



## **STANDARD OPERATING PROCEDURE (SOP): Pharmacy Appointments**

**Policy:** The investigational pharmacy provides service for drug-related research protocols and is responsible for assisting in opening trials and maintaining drug accountability until trial closure. Pharmacy appointments, including site qualifying visits (SQV), site initiation visits (SIV), monitoring visits (MV), telephone monitoring visits (TMV) and closeout visits (COV), are required for opening and maintaining trials until closure. The investigational pharmacy will accommodate these visits as the schedule permits.

### **Procedure:**

- A. The study coordinator or study monitor will schedule site visits with investigational drug services (IDS) as needed.
- B. Appointments can be made by emailing IDS. Please include the following:
  - a. Type of visit
  - b. Date and timeslot requested
  - c. Name of person calling or coming to site
- C. Appointments should be made at least two weeks in advance if possible.
- D. Appointments will not be allowed with less than 3 business days advanced notice.
- E. Appointments are not guaranteed if the schedule is full on the day requested.
- F. There will be no more than three appointments in one day per each IDS pharmacy.
- G. Appointments will be scheduled for a one hour block unless otherwise requested.
- H. Study coordinators or monitors should contact IDS for appointment changes or cancellations as soon as possible, and no less than 24 hours. IDS staff will reschedule the appointment as needed, but cannot guarantee availability.
- I. If requested, IDS will grant monitors Vestigo access the day prior to their visit.

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