

	Procedure Name	Research Study Medication EPIC Order Build Process
	SOP #04	WVU IDS Pharmacy SOP-04
	Date this Version is Effective	01 January 2024
	Responsible for Content	IDS Pharmacy Manager

I. Description

This SOP describes the process of requesting new EPIC builds for investigational study medication orders, order sets, and treatment plans.

II. Rationale

Standardizing the process and workflow of requesting EPIC builds will produce the most efficient practice and foster patient safety.

The goal of this SOP is to create a standard procedure for requesting EPIC builds and the verification of the final EPIC build prior to submission for EPIC production and patient use.

III. Procedures

1. The Study Coordinator will communicate the EPIC build request relating to an investigational study medication order, order set, therapy plan, or BEACON plan build to the Investigational Drug Services (IDS) pharmacy staff.
2. IDS pharmacy staff will then populate the Protocol Build Template (Appendix A) with all required medication order details from the study documents.
 - a. In the case of a BEACON plan build, a study coordinator, or other appropriate member of the research team, should add lab and nursing orders to the Protocol Build Template prior to submitting the build request to pharmacy.
3. IDS pharmacy staff will then submit an IT ticket requesting the build be created in EPIC Playground.
4. Once created in EPIC Playground, the build will be validated by an IDS pharmacist and a study coordinator.
 - a. If the build involves an oncology treatment plan, the build will also be validated by the oncology clinical pharmacy specialist(s) responsible for patients with the corresponding disease state.
 - b. Any other necessary pharmacist or physician will have the opportunity to review the build in Epic Playground.
5. During the validation process, the IDS pharmacist will communicate any required edits to the IT team.
6. After the build is validated, the IDS pharmacist will request the IT team to move the build to EPIC Production.
7. Once the build is in Production, it will be available for use by the research team and clinical staff.

IV. Original Procedure Date and Revisions

16 March 2022, 01 January 2024

Appendix A: Protocol Build Template

New INV Protocol Build Sheet

Type of protocol:	<input type="checkbox"/> Beacon Treatment Plan <input type="checkbox"/> Beacon Supportive Plan <input type="checkbox"/> Therapy Plan <input type="checkbox"/> Inpatient Order Set <input type="checkbox"/> Ambulatory Order Set
INV Protocol Name:	
Synonyms:	
WVU IRB #	
NCT #	
Research Cherwell Ticket #	
Cycle Description:	

Orders

Labs required:	Study coordinator to complete
Conditional Orders:	Study coordinator to complete

Treatment and Pre-Meds

(please specify which meds are study supplied)

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Emergency Meds:

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Supportive Care meds :

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Take home meds:

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Restrictions / special instructions:

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Comments:

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New INV Build

Name:	
Form:	
Strength:	
For Mixtures: Fluids, Volume and Rate	
Comments:	