

Clinical Trials Task List

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 Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.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

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	Signature:	Signed copy held by R&D Unit
	Date:	31 st May 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.

Version	Date Implemented	Details of significant changes
1.0	20 th June 2016	
2.0	28 th June 2017	Change of Author. Change of SOP title.

UNCONTROLLED DOCUMENT WHEN PRINTED

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1 Introduction, Background and Purpose

This SOP has been designed to ensure routine Pharmacy clinical trial tasks are carried out on a regular basis. This will ensure the smooth running and maintenance of the clinical trials dispensary.

2 Who Should Use This SOP

This SOP should be used by all members of the clinical trials team within Pharmacy at York and Scarborough Hospital, which form part of York Teaching Hospital NHS Foundation Trust.

3 When this SOP Should be Used

This SOP should be used in conjunction with form Pharm/F90. It should be used all members of the Clinical trials team that have been delegated Daily/Weekly/Monthly tasks by the Clinical Trials Manager/Senior Pharmacy Technician. This will ensure general clinical trial maintenance jobs are carried out regularly.

4 Procedure(s)

Ensure form Pharm/F90 is signed and dated by the appropriate member of staff when the task has been completed. On the last working day of each month, present form Pharm/F90 to the Clinical Trials Manager/Senior Pharmacy Technician for review.

5 Related SOPs and Documents

Pharm/F90– Clinical Trial Task List Form