

## **Memo-to-File:** *from the EQUIP Office*

Take a few seconds to review the consent/assent form after obtaining each signature. Checking in real time can help prevent seemingly small errors which can have large consequences at the end of a study

**Verify 'Relationship to Child': ensuring legal guardianship.**

Ensure the parent/guardian specifies their relationship next to their signature. Never assume the relationship or write in the relationship for them. If the person is not a parent, there should be documentation demonstrating guardianship.

**Documenting Assent: signature or reason**


If required, ensure child/adolescent signs the subject line on the consent form or on a separate assent form if IRB-approved. If assent is not obtained for a valid reason (e.g. too young), document reason on the consent form.

**Signatures & Dates: in the right place at the right time**

Ensure all signees sign the correct line and date their own signatures using the correct date. If someone signed the wrong line or misdated their signature, have them correct the error before they leave. Never date another person's signature.

**Correcting Errors the right way!**

As with all documentation errors, there should be a clear audit trail; cross out with single line, date, and initial and explain if correction is not obvious. Never black out an error or use white-out. Advice: throw your white-out away!

 **Remember, a quick check of the consent when first obtained may save you a lot of questions and time at the end of the study.**

If you have any questions, please call Susie or Eunice at the EQUIP office – 5-5308.