



HEALTH RESEARCH ASSOCIATION

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POLICY & PROCEDURE

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Subject: ANNUAL REVIEW OF IDS POLICIES & PROCEDURES		Issued By: IDS PHARMACY	
		Approved By: Kathleen R. Hurtado R.Ph. HRA's President & CEO	
Policy #: 2026	Issue Date: March 15, 2007	Revised Date: May 30, 2008	Effective Date: June 15, 2008

Reference: Original review of, and amendment to, Investigational Drug Service Policy and Procedures dated 4-12-2006 and updated as of 3-15-2007.

PURPOSE

To ensure that all IDS Pharmacy Policies and Procedures are reviewed and updated, if necessary, no less frequently than once annually.

POLICY & PROCEDURE

- IDS POLICIES AND PROCEDURES WILL BE REVIEWED ANNUALLY:** The Pharmacist-in-Charge will review all IDS Pharmacy Policies and Procedures (P&Ps) at the end of each calendar year and determine whether any changes need to be made. The Pharmacist-in-Charge then will make any suggested amendments to the existing Microsoft Word versions of IDS P&Ps using the "Track Changes" tool. Microsoft Word versions of existing IDS Pharmacy P&Ps are on the HRA G:\drive at: <G:\users\Documentation\Policy and Procedure\IDS Pharmacy P&Ps>;
- AMENDMENTS REVIEWED AND APPROVED BY HRA'S PRESIDENT & CEO:** Any P&P amendments must be reviewed and approved by HRA's President & CEO prior to replacing the old document with the amended version. This applies to both the document on HRA's website as well as the P&P hardcopy manual kept within the IDS Pharmacy;
- SPECIAL REQUIREMENT FOR STERILE ADMIXTURE & INJECTABLE DRUG COMPOUNDING P&P:** HRA's Sterile Admixture & Injectable Drug Compounding P&P is located here: <http://www.health-research.org/files/pharmacy/Sterile.pdf>. If there have been changes in this P&P in the past year, an electronic copy of the tracked changes between the new and the old P&P versions must be submitted to the California Board of Pharmacy via e-mail to: compoundingpharmacy@dca.ca.gov. Include the IDS Pharmacy's California injectable sterile compounding license number (LSC and five-digit number) in the subject line of the e-mail to ensure proper site identification.

RESPONSIBILITY

Pharmacist-in-Charge
HRA's President & CEO