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Standard Operating Procedure (SOP) 002

Delegation of study duties

Scope

To describe procedure for delegating PICnIC study duties to site research staff where appropriate.

Who can delegate?

- The Principal Investigator (PI) has overall responsibility for the conduct of the PICnIC study however study responsibilities can be delegated to appropriately qualified staff by the PI.
- The PI can delegate study duties to site research staff however they must ensure that appropriate training is provided.
- The PI must ensure that site staff have a good knowledge and understanding of the study protocol and are competent to undertake delegated tasks.

How to document delegation

- The delegated study duties are recorded on the PICnIC Delegation Log (Section 12: Site Staff Information, of the ISF).
- The PI records the study personnel and the responsibilities delegated to them on the log.
- All personnel accepting a delegated duty must be clear about their role. The delegated individuals must also insert the start date, sign and initial against each delegated duty listed on the delegation log.
- The PI must sign and date all entries.
- If a delegated individual is no longer able to perform their task (e.g. resigns), an end date should be inserted.
- The CVs and relevant training certificates (e.g. GCP training) of all site research staff delegated duties in PICnIC should be filed in Section 12: Site Staff Information, of the ISF.
 - All CVs must be signed and dated, and updated every two years.
 - GCP training should be undertaken every two years, up-to-date certificates need to be filed.

What to do with the delegation log?

- The original must be filed in Section 12: Site Staff Information, of the ISF.

A copy of this should be sent to the ICNARC CTU, prior to recruitment and following any updates via picnic@icnarc.org