**Data Repository Training Record**

**OpenClinica**

Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Area** | **Yes** | **No** |
| General Navigation |  |  |
| Adding Subjects/Participants |  |  |
| Event Scheduling |  |  |
| Entering Data |  |  |
| Discrepancy Notes/ Queries |  |  |
| SDV (includes audit log) |  |  |
| Data Exporting |  |  |
| PI Signature |  |  |
| eSAE Form |  |  |
|  |  |  |
|  |  |  |

*Tick (✓) YES for only the areas covered in the training.*

Trainer

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original to be kept in Training Records, copy for Trial Binder, and Data Binder.

**\_\_\_\_\_\_\_\_\_\_\_ Training Record**

Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Area** | **Yes** | **No** |
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|  |  |  |

*Tick (✓) YES for only the areas covered in the training.*

Trainer

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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