

Subject: IDS SECURITY		Issued By: IDS PHARMACY	
		Approved By: Kathleen R. Hurtado R.Ph. HRA's President & CEO	
Policy #: 2009	Issue Date: November 1, 2006	Revised Date: August 20, 2007	Effective Date: September 30, 2007

Reference: Original IDS Security Policy dated 4-12-2006 and updated as of 11-1-2006.

PURPOSE

To ensure the safe operation of the IDS Pharmacy.

POLICY

1. **MAINTAIN ONGOING VIGILANCE:** All IDS Staff must remain vigilant regarding the security of all aspects of the IDS Pharmacy operations including, but not limited to:
 - a. The safety and security of all drugs stored at the IDS Pharmacy;
 - b. The security of all documents stored at the IDS Pharmacy;
 - c. The security of all patient-related information stored at the IDS Pharmacy;
2. **TRAINING:** All IDS Staff will be trained on safety and security during the hiring process and are expected to incorporate such training in their daily operations.

GUIDELINES & PROCEDURES

1. **STUDY DRUGS STORED IN DOUBLE-LOCKED ROOM:** When no IDS Staff Members are working in the IDS Pharmacy, both the door and the gate will be kept locked;
2. **LIMITED ACCESS:** Access to the IDS Pharmacy is limited to authorized personnel. Authorized personnel include the following:
 - a. IDS Staff;
 - b. HRA Staff;
 - c. Principal Investigators & Study Coordinators;
 - d. Auditors/Monitors of Sponsored research;
3. **KEYS TO PHARMACISTS ONLY:** Only licensed pharmacists are allowed to possess keys to the IDS Pharmacy;
4. **LOCKED DURING BUSINESS HOURS:** The facility is to be kept locked at all times, including during regular business hours;



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
Los Angeles, CA 90033

POLICY & PROCEDURE

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5. **NOTIFY CAMPUS POLICE ABOUT SUSPICIOUS BEHAVIOR:** IDS Staff should immediately report any loitering or suspicious behavior to the campus police. The Department of Public Safety, Health Sciences Office is located in the Health Sciences Parking Structure on the Health Sciences Campus:

1334 Biggy St.
Los Angeles, CA 90033
Emergency phone: (323) 442-1000
Business phone: (323) 442-1200

6. **MONITORED ALARM SYSTEM:** The IDS Pharmacy has a monitored alarm system, which is armed whenever the facility is unoccupied. The monitoring company notifies the Pharmacist-in-Charge or HRA's President & CEO when the alarm system is triggered. Certain refrigerators and freezers also are connected to the alarm system, so that the monitoring company can notify the Pharmacist-in-Charge or HRA's President & CEO whenever the equipment being monitored falls outside of its desired temperature range.

RESPONSIBILITY

Pharmacist-in-Charge
All IDS Staff