



**Sheffield Health  
and Social Care**  
NHS Foundation Trust

Research Development Unit  
Research Governance Office  
Centre Court  
Atlas Way  
Sheffield  
S4 7QQ

[www.shsc.nhs.uk](http://www.shsc.nhs.uk)

Telephone: 01142716731

## **Information and guidance for primary care sites on the purpose of screening and recruitment logs**

The purpose of this guide is to provide primary care sites with guidance on the purpose of screening and recruitment logs. It also explains which information is recorded on each log.

### **1. What are screening and recruitment logs?**

A screening log provides a list of all patients who were screened for eligibility for a particular study.

A recruitment log lists all patients that have been consented and enrolled into a study.

The logs are used to document, track and follow the progress and status of each potential participant through the study process and should be kept up to date in chronological order.

### **2. When are each of the logs completed?**

Patients should be added to the screening log following the initial database search.

Their individual entries on the log should be updated as each patient is screened.

Patients are added to the recruitment log when they give informed consent to take part in a study. From this point onwards they are classed as a study participant.

### **3. What format can the logs be kept in?**

Both the screening log and recruitment log are usually provided by the study sponsor in their preferred format. This can be paper or electronic.

If the study sponsor does not provide these logs, please see the website for the templates: Participant screening log and participant recruitment log that can be used in either manual paper or electronic format.

### **4. Which studies need these logs?**

The logs are required for both observational and interventional studies.

### **5. Why do we need these logs?**

The logs show study progress of all screened and enrolled participants. They demonstrate the time and effort invested in a study. They ensure a patient is not screened or approached more than once. They document reasons for screen failures or early participant withdrawals/termination. This information is all useful for study sponsors to review study progress at a particular site.

### **6. Where should the logs be kept?**

Screening and recruitment logs should be kept in the Investigator Site File (ISF) or electronic Investigator Site File (eISF).

### **7. Who do I contact if I have further questions?**

For any questions, please email: [rdu@shsc.nhs.uk](mailto:rdu@shsc.nhs.uk)