

Content Owner:
 Kyle Luedtke, PharmD – Pharmacist,
 Investigational Drugs Services

Revised Date:
 06 October 2025

Standard Operating Procedure		
Investigational Drug Services Pharmacy Appointments		
Scope: ☒ Dept./Unit/Clinic _____ ☐ Service Line _____ ☐ Institutional	Patient Population: ☒ Neonatal ☒ Pediatric ☒ Adult ☐ Sub-population: _____ _____	Patient Level of Care: ☒ Ambulatory ☒ Acute ☒ Intermediate ☒ Critical Care ☒ Emergency Dept ☒ Labor and Delivery ☒ Diagnostic/Procedural ☒ Peri-operative ☐ Other _____

Investigational Drug Services (IDS) is responsible for establishing standard procedures for the appropriate control of investigational drugs and biologics used in human subject research. These procedures include but are not limited to: establishment of a drug accountability system, record retention, procurement and shipping, temperature monitoring, dispensing, labeling, and destruction of investigational drugs and biologics within the hospital, affiliated clinics and participating satellite pharmacies, where applicable.

Background/ Rationale: The investigational pharmacy provides service for drug-related research protocols and is responsible for assisting in opening trials and maintaining drug accountability until trial closure. Pharmacy appointments, including site qualifying visits (SQV), site initiation visits (SIV), monitoring visits (MV), telephone monitoring visits (TMV) and closeout visits (COV), are required for opening and maintaining trials until closure. The investigational pharmacy will accommodate these visits as the schedule permits.

Equipment/Supplies: Vestigo database; Calendly program.

Procedure:

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#	Step
1	The study coordinator or study monitor will schedule site visits with IDS as needed.
2	MAIN IDS: Appointments can be made by emailing IDS. The following information is expected: • Type of visit • Date and time slot requested • Name and contact information of person calling or coming to site CC IDS: Appointments can be made through the Calendly website using the following link https://calendly.com/uvacancercenteridspharmacy
3	Appointments should be made at least two weeks in advance if possible.
4	Appointments may not be allowed with less than 3 business days advanced notice.
6	There will be no more than three appointments in one day per each IDS pharmacy.
7	Appointments will be scheduled for a one hour block unless otherwise requested. Longer appointment times will be considered on a case-by-case basis
8	Study coordinators or monitors should contact IDS for appointment changes or cancellations as soon as possible, and no less than 24 hours.
9	IDS will grant monitors Vestigo access no later than the day prior to their visit.

Related Documents: *n/a*

External References: *n/a*

REVISION HISTORY				
Version	Reason (new, cyclical, external)	Relevant Reviewers	Approved By (Area leadership & PCC)	Date of Approval
1	New	IDS Pharmacists	IDS Pharmacists	5/26/16
2	Cyclical	IDS Pharmacists	IDS Pharmacists	3/2019
3	Cyclical	IDS Pharmacists	Michael Neace	3/2022
4	Cyclical	IDS Pharmacists	Amy Jones	10/2025