ECTU Central Office SOP _TM_18: Creating and Maintaining a Pharmacy site File (PSF)

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Authorship and Approval			
Name and Designation	Author/Reviewer /Approval/ Authorisation	Date	Signature
Claire Battison, Trial Manager	Author	15 Jun 2022	See retained approval email dated 15 Jun 2022
Morag MacLean, Senior Trial Manager	Reviewer	26 Jun 2022	See retained approval email dated 26 Jun 2022
Gina Cranswick, Trial Team Manager	Approver	27 Jun 2022	See retained approval email dated 27 Jun 2022
Caroline Garth, QA Manager	QA Authorisation	26 Jun 2022	See retained approval email dated 26 Jun 2022

Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	20 Sept 2019	Initial creation
2.0	11 Jul 2022	Moved to new SOP template Section 4.1.1 updated and section 4.2.5 added

1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the procedure for creating and maintaining a Pharmacy Site File (PSF) for a CTIMP study.

2.0 SCOPE

This SOP applies to all CTIMP studies that are fully managed by ECTU where a Pharmacy Site File (PSF) will be required and is not already available at site. If available, study sites may use their own established PSF format if agreed with the Trial Manager/Sponsor.

3.0 RESPONSIBILITIES

3.1 The Trial Manager or designee will be responsible for creating the PSF for each site.

3.2 The Pharmacist or designee at site will be responsible for maintaining the PSF and ensuring that it is held in a secure location for the duration of the study.

3.3 Trial Manager or designee will be responsible for ensuring that any updated documents applicable to the PSF are provided to the site as required. The receipt of these should be logged appropriately.

3.4 The PI at site will be responsible for ensuring that the PSF is archived along with the Investigator Site File (ISF)

3.5 The Pharmacist or designee will ensure that the PSF is complete and has been reviewed prior to archiving.

4.0 PROCEDURE

4.1 Creating a Pharmacy Site File (PSF)

4.1.1 The PSF will be created by the Pharmacist, or designee, prior to the start of the study at their site using their own established PSF format. Alternatively if the site don't have a PSF format the Trial manager or designee will be required to create the PSF for the site using the Pharmacy Site File (PSF) Contents template below.

4.1.2 The PSF will be split into six main sections. Additional sections and sub-sections can be added as required and the PSF Contents page updated accordingly.

4.1.3 Where applicable, each section will contain a sub-section for superseded documents.

4.1.4 The PSF Contents Page will be the first page of the PSF and all documents will then be filed in accordance with this.

4.1.5 Documentation will be filed in the PSF in descending date order (most recent document at the front).

4.1.6 The following sections will be included in PSF:

- **1. Study and Pharmacy Information**
  This section will include the study protocol, management approval documentation, pharmacy procedures and guidelines, study contact list and a copy of the completed delegation log held in the ISF.

- **2. IMP Information and Management**
  This section will contain all documentation relating to the IMP including IB/SmPC, QP Release Certificates and shipment documentation

- **3. Templates**
  All relevant pharmacy templates will be kept in this section (unless specified elsewhere)

- **4. Completed Documents**
  All completed documents (e.g. completed prescriptions) as applicable should be filed in this section.

- **5. Correspondence**
  Any relevant correspondence should be filed in this section.

- **6. Miscellaneous Documents**
  This section can be used for any other relevant documents (e.g. pharmacy fee documentation, contract/agreement information).

4.1.7 The PSF will be clearly labelled with the study name and site name/number. All sections and sub-sections will be clearly labelled.

4.1.8 The Trial Manager or designee will ensure that the PSF is available at the pharmacy prior to the start of study.

4.1.9 The Trial Manager or designee will ensure that all current versions of the essential documents listed in the PSF Contents page are included at site set up.

4.2 Maintaining a Pharmacy site File (PSF)

4.2.1 The Pharmacist or designee will ensure that any updated versions of PSF documents are filed when they are received.

4.2.2 Superseded documents will be retained in the appropriate sub-section.

4.2.3 The Pharmacist or designee will ensure that all completed documents are filed.

4.2.4 The Pharmacist or designee will be responsible for completing the End of Trial Review of the PSF and completing the appropriate section on the PSF Contents page. The PSF should not be archived until this has been completed.

4.2.5 The PI will ensure that the file is archived in a suitable fashion in accordance with the protocol.

5.0 RELEVANT DOCUMENTS AND REFERENCES

ECTU PSF Templates:

- TM-T32 Pharmacy Site File Contents Template
- TM-T29 Master IMP Inventory Log Template
- TM-T30 Participant IMP Accountability Log Template
- TM-T33 Prescription Template
- TM-T35 Treatment Allocation Log
- TM-T34 Temperature Log Template
- TM-T31 Pharmacy Signature Log Template

ACCORD Documents (available at http://www.accord.scot/research-access/resources-researchers/sop)

- ACCORD Delegation Log (CR007-T12)
- ACCORD Study Specific Training Log (CR007-T17)
- ACCORD Deviation Log (CR010-T01)