

# Primary Study Coordinator Study Handoff

	Delegation Request, sent by manager Send updated delegation log to CRO/Monitor introducing new SC with the planned transfer date. Request all database/portal access for new SC.
	Confirm new SC has all database/portal access needed.
	Share patient visit

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	Schedule handoff meeting. Invite; new SC, DM, DM/SC manager, study techs.
	Review any pending outstanding items, tip/tricks, other items:
	Make the clinic team and sponsor team aware of the study transfer.
	Additional Notes:

Previous SC Signature:	Date:
New SC Signature:	Date: