

V1.0 15April2016	Version number and date.		Name of site and contact information.	
		Dr. Smith's General Practice 1234 Street Road Boston, MA 555-555-1234		
Site Training Log	Description of log.		Information on each person who participated as well as a confirmation signature.	
	The following staff members employed at Dr. Smith's General Practice participated in a training session.			
Name	Title	Signature	Date	Comments
Suzy Adams	Trial coordinator	Suzy Adams	4/20/17	none -
				SA 4/20/2017
Date of training (dd mmm yyyy): <u>20 April 2017</u>				
Training completed by (name, title): <u>Dr. Smith Medical Director</u>				
Training Topic: <u>Training covered good clinical practice guidelines and ICH guidelines current as of April 2017. The session lasted approximately 2 hours and included time for questions.</u>				
Signature of individual completing training:		Description of training, with date and name/signature of person who completed training.		
<u>Dr. Jane Smith</u>				