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Product Dispensation & Accountability Log (PDL)

Instructions: Complete one row every time products are dispensed or returned for every enrolled participant

Wisebag

Date	Visit Code	Unit/ Device ID (Short serial number)	Mark one column		Time device dispensed or returned	Staff initials/ date												
			# Dispensed	# Returned														
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Stickers

Date	Visit Code	Mark one column		Staff initials/ date														
		# Dispensed	# Returned															
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Comments: _____

Product Dispensation & Accountability Log (PDL)

Purpose: This purpose of this form is to record every the dispensation and return of products in the Wisebag Pilot Study.

General Information/Instructions: A row of this form is to be completed by a pharmacy staff member every time study products are dispensed or returned. A PDL form should be completed for each enrolled participant.

Overall instructions:

Enter the PTID in the top left corner of this form and enter the page number on the top right. If multiple pages are required, number the pages sequentially.

Item-specific Instructions:

Item	Instruction
Wisebag	
Date	Record the date in which a study product is dispensed or returned to the pharmacy. Do not record the date in which the form is completed (if the completion date is different); only record the actual date in which physical product is given out to the participant or returned back to the pharmacy.
Visit code	Record the associated visit code for the product dispensation or product return. The visit code should be completed in full and therefore, if the Visit Code is 1.0, it should be recorded in full as 1.0 (and not simply 1).
Unit/Device ID	Each Wisebag device is given a 5-digit short serial number or Unit ID. Record the device's ID in the field.
# Dispensed # Returned	Record the number of study products dispensed or returned in the # Dispensed or # Returned column. Note that only one column should be marked because each dispensation or return event should be recorded in its own row. E.g. if a device is returned and a new device is provided, each event must be recorded separately in two rows.
Time device dispensed or returned	Record the time in which the device is dispensed or returned. Time should be recorded based on a 24 hour clock.
Staff Initials/date	Each completed row must be initialed and dated by the staff member who completes information for that row.

Stickers	
Date	Record the date in which stickers are dispensed or returned to the pharmacy, as above.
Visit Code	Record the associated visit code for the sticker dispensation or return, as above.
# Dispensed # Returned	Record the number of stickers dispensed or returned in either the # Dispensed or # Returned column, as above.
Comments	Record any additional comments, as above.
Staff Initials/date	Each completed row must be initialed and dated by the staff member who completes information for that row.
Comments	Record any additional comments needed to further describe the product dispensation and return status.