

Supervision Plan: Activities (repeat of activity contact is noted by inserting a line under the repeated activity)				Manner of contact can be skype, teleconsultation, videoconference, phone, face-to-face visit	This column is to record any action, outcome or resolution to the activity discussed. If follow up is required, this will be recorded on a separate line with the date and manner of that interaction
#	Planned Activity	Primary site staff member	Satellite site staff member	Date and manner of contact	Action / Outcome / Resolution
1	Ensure ICH GCP E6 R(2) is undertaken by all satellite site staff involved in the trial. Document accordingly on training log				
2	Telehealth consultation set-up				
3	Delegation log completion for all study staff at satellite site including third party				
4	Protocol specific training and discussion				
5	Eligibility screening and recruitment				
6	Consenting process remotely or on site				
7	Study consultations/assessments as outlined in the research protocol				
8	Serious Adverse Events (SAE) management: source documents, reporting and process				
9	General Communication				
10	Protocol amendments regarding protocol revisions and document on training log				
11	Pharmacy and IMP/device handling training/discussion (Pharmacy manual) including details of transportation between Primary and satellite site, document completion and retention				
12	Pathology and sample handling training/discussion (Lab manual) including details of sample processing, transportation between Primary and satellite site, document completion and retention				
13	Imaging training/discussion				
14	Source documents/Documentation management				
15	CRF completion, eCRF data entry, data handling, query resolution, storage				
16	Address and document leave for principal and satellite study staff including period of leave, back up nominee. Back-up PI must be from the primary site as the CTRA is between the sponsor and the primary site				
17	Discuss visits by sponsor, primary site staff or regulatory bodies				
18	Discuss audit procedures				
19	Study close out and archiving				