|  |  |  |  |
| --- | --- | --- | --- |
| **HREC: XXXX** | **Study Name: XXXXX** | **Protocol:   XXX-XXXX-XXX** |  **PI:**  |
| **Site activation date** | **DD MMM YYYY**  | **Recruitment end date** | **DD MMM YYYY** |
| **Recruitment target** |  |  **Expected Screen**  **failure rate**  |  |
| **Screened**  |  | **Enrolled/Active** |  |
| **Discontinued/ET** |  | **Completed**  |  |
| **Comment** |  |
| **Stage One Review – XXXX i.e. pre-activation** | **Time period: XX/XXX/XXXX-XX/XXX/XXXX** |
| **PI/Sub-I** | * **Barriers:**
* **Strategies:**
 |
| **Site Study Team/Supporting Departments**  | * **Barriers:**
* **Strategies:**
 |
| **Patients/Family** | * **Barriers:**
* **Strategies:**
 |
| **Sponsor/CRO/Vendors** | * **Barriers:**
* **Strategies:**
 |
| **Stage one reviewed by** |  |  **Date**  |  |
| **Stage Two Review –XXX i.e. Early recruitment**  | **Time period: XX/XXX/XXXX-XX/XXX/XXXX** |
| **PI/Sub-I** | * **Barriers:**
* **Strategies:**
 |
| **Site Study Team/Supporting Departments** | * **Barriers:**
* **Strategies:**
 |
| **Patients/Family** | * **Barriers:**
* **Strategies:**
 |
| **Sponsor/CRO/Vendors** | * **Barriers:**
* **Strategies:**
 |
| **Stage two reviewed by** |  |  **Date** |  |
| **Stage Three Review – XXXX i.e. ongoing, mid-term, etc**  | **Time period: XX/XXX/XXXX-XX/XXX/XXXX** |
| **PI/Sub-I** | * **Barriers:**
* **Strategies:**
 |
| **Site Study Team/Supporting Departments** | * **Barriers:**
* **Strategies:**
 |
| **Patients/Family** | * **Barriers:**
* **Strategies:**
 |
| **Sponsor/CRO/Vendors** | * **Barriers:**
* **Strategies:**
 |
| **Stage three reviewed by** |  |  **Date** |  |
| **Stage Four Review – Final review/reflection** |
| **Recruitment Target reached**  | **[ ]  YES [ ]  NO** |
| **The ‘Good’s** |  |
| **The ‘Not So Good’s** |  |
| **Other** |  |
| **Stage four reviewed by** |  |  **Date** |  |