

Delegation and Training Decision Aid

Study activity →	Leading delivery of a study at a site <i>Usually only Principal Investigator</i>	Leading the delivery of a function or activity	Delivering <u>with</u> freedom to act	Delivering <u>without</u> freedom to act <i>Limited to working under Standard Operating Procedures and Instructions</i>	Identifying potential participants <i>Limited to working under Standard Operating Procedures and Instructions</i>	Research aware <i>Not actively delivering the study</i>
Individual learning and competence ↓						
Profession / Role	Professional or role-specific experience requirements					
Research	Full GCP training as a minimum*, may require more for leading functions or activities			Fundamentals training** focused on delivery of standards in limited duties		Awareness raising***
Site policies and processes	Site-wide or departmental SOPs, may also be writing these		Site-wide or departmental SOPs			
Study specific knowledge / instructions	Study procedures, writing study specific instructions		Study procedures and instructions	Study specific instructions		
	Sign delegation of duties log with oversight and agreement of PI			Sign Authorised Persons record with oversight of someone delegated this duty		

Download this document at: <https://sites.google.com/a/nih.ac.uk/dandtda/>

* Descriptions of our GCP courses are available at <http://www.nih.ac.uk/our-faculty/clinical-research-staff/learning-and-development/national-directory/good-clinical-practice/>

** Our Fundamentals training resources are designed for people working under SOPs without freedom to act, find out more at: <https://sites.google.com/a/nih.ac.uk/dandtda/>

*** Awareness raising could be achieved through a short verbal explanation, leaflet, poster or other appropriate method, including but not limited to training.