Publishing Clinical Trial Standard Operating Procedures on Q-Pulse

IT IS THE RESPONSIBILITY OF ALL USERS OF THIS SOP TO ENSURE THAT THE CORRECT VERSION IS BEING USED

All staff should regularly check the R&D Unit’s website and/or Q-Pulse for information relating to the implementation of new or revised versions. Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.

The definitive versions of all R&D Unit SOPs appear online. If you are reading this in printed form check that the version number and date below is the most recent one as shown on the R&D Unit website: www.northyorksresearch.nhs.uk/sops.html and/or Q-Pulse

SOP Reference: Pharm/S60
Version Number: 3.0
Author: Sacha Honour
Implementation date of current version: 19th December 2017

Approved by: Name/Position: Jax Westmoreland, Principal Pharmacist, Clinical Trials and Research
Signature: Signed copy held by R&D Unit
Date: 21st November 2017

Name/Position: Sarah Sheath, SOP Controller
Signature: Signed copy held by R&D Unit
Date: 21st November 2017

This SOP will normally be reviewed every 3 years unless changes to the legislation require otherwise
Version History Log

This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

<table>
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<th>Version</th>
<th>Date Implemented</th>
<th>Details of significant changes</th>
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<tr>
<td>1.0</td>
<td>12th July 2013</td>
<td>Removal of section 4.2 detailing the distribution of trial instructions to Pharmacists through Q-pulse.</td>
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<tr>
<td>2.0</td>
<td>20th July 2015</td>
<td></td>
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<tr>
<td>3.0</td>
<td>19th December 2017</td>
<td>Change of author</td>
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<td></td>
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<td>Change of control procedure and distribution of SOPs</td>
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<tr>
<td></td>
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<td>Other minor word changes for clarity</td>
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1 Introduction, Background and Purpose

Q-Pulse is an electronic software application used by York Teaching Hospital NHS Foundation Trust to ensure that the most recent version of standard operating procedures (SOPs) and associated documents are available to and used by pharmacy clinical trials staff.

2 Who Should Use This SOP

This procedure should be followed by all members of the pharmacy clinical trials team within York Teaching Hospital NHS Foundation Trust.

3 When this SOP Should be Used

This SOP should be used to ensure that all pharmacy clinical trial SOPs and associated documents are published on the York Teaching Hospital NHS Foundation Trust R&D website (http://www.northyorksresearch.nhs.uk/) and the Q-Pulse distribution system. There may also be a requirement for an SOP to be published on the pharmacy Q-Pulse system.

Q-Pulse can be used to generate a list of the SOPs and the versions which have been acknowledged by relevant pharmacy staff. This list may be used to update personal training files or to prepare for an audit or MHRA inspection and can be prepared by the R&D department and/or the pharmacy quality assurance department where appropriate.

4 Procedure(s)

Publishing SOPs via R&D

1. New or updated SOPs and/or associated documents should be approved by the Principal Pharmacist Clinical Trials and Research.

2. Following approval, the Principal Pharmacist, Clinical Trials Manager or author should forward the SOP to the R&D SOP controller with a list of the designated staff/staff groups to whom the SOP notification should be distributed.

3. The R&D SOP controller will publish the SOP on the R&D website and on the Q-Pulse system.

4. A Q-Pulse generated email will inform designated recipients of the existence of new or amended SOPs which they should read and acknowledge.

5. A period of one month is allowed for training in use of the new/amended SOP before the procedure is formally implemented and accepted into practice.

6. A list of staff that have read and acknowledged the SOP on Q-Pulse can be generated by the R&D department when needed.
Publishing SOPs via the pharmacy Q-Pulse system

1. There may be a requirement to publish SOPs on both the R&D and pharmacy Q-Pulse systems e.g. where such a SOP involves general pharmacy staff.

2. The approved SOP should be sent to the pharmacy quality assurance department with a list of the pharmacy personnel/staff groups who should read and acknowledge the SOP.

3. Pharmacy quality assurance staff will then publish the SOP on the pharmacy Q-Pulse system.

4. Designated staff will be notified via Q-Pulse email that the document is available to read and acknowledge.

5. A list of staff that have read and acknowledged the SOP on Q-Pulse may be generated by the pharmacy quality assurance department when needed.

5 Related SOPs and Documents

York Teaching Hospital NHS Foundation Trust R&D website (http://www.northyorksresearch.nhs.uk/)