

**Site Initiation/Monitor Log**

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| **Document Reference ID:** | Noclor/Spon/T09/01 |
| **Effective Date:** | 23rd February 2016 |

**Version History**

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| Template ID | Version, Effective Date | Reason for Change |
| SOP CA012 Appendix 3 | Version 1, 14/04/2009 | First version |
| SOP CA012 Appendix 3 | Version 2, 18/11/2012 | Version change to reflect revision to SOP CA012 |
| Noclor/Spon/T09/01 | Version 1, 23/02/2016 | New numbering system adopted for Noclor SOPs and associated documents (applicable to all Noclor partner NHS Trusts). This template has been assigned first version. |

**Scope of Use**

The Site Initiation/Monitor Log Template should be used in accordance with Noclor SOPs Site Initiation and Activation (Clinical Trials) Noclor/Spon/S05/01 and Research Management and Monitoring (Sponsored Research) Noclor/Spon/S06/01.

Entries should be made on the log for all initiation /monitoring activities for clinical trials as relevant to the site and as detailed in the trial specific monitoring plan (e.g site initiation, site monitor visits, close-out visits etc). The log should be retained in the Investigator Site File (ISF) at site.

Insert page number (X of Y) in footer of every page.

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| **Study Title** |  | **EudraCT Ref** |  |
| **IRAS Ref** |  |
| **Sponsor** |  | **Principal Investigator** |  |
| **Site Name** |  | **Site Number** |  |

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| **Date** | **Activity (e.g site initiation, site monitor visit, close-out)** | **Members of Trial co-ordinating Team /Sponsor Personnel (enter details if visit site)** | | | **Site Personnel Involved in the Activity being Logged** | | |
| **Name** | **Role** | **Signature** | **Name** | **Role** | **Signature** |
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