

Tool Summary Sheet

Tool: Telephone Log

Purpose: To record and track study-related telephone contact discussions with a study subject/participant.

Audience/User: Study Coordinators, Principal Investigators (PI), other site staff, clinical monitor

Details: This tracking log provides a comprehensive list of study-specific telephone conversations with a study subject/participant.

The set of columns are suggestions and can be customized to meet the needs of the study. For use as a running log of telephone contact with all subjects, remove the Subject ID field from the header and add a column for Subject ID.

**Best Practice
Recommendations:**

- Record telephone discussions as they occur, to ensure completeness and accuracy of the data.
- These forms can be maintained in the Essential Documents Binder, either behind the 'Study Communication' tab, or under a separate Telephone Communication tab. (Synonyms for this binder include Investigator Binder, Regulatory Binder, Investigator Site File (ISF), and Study File.) Alternatively, they may be maintained in the study subject's chart.
- Number each page and store pages in reverse chronological order, with the newest pages of the log placed at the front of the section.
- At the conclusion of the study, identify the final page of the log by checking the box in the footer.
- To document telephone discussions with regulatory bodies, NIDCR, or others who are not subjects/participants, use the separate 'Telephone Contact Form' tool.
- Remove this Tool Summary Sheet before use of the log.

Tool Revision History:

Version		
Number	Date	Summary of Revisions Made:
1.0	17Mar2010	First approved version
2.0	04Jan2012	Added Tool Summary Sheet; no revisions to the log
3.0	14Mar2012	Revised Tool Summary Sheet and added check box to footer

Telephone Log

Subject ID:	Protocol:	Site Number:
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Date of Contact	Time of Contact	Discussion	Study Staff Name