

SMA REACH UK New Starter Checklist

To be completed by new study team members at SMA REACH UK centres

Task	Applicable to	Completed
Contact details including role of new starters sent to SMA REACH UK team (ich.smareachuk@ucl.ac.uk)	All newly delegated staff on SMA REACH UK	
Protocol and slides reviewed or attended SIV training	All staff delegated to SMA REACH UK	
Training log updated to confirm review of SIV/training documentation in including most recent amendment and documents	All staff delegated to SMA REACH	
GCP certification and Research CV completed. <u>Guidance and a standard template for an investigator CV is provided for your use.</u>	All staff delegated to SMA REACH	
Completed delegation log and PI signed off	All staff delegated to SMA REACH UK	
Attended additional database training with SMA REACH UK data managers	Staff who perform data entry into NND (eg. clinicians, administrators, data managers, coordinators, physiotherapists etc) This is mandatory for PIs	
Attended dedicated physiotherapy new starter training	Physiotherapists	