OSAC (Oral Steroids for Acute Cough) Trial
GP SITE DELEGATION LOG

Practice Name:		**OSAC Site ID:**	

Instructions
Against each task delegated by the research lead, write the name of the responsible member of staff. The responsible member of staff should sign the log. When complete, the Research Lead (PI) should sign and date this log and fax it to the trial team.

Changes in staff member responsibilities
If the member of staff performing any of the trial duties changes, please use the continuation rows at the end of the form, and write the number of the trial task in the first column. The Research Lead (PI) should sign off any staff changes, and the relevant page of this form should be faxed to the Bristol trial centre.

Trial tasks:	**Frequency**	
1. Complete CRF 1 on paper (face-to-face eligibility assessment)	*Per patient*	*GCP-trained GP, GCP-trained NP or GCP-trained PN where this is part of normal role*
2. Complete CRF2 on paper (clinical examination)	*Per patient*	*GCP-trained GP or GCP- trained NP where this is part of normal role*
3. Authorise the trial prescription	*Per patient*	*GCP-trained GP*
4. Consent the patient	*Per patient*	*The GP, NP or PN who has assessed the patient's eligibility, or the GCP-trained NP or the GCP-trained PN who will complete the rest of the recruitment procedure and administer the patient pack*
5. Complete CRF 3 on paper (patient registration)	*Per patient*	*The GCP-trained clinician who consented the patient*
6. Complete CRF4 on paper (symptoms and medical history)	*Per patient*	*The GCP-trained clinician who consented the patient*
7. Administer the contents of the patient pack to the patient, including the IMP	*Per patient*	*The GCP-trained clinician who consented the patient*
8. Enter CRF1, CRF2 and CRF4 data onto the online web database within 24 hours of recruitment	*Per patient*	*Appropriately trained member of practice team who will take responsibility for resolving any queries with the person originally collecting the data*
9. Fax CRF3 to the Bristol trial centre (0117 928 7341) by the end of the same working day	*Per patient*	*Appropriately trained Member of practice team*
10. Postal return of consent and CRF3 to Bristol trial centre	*Per patient*	*Appropriately trained Member of practice team*
11. Maintain the trial site file	*Updated weekly, per patient and in response to updates from the trial team*	*Appropriately trained member of practice team*
12. Order and store patient packs and recruitment folders	*To ensure that the practice has a two week supply of patient packs and recruitment folders in store*	*Appropriately trained member of practice team*
13. Monitor storage temperature and complete OSAC temperature log	*Weekly*	*Appropriately trained member of practice team*
14. Complete screening log and fax weekly to the OSAC trial centre	*Weekly*	*Appropriately trained member of practice team*
15. Arranging the recruitment consultation for eligible patients	*Per patient*	*Appropriately trained member of practice team*
16. Adverse events: check the patient list weekly and report any Serious Adverse Events to the trial team	*Weekly*	*GCP-trained GP, NP or PN where this is part of normal role*

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Responsible member(s) of staff					
Name	**Role**	**Tasks performed (refer to list 1-16 above)**	**Signature**	**Start date (dd/mm/yyyy)**	**End date (dd/mm/yyyy)**

Signature of Research Lead (PI):		**Date (dd/mm/yyyy):**	

Please fax this log to the OSAC trial team on 0117 928 7341