|  |  |  |  |
| --- | --- | --- | --- |
| **Needs Improvement** | **Satisfactory** | **Mastered** | **Objective** |
|  |  |  | Paperwork is regularly filed. |
|  |  |  | Back up office supplies are available. |
|  |  |  | SC contact information is easily viewed for accessibility. |
|  |  |  | Monitor contact information is easily viewed for accessibility. |
|  |  |  | Project Manager contact information is easily viewed for accessibility. |
|  |  |  | Site information is easily viewed for accessibility |
|  |  |  | SC bills for time appropriately. |
|  |  |  | Study files are well-organized & are visually labeled for easy retrieval. |
|  |  |  | The content of each file is organized chronologically by date or visit |
|  |  |  | Site files are well-organized & are visually labeled for easy retrieval. The content is  organized by chronological date. |
|  |  |  | Regulatory Binder is well-organized & are visually labeled for easy retrieval.  Content of each section is organized by chronological date. |
|  |  |  | Subject chart(s) IS well organized. Information is filed con-currently, and easily  located in the chart. |
|  |  |  | Subject charts, regulatory documents correspondence and study paperwork are  always in order for a monitor visit. |
|  |  |  | Monitoring queries are resolved in a timely manner. |
|  |  |  | SC regularly reviews the monitoring visit confirmation letter & is prepared to correct  issues identified in the report. |
|  |  |  | SC reviews the monitoring visit follow up letter & addresses/resolves all of the items  listed in the letter. |
|  |  |  | Past monitoring visit notes are reviewed, resolution and corrective action is completed  in a timely fashion. |
|  |  |  | Monitoring notes are organized, readable and complete |
|  |  |  | SC is Managing this study is without difficulty. |
|  |  |  | SC work load is acceptable to efficiently manage all trials assigned. |

Personnel Name:

Date Completed: