# Delegation of Task Log (DTL) Master Task List

**RCR-Registration Types**

**Investigator** (**IVR)** *MD, DO, or international equivalent*

**Non-Physician Investigator** (**NPIVR)** *advanced practice providers (e.g., NP or PA) or graduate level researchers (e.g., PhD)*

**Associate Plus (AP)** *clinical site staff (e.g., RN or CRA) with data entry access*

**Associate** (A)—*other clinical site staff involved in the conduct of NCI sponsored trials*

**Delegation of Task Log (DTL) Master List**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task Name** | **Task Description** | **Primary Task** | **Required Task** | **Allowed Registration Types** | **Assignment Minimums1** | **Assignment Maximums** |
| Site Principal Investigator (PI) | Investigator at the site responsible for signing the DTL for a given protocol, and with overall responsibility for the study conduct at the site | Yes | Yes | IVR, NPIVR | 1 | 1 |
| DTL Administrator (DTLA) | Person assigned by the CI to manage the DTL | Yes | Yes | AP, NPIVR, IVR | 1 | NA |
| Agent Prescribing2 | Responsible for writing an order for a patient that is not a DCP IND agent | No | Yes | NPIVR, IVR | 1 | NA |
| Consenting Person | Person having responsibility for consent | No | Yes | AP, NPRIVR, IVR | 1 | NA |
| Eligibility Assessments | Verification of eligibility | No | Yes | NPIVR, IVR | 1 | NA |
| End Point Assessment | Assess study end points | No | Yes | NPIVR, IVR | 1 | NA |
| Enrolling Person/Treating Investigator | Investigator having responsibility for subject treatment (aka, Enrolling investigator) | No | Yes | NPIVR, IVR | 1 | NA |
| History and Physical (H&P) Assessments | Conducts physical exam and assessments | No | Yes | NPIVR, IVR | 1 | NA |
| IND Prescribing2 | Responsible for writing an order for a patient that is an IND agent | No | Yes | IVR, NPIVR | 1 | NA |
| Investigational Product Accountability | Tracking of distribution and return of investigational product | No | Yes | A, AP, NPIVR, IVR | 1 | NA |
| Pathology Lab Support | Pathology lab support | No | No | A, AP, NPIVR, IVR | NA | NA |
| Patient Screening/Recruiting | Responsible for screening and recruiting of subjects | No | Yes | AP, NPIVR, IVR | 1 | NA |
| Primary Study/Site Contact | The point of contact for the study | No | No | AP, NPIVR, IVR | NA | NA |
| Rave CRA | Rave write access; responsible for data management and uploads of Central Monitoring documents; and using Rave CTEP- AERS safety reporting tools | No | Yes | AP, NPIVR, IVR | 1 | NA |
| Rave Investigator | Investigator assigned to sign-off on the CRFs in Rave. | No | Yes | NPIVR, IVR | 1 | NA |
| Regulatory Contact | Site staff responsible for regulatory submissions and maintaining essential documents | No | No | AP, NPIVR, IVR | NA | NA |
| RT/Imaging Support | RT/imaging support (primarily TRIAD related, but could be other) | No | No | A, AP, NPIVR, IVR | NA | NA |
| Source Documentation Completion | Responsible for collecting data on study-related assessments | No | No | AP, NPIVR, IVR | NA | NA |
| Study-Related Interventions | Responsible for coordinating and/or administering study-related interventions and procedures | No | No | A, AP, NPIVR, IVR | NA | NA |
| Toxicity Assessment | Assesses adverse events | No | Yes | NPIVR, IVR | 1 | NA |
| Unblinded Study Personnel3 | Study personnel responsible for handling, preparing, and labeling study agents to ensure blinded study randomization is protected at the site. A copy of the pharmacy’s plan or standard operating procedure for unblinded study personnel to be included in the site Trial Master File. At a minimum, one of the listed personnel must be the Shipping Designee at the drug shipment site. | No | Yes | IVR, NPIVR, AP | 1 | NA |
| Other | Use the task code if there are significant study-specific tasks performed by staff. Specify the task staff performs under Appendix 1 of the DTL | No | No | Based on the task specified | NA | NA |

1. **Assignment Minimum must be met to issue DSA**
2. **Either agent Prescribing or IND prescribing must be assigned to staff for studies using pharmaceutical/biological agents. The task applicable must be assigned to at least one member of staff.**
3. **Applicable for blinded studies.**