IP administration oversight 19. Perform clinical trial procedures, as relevant to role (i.e. vital signs, ECGs, diary/QoL oversight)	2. Informed consent medical discussion 4. Determine clinical trial participant eligibility 5. Obtain medical history 6. Perform physical exam 7. Make clinical trial related medical decisions 8. Evaluate clinical trial related test results (including disease/response assessment) 9. Assess, assign causality and sign-off of AEs/SAEs 13. IP administration oversight 19. Perform clinical trial procedures, as relevant to role (i.e. vital signs, ECGs, diary/QoL oversight)	11. IP preparation, dispensation, accountability, receipt, storage and destruction 12. Delegate pharmacy staff to pharmacy delegation log 13. IP administration oversight 14. Use IWRS/IVRS 20. Maintain essential documents
Research Nurse (RN)	**Study Coordinator (SC)**	**Clinical Trials Assistant (CTA)**	**PCCTU Laboratory Staff (LS)**
5. Obtain medical history 13. IP administration oversight 14. Use IWRS/IVRS 15. Informed consent RN/SC discussion 16. Sample processing 17. Sample shipping 18. Make entries/corrections in eCRFs 19. Perform clinical trial procedures, as relevant to role (i.e. vital signs, ECGs, diary/QoL oversight) 20. Maintain essential documents 21. Medical imaging upload	5. Obtain medical history 14. Use IWRS/IVRS 15. Informed consent RN/SC discussion 16. Sample processing 17. Sample shipping 18. Make entries/corrections in eCRFs 19. Perform clinical trial procedures, as relevant to role (i.e. vital signs, ECGs, diary/QoL oversight) 20. Maintain essential documents 21. Medical imaging upload	16. Sample processing 17. Sample shipping 20. Maintain essential documents 21. Medical imaging upload	16. Sample processing 17. Sample shipping