

From: Sabine Moritz
Sent: November 5, 2020 7:17 AM
Subject: HMRC Update: Delegation Log

Good Morning,

I wanted to provide the attached updated Note to File which now includes Health Canada Division 5 training.

Please note, that when preparing for a new protocol, only one member of the HMRC team signs the delegation log for each of the required services. Other HMRC staff are trained on the protocol as needed prior to completing any of the protocol-mandated procedures. A separate training log is maintained by the clinic for each study, should regulators or sponsors require proof of training.

Regarding the recent nursing staff change, study delegation logs would show an end date of September 16th for Pamla Dsouza. Jaya Easow would be added to the delegation log with a start date of September 17th.

Please note that the outlined process was approved by Linda Longpre, the UC Quality Assurance and Regulatory Compliance Specialist.

Kind regards, and as always, thank you for utilizing HMRC for your research.

Sabine

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