



**HEALTH RESEARCH ASSOCIATION**

1640 Marengo Street – 7<sup>th</sup> Floor  
Los Angeles, CA 90033

**POLICY**

Page 1 of 1

Subject: <b>IRB COMPLIANCE</b>		Issued By: <b>IDS PHARMACY</b>	
		Approved By: Kathleen R. Hurtado R.Ph. <b>HRA's President &amp; CEO</b>	
Policy #: 2020	Issue Date: April 12, 2006	Revised Date: November 1, 2006	Effective Date: November 1, 2006

Reference: Original IRB Compliance policy dated 4-12-2006.

**PURPOSE**

To ensure that IDS Pharmacy Staff comply with all Institutional Review Board (IRB) policies and procedures as well as state and federal regulations.

**POLICY**

1. **IDS WILL COMPLY WITH IRB POLICIES & PROCEDURES:** All IDS Pharmacy Staff-Members will comply with all IRB policies and procedures in carrying out their work duties;
2. **NO DISPENSING UNTIL PROJECT RECEIVES IRB APPROVAL:** IDS Pharmacy Staff-Members will always verify that a particular project has maintained ongoing IRB approval prior to dispensing any study drugs;
3. **NO DISPENSING PRIOR TO RECEIPT OF INFORMED CONSENT:** In addition, IDS Pharmacy Staff-Members will never dispense study drugs prior to verifying that the protocol-specific study file folder contains the signature page from each patient's Informed Consent Document. If the Informed Consent documentation is missing from the file, the study coordinator can fax it to the IDS Pharmacy at (323) 222-9925, however, no study drug shall be dispensed to a patient for whom IDS has not verified that Informed Consent took place.

**RESPONSIBILITY**

Pharmacist in Charge  
All IDS Staff  
PIs  
Study Coordinators