I. JOB SUMMARY

As a integral member of the Pharmacy team, the CLINICAL TRIALS PHARMACIST performs responsibilities which enhance the reputation and service-orientation of the Department; duties and responsibilities include: coordinating, collaborating and providing expertise in support of clinical investigational drug trials; performing education responsibilities; providing accurate and efficient dispensing of medication; performing administrative responsibilities; providing direct and/or functional supervision; maintaining overall responsibility for pharmacy operations in assigned area; performing communication responsibilities; performing cross-functional duties including those of the Oncology/IV Admixture Pharmacist and the Staff Pharmacist, Patient Care; performing other duties consistent with the job classification, as required.

II. DUTIES & RESPONSIBILITIES

Clinical Investigational Drug Trials

1.00 Maintains responsibility for clinical investigational drug trials.
   1.01 Reviews protocols for University Health Network clinical investigational drug trials, as required.
   1.02 Liaises with principal investigators and/or trial coordinators/research assistants to establish pharmacy’s role, determine fee schedules and to implement dispensing, compounding and billing procedures.
   1.03 Communicates with, and trains staff anticipated to participate in any aspect of the clinical investigational drug trial.
   1.04 Maintains a pharmacy binder which contains a study summary, protocol, dispensing procedures, completed samples of required paperwork, dispensing checklist, fee schedule, billing procedures and any other relevant materials for each investigational trial.
   1.05 Maintains and coordinates distribution of an up-to-date Toronto Hospital clinical investigational drug trials list, as scheduled.
   1.06 Maintains responsibility for the management of the inventory for clinical investigational drug trials; orders, replaces and returns study materials, as required.
   1.07 Communicates any concerns regarding ethical issues or deviation from established Toronto Hospital policies & procedures to the pharmacist participating on University Health Network Ethics Committee.
   1.08 Assists in ensuring the participation of the pharmacy department in all clinical trials which involve drugs.

2.00 Performs education responsibilities:
   2.01 Maintains professional development.
   2.02 Orientates staff to pharmacy’s role with respect to clinical investigational drug trials.
   2.03 Promotes professional development of staff; participates as an active member on committees; attends and/or presents at educational rounds, journal club, etc.
   2.04 Participates in the orientation and training of new employees and pharmacy residents, as required.
   2.05 Provides drug information to physicians, nurses and other health care professionals, as related to clinical investigational trial drugs.

3.00 Provides accurate and efficient dispensing of medication.
   3.01 Monitors pharmacy activities, on a daily basis, to ensure adherence to study protocols and dispensing procedures.

4.00 Performs administrative responsibilities:
   4.01 Attends and contributes to interdisciplinary team meetings relating to clinical investigational drug trials.
   4.02 Monitors pharmacy activities, on a daily basis, to ensure adherence to proper inventory record maintenance and timely and accurate billing as required to support the clinical investigational drug trials.
   4.03 Participates in the development of software programs designed to facilitate management of clinical investigational drug trials.
   4.04 Collects and documents workload measurement statistics; provides other data, as required.
   4.05 Completes reports including incident reports, adverse drug reaction reports, etc.
   4.06 Collaborates in the identification and development of revenue-generating opportunities, as deemed appropriate.

5.00 Provides direct and/or functional supervision; maintains overall responsibility for pharmacy operations in assigned area.
   5.01 Supervises and provides direction to technical/support staff.
5.02 Delegates work assignments and checks work orders filled by technicians.
5.03 Monitors and assures security of narcotics and controlled drugs in accordance with hospital policy.
5.04 Provides input into performance appraisals of support staff.
5.05 Provides technical and procedural guidance.

6.00 Performs communication responsibilities:
6.01 Facilitates rapport between the Department of Pharmacy, principal investigators, clinical trial coordinators, research assistants and trial sponsors.
6.02 Consults with other pharmacy personnel, to obtain information/expertise in support of the investigational drug trials, as required.
6.03 Effectively communicates with colleagues, and allied health professionals.
6.04 Liaises with external agencies/organizations, as required.
6.05 Contributes information about clinical investigational drug trials to the pharmacy newsletter.

7.00 Performs cross-functional duties including those of the Oncology/IV Admixture Pharmacist, Staff Pharmacist, Patient Care, as assigned.

8.00 Performs other duties consistent with the job classification, as required.