**RDT011 Handover Plan**

*This Handover Plan may be modified as required. Where tasks are being handed over relating to specific studies please insert study title, reference number and role within the study of the outgoing employee (e.g. Chief Investigator, Principal Investigator, Research Officer, Research Nurse, Trial Pharmacist).*

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| **Name and Job Title of**  **Outgoing Employee:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Reason for Handover:**  (e.g. annual leave, job change) |  |

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| **Name and Job Title of**  **Authoriser:** |  |
| **Signature:** |  |
| **Date:** |  |

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| **Description of Task(s) to be handed over:**  (List tasks to be handed over) | **Task Handed over to:**  (Print Name and Job Title) | **Date of Handover** |
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