

JOB DESCRIPTION
Pharmacist, Clinical Trials
University Health Network

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.