

	Procedure Name	<b>Investigational Drug Pharmacy Staff Training Checklist</b>
	SOP #01	<b>WVU IDS Pharmacy SOP-01</b>
	Date this Version is Effective	<b>01 January 2025</b>
	Responsible for Content	<b>IDS Pharmacy Manager</b>

**I. Description**

The Investigational Drug Services (IDS) team is comprised of pharmacists and pharmacy technicians. This SOP overviews the different training experiences IDS pharmacists and technicians should complete during their onboarding period.

**II. Rationale**

The purpose of this SOP is to create a standardized training checklist for all newly onboarded IDS pharmacists and technicians.

**III. Procedures**

1. Upon hire all pharmacists and technicians will follow a standardized training program focusing on activities related to the WVU Medicine organization, Department of Pharmacy operations, and Investigational Drug Services practices.
  - i. Internal hires may be exempt from shadowing experiences if they have appropriate previous training in those areas.
2. Pharmacists and technicians that handle investigational products (IP) at other WVU Medicine sites will also complete the IDS specific training.
3. Completed training records will be documented on the appropriate platforms.

**IV. Original Procedure Date and Revisions**

16 March 2022, 12 July 2023, 01 January 2024, 01 January 2025

Appendix A: Pharmacist Training Checklist

Name:	Start Date:
-------	-------------

Training Task	Date Completed	Employee's Initials	Orientation/Training Signoff
Organization Specific Training			
WVU Medicine New Employee Orientation			
EPIC Training			
BEACON Training			
Computer Based Learning (CBL) Modules			
Shadowing Experiences			
D-Central Operations Pharmacist			
E-Central Operations Pharmacist			
D-IVR-1 Pharmacist			
D-IVR-2 Pharmacist			
D-Pediatric Operations Pharmacist			
E-IVR Pharmacist			
D-Pharmacy Technician Training <ul style="list-style-type: none"> <li><input type="checkbox"/> Triage Technician</li> <li><input type="checkbox"/> Controlled Substances Technician</li> <li><input type="checkbox"/> Central Operations Technician</li> <li><input type="checkbox"/> D-Unit-5</li> <li><input type="checkbox"/> D-Unit-6</li> <li><input type="checkbox"/> D-Unit-7</li> <li><input type="checkbox"/> D-Unit-8</li> <li><input type="checkbox"/> D-Unit-9</li> <li><input type="checkbox"/> D-Unit-10</li> <li><input type="checkbox"/> D-Unit 8SE/3SE</li> </ul>			
D-Pharmacist Hospitalist Shadowing <ul style="list-style-type: none"> <li><input type="checkbox"/> D-CG-Med 1</li> <li><input type="checkbox"/> D-CG-Med 2</li> <li><input type="checkbox"/> D-CG-Med/Surg</li> </ul>			
E-Med/Surg Pharmacist			
E-Med Pharmacist			
E-Med/Onc Pharmacist			
D-CC-A			
D-CC-B			
D-CC-Swing			
IDS Pharmacist			
IDS Technician			
Oncology Specialist Clinic (Solid Tumor)			
Oncology Specialist Clinic (Heme)			
Meetings with Pharmacy Leadership			
Supply Chain Manager			

Medication Use Director			
Revenue Cycle Manager			
Compliance Manager			
Adult Clinical Managers			
Inpatient Operations Managers			
Meetings with Clinical Pharmacists			
Peds-NICU			
Peds-PICU			
Cardiology-CVICU			
Cardiology-Outpatient Heart Failure			
Periop-Op			
Emergency Department			
Internal Medicine			
Intensive Care Units			
Medication Safety			
Oncology			
Investigational Drug Services Specific Training			
General Overview of Protocols: <ul style="list-style-type: none"> <li><input type="checkbox"/> Cooperative Group</li> <li><input type="checkbox"/> Industry Sponsored</li> <li><input type="checkbox"/> Investigator Initiated</li> </ul>			
Review WVU Medicine Policies and Standard Operating Procedures <ul style="list-style-type: none"> <li><input type="checkbox"/> WVU Hospitals Pharmaceutical Services Policy VII.01</li> <li><input type="checkbox"/> WVU IDS Pharmacy SOPs</li> </ul>			
CITI Training <ul style="list-style-type: none"> <li><input type="checkbox"/> Human Subjects Protection Training (Human Subjects Research Investigators)</li> <li><input type="checkbox"/> Conflict of Interest Training</li> <li><input type="checkbox"/> Good Clinical Practice (GCP)</li> </ul>			
Protocol and Operations Review <ul style="list-style-type: none"> <li><input type="checkbox"/> Pharmacy Tour</li> <li><input type="checkbox"/> Pharmacy Procedures</li> <li><input type="checkbox"/> Investigational Product (IP) Ordering</li> <li><input type="checkbox"/> IP Receiving</li> <li><input type="checkbox"/> IP Storage</li> <li><input type="checkbox"/> IP Dispensing</li> <li><input type="checkbox"/> Documenting returns/destruction</li> <li><input type="checkbox"/> Protocol Correspondence to be filed</li> </ul>			

<p>Vestigo Platform</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vestigo Overview</li> <li><input type="checkbox"/> Vestigo Login information</li> <li><input type="checkbox"/> Transaction Documents</li> <li><input type="checkbox"/> Temperature Documents</li> <li><input type="checkbox"/> Protocol Documents</li> <li><input type="checkbox"/> Notes to File (NTF Template)</li> <li><input type="checkbox"/> IRT (Interactive Response Technology)</li> <li><input type="checkbox"/> Vestigo Verify</li> </ul>			
<p>OnCore Platform</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Protocol Status</li> <li><input type="checkbox"/> Staff</li> <li><input type="checkbox"/> Accrual</li> <li><input type="checkbox"/> Documents/Info</li> </ul>			
<p>Advarra eREG</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Protocol Search</li> <li><input type="checkbox"/> Sign Document Task</li> </ul>			
<p>Billing</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fee sheets</li> <li><input type="checkbox"/> Review WVU IDS Pharmacy SOP-04</li> </ul>			
<p>NCI PMB Training Videos</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DARF Basics</li> <li><input type="checkbox"/> DARF Header</li> <li><input type="checkbox"/> Oral DARF</li> <li><input type="checkbox"/> Agent Receipt</li> <li><input type="checkbox"/> Pt-Specific DARFs</li> <li><input type="checkbox"/> Agent Transfers</li> <li><input type="checkbox"/> Agent Returns</li> <li><input type="checkbox"/> Local Destruction</li> </ul>			
<p>NCTN Sites:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain CTEP ID</li> <li><input type="checkbox"/> Register for CTEP I-AM account</li> <li><input type="checkbox"/> Activity: Verify a CTEP ID</li> <li><input type="checkbox"/> Activity: Verify a CTSU Delegation Log</li> <li><input type="checkbox"/> Added to Cooperative Group Rosters</li> <li><input type="checkbox"/> Subscribe to PMB Newsroom Listserv</li> <li><input type="checkbox"/> Reviewed CTSU Website</li> <li><input type="checkbox"/> Reviewed PMB Online Agent Order Processing (OAOP)</li> </ul>			

Appendix B: Technician Training Checklist

Name:	Start Date:
-------	-------------

Training Task	Date Completed	Employee's Initials	Orientation/Training Signoff
Organization Specific Training			
WVU Medicine New Employee Orientation			
EPIC Training			
Computer Based Learning (CBL) Modules			
Shadowing Experiences			
D-Central Operations Technician			
E-Central Operations Technician			
D-IVR STAT Technician			
D-IVR-1 Technician			
D-IVR-2 Technician			
D-Pediatric Operations Technician			
D-Triage Technician Training			
D-Controlled Substances Technician			
E-Controlled Substances Technician			
D-Unit-5 Technician			
D-Unit-6 Technician			
D-Unit-7 Technician			
D-Unit-8 Technician			
D-Unit-9 Technician			
D-Unit-10 Technician			
D-Unit 8SE/3SE Technician			
CC-1 Technician			
CC-2 Technician			
CC-3 Technician			
CC-4 Technician			
CC-5 Technician			
CC-6 Technician			
IDS Pharmacist			
IDS Technician			
Receiving Technician			
Purchasing Technician			
Investigational Drug Services Specific Training			
General Overview of Protocols: <input type="checkbox"/> Cooperative Group <input type="checkbox"/> Industry Sponsored <input type="checkbox"/> Investigator Initiated.			
Review WVU Medicine Policies and Standard Operating Procedures <input type="checkbox"/> WVU Hospitals Pharmaceutical Services Policy VII.01 <input type="checkbox"/> WVU IDS Pharmacy SOPs			

<p>CITI Training</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Human Subjects Protection Training (Human Subjects Research Investigators)</li> <li><input type="checkbox"/> Conflict of Interest Training</li> <li><input type="checkbox"/> Good Clinical Practice (GCP)</li> </ul>			
<p>Protocol and Operations Review</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pharmacy Tour</li> <li><input type="checkbox"/> Pharmacy Procedures</li> <li><input type="checkbox"/> Investigational Product (IP) Ordering</li> <li><input type="checkbox"/> IP Receiving</li> <li><input type="checkbox"/> IP Storage</li> <li><input type="checkbox"/> IP Dispensing</li> <li><input type="checkbox"/> Documenting returns/destruction</li> <li><input type="checkbox"/> Protocol Documents</li> </ul>			
<p>Vestigo Platform</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vestigo Overview</li> <li><input type="checkbox"/> Vestigo Login information</li> <li><input type="checkbox"/> Transaction Documents</li> <li><input type="checkbox"/> Temperature Documents</li> <li><input type="checkbox"/> Monitoring Visit Reports</li> <li><input type="checkbox"/> Notes to File (NTF Template)</li> <li><input type="checkbox"/> IRT (Interactive Response Technology)</li> <li><input type="checkbox"/> Vestigo Verify</li> </ul>			
<p>OnCore Platform</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Protocol Status</li> <li><input type="checkbox"/> Staff</li> <li><input type="checkbox"/> Accrual</li> <li><input type="checkbox"/> Documents/Info</li> </ul>			
<p>Advarra eREG</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Protocol Search</li> <li><input type="checkbox"/> Sign Document Task</li> </ul>			
<p>Billing</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fee sheets</li> <li><input type="checkbox"/> Review WVU IDS Pharmacy SOP-04</li> </ul>			

NCI PMB Training Videos <ul style="list-style-type: none"> <li><input type="checkbox"/> DARF Basics</li> <li><input type="checkbox"/> DARF Header</li> <li><input type="checkbox"/> Oral DARF</li> <li><input type="checkbox"/> Agent Receipt</li> <li><input type="checkbox"/> Pt-Specific DARFs</li> <li><input type="checkbox"/> Agent Transfers</li> <li><input type="checkbox"/> Agent Returns</li> <li><input type="checkbox"/> Local Destruction</li> </ul>			
NCTN Sites: <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain CTEP ID</li> <li><input type="checkbox"/> Register for CTEP I-AM account</li> <li><input type="checkbox"/> Activity: Verify a CTEP ID</li> <li><input type="checkbox"/> Activity: Verify a CTSU Delegation Log</li> <li><input type="checkbox"/> Added to Cooperative Group Rosters</li> <li><input type="checkbox"/> Subscribe to PMB Newsroom Listserv</li> <li><input type="checkbox"/> Reviewed CTSU Website</li> <li><input type="checkbox"/> Reviewed PMB Online Agent Order Processing (OAOP)</li> </ul>			