

Maintaining Pharmacy Clinical Trial Files

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 Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.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.research.yorkhospitals.nhs.uk/sops-and-guidance-/ and/or Q-Pulse

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| | Date: | 6 th February 2019 |

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 | 18 th July 2016 | New SOP |
| 2.0 | 6 th March 2019 | Change of link to R&D website. Change of author and reviewed to accommodate updated form |
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1 Introduction, Background and Purpose

It is important to ensure that all Pharmacy Clinical Trial Files are kept up to date and complete.

This SOP describes the process of maintaining Pharmacy Clinical Trial Files.

2 Who Should Use This SOP

This SOP should be followed by all members of the Pharmacy Clinical Trials team at York and Scarborough Hospitals, which form part of York Teaching Hospitals NHS Foundation Trust.

3 When this SOP Should be Used

This SOP should be used on a regular basis when maintaining Pharmacy Clinical Trials Files.

4 Procedure(s)

Procedure for maintaining Pharmacy Clinical Trials Files.

During this procedure, a member of the Pharmacy Clinical Trials Team is required to carry out a Pharmacy Clinical Trials file maintenance check following the Pharmacy Clinical Trials File Maintenance form (Pharm/F82)

All Pharmacy Clinical Trials Files will need to be maintained on a regular basis. The frequency at which file checks are carried out will be determined by the number of patients recruited to individual trials or following requests from the sponsor, following a large amendment and other contributing factors.

Individual trial monitors should be contacted in order to obtain a list of current working documents so that we can ensure that we are working to the correct versions of all documents.

1. Obtain a blank copy of the Pharmacy Clinical Trials File Maintenance form (Pharm/F82)
2. Locate the Pharmacy Clinical Trial File for the individual trial which you are wishing to carry out the check.
3. Contact the trial monitor in order to obtain a list of current working documents for the trial.
4. Work through the Pharmacy Clinical Trials File Maintenance form going through the pharmacy file section by section. Tick the sections on the form once they have been reviewed or actions completed. Provided comments about any issues that need following up.

5. If any of the documents currently in use in the file are not the most current version then they must be replaced with the most up to date version, supersede the old version and place these in the superseded section of the Pharmacy Clinical Trial File.

6. If any of the documents in the Pharmacy Clinical Trial File have been produced by the trust, ensure that these are in date and the current approved version is in use. If any of these documents require replacing put the new version into the relevant section of the file and supersede the old version of the document by placing it in the superseded section of the Pharmacy Clinical Trial File.

7. If any patient prescriptions or accountability information is missing and cannot be located, write a file note for each of these instances and record these on the file note log.

8. Print any correspondence relating to the trial and file this in the relevant section of the Pharmacy Clinical Trial File.

9. On completing the Pharmacy Clinical Trial File maintenance check, file the Pharmacy Clinical Trials File Maintenance form (Pharm/F82) in the Pharmacy Clinical Trials Maintenance Form folder in the clinical trials dispensary.

5 Related SOPs and Documents

Pharm/F82 Pharmacy Clinical Trials Maintenance Form