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| **REB PROJECT ID:**  | **PRINCIPAL INVESTIGATOR (PI):**  | **SITE:**  | **SHORT STUDY TITLE:** WISDOM |
| **FULL STUDY TITLE:** LoW Dose-Intensity vs. Standard Dose-Intensity COntinuous Renal ReplaceMent Therapy in Critically Ill Patients (WISDOM): A Pilot Randomized Trial |

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| **NAME (N) AND ROLE (R)** | SIGNATURE & INITIALS REQUIRED | **AUTHORIZED RESPONSIBILITIES**(SPECIFY TASK #’s)  | **DATES OF STUDY INVOLVEMENT** | **PI SIGNATURE (S) & SIGNATURE DATE (D) TO AUTHORIZE DELEGATION & AFFIRMATION OF QUALIFICATIONS** | **PI SIGNATURE (S) & SIGNATURE DATE (D) FOR END OF STUDY OR END OF STUDY ROLE** |
| **FULL SIGNATURE** | INITIALS |
| **N:**  |  |  |  | **Start:**  | **S:**  | **S:**  |
| **R:** **Principal Investigator (PI)** | **Stop:**  | **D:**  | **D:**  |
| **N:**  |  |  |  | **Start:**  | **S:**  | **S:**  |
| **R: Co-Investigator** | **Stop:**  | **D:**  | **D:**  |
| **N:**  |  |  |  | **Start:**  | **S:**  | **S:**  |
| **R:**  | **Stop:**  | **D:**  | **D:**  |
| **N:**  |  |  |  | **Start:**  | **S:**  | **S:**  |
| **R:**  | **Stop:**  | **D:**  | **D:**  |
| **N:**  |  |  |  | **Start:**  | **S:**  | **S:**  |
| **R: Study Coordinator** | **Stop:**  | **D:**  | **D:**  |
| **N:**  |  |  |  | **Start:**  | **S:**  | **S:**  |
| **R:**  | **Stop:**  | **D:**  | **D:**  |

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| **TASK DELEGATION / RESPONSIBILITY LIST:** |
| **1** | Participant Identification/Recruitment | **8** | Assess and Grade AE/SAE (*PI/co-I only*) | **15** | Provide Study Related Training to local staff | **22** | Other, specify: |
| **2** | Collection of Eligibility Criteria | **9** | Reporting SAEs | **16** | Study Oversight (*PI/co-I*) | **23** | Other, specify: |
| **3** | Review/signoff of Eligibility Criteria (PI/Co-I) | **10** | Document Protocol Deviations | **17** | Maintain Investigator Site File | **24** | Other, specify: |
| **4** | Obtain/Review Informed Consent | **11** | eCRF/CRF Completion (i.e. data entry) | **18** | Trial Related Decisions (*PI/Co-I*) | **25** | Other, specify: |
| **5** | Randomization | **12** | eCRF/CRF Signature (PI) | **19** | Regulatory/REB Correspondence | **26** | Other, specify: |
| **6** | Medical Oversight (PI/Co-I) | **13** | Site Source Data Management | **20** | Filing/Archiving Data | **27** | Other, specify: |
| **7** | Collect AEs/SAEs | **14** | Authorized to Write Study Orders | **21** | Other, specify: | **28** | Other, specify: |

**INSTRUCTIONS:**

* **NOTE:**
	+ Review these instructions prior to use of the template
	+ It is the responsibility of the research team to ensure any revision(s) to the template continue to meet regulatory requirements.
* **TASK DELEGATION/RESPONSIBILITY LIST:**
	+ Ensure Task Delegation/Responsibility List is reviewed and revised to reflect tasks associated with the study (i.e. remove/add tasks as applicable)
* **DELEGATION OF TASKS:**
	+ Specify research team member’s delegated study-related tasks as listed on the Task Delegation/Responsibility List
	+ Signatures/initials are required for all research team members
	+ QI/PI signature date to authorize delegation and affirmation of qualifications indicates start date of study involvement
	+ If a research team member’s role changes, re-assign remaining study-related tasks from the Task Delegation/Responsibility List to a qualified research team member by creating a new line and specifying the start date
* **QUALIFIED/PRINCIPAL INVESTIGATOR (PI) RESPONSIBILITY:**
	+ QI/PI is responsible for all study-related tasks and may delegate individual tasks as deemed appropriate to qualified research team members
	+ QI/PI is responsible for providing adequate training and supervision of those to whom tasks are delegated
	+ QI/PI affirmation and delegation, by means of signature and date, must occur after research team members have completed all required training and prior to conducting any study-related tasks
* **TASKS DELEGATED ONLY TO AN INVESTIGATOR (i.e. PI\*/Co-I):**
	+ Affirm consent process
	+ Review/signoff of eligibility criteria
	+ Medical oversight
	+ Review/assessment of AE/SAE criteria
	+ Interpretation of test results