

November 16, 2011

RESEARCH STANDARD OPERATING PROCEDURES (SOP)
Research Pharmacy Drug and Supply Procurement

1. **PURPOSE:** To establish a policy and standard operating procedure for research pharmacy drug and supply procurement.
2. **POLICY:** The Research Pharmacist will work in collaboration with Pharmacy Procurement to obtain supplies and commercially available medications required to support VA-approved research protocols. In order to collaborate most efficiently, Research Service has delegated the authority for Research Pharmacy GPF FCP 7066 to the individuals named in the Delegation Memorandum (Attachment 1).
3. **ACTION:**
 - a. **Responsibilities**
 - (1) **The Research Pharmacist**
 - (a) The research pharmacist will estimate future resource requirements based upon recent and expected activity for the upcoming year. This estimate will provide resource requirements in order to develop a budgetary allowance to be donated to the Research Pharmacy General Post Fund FCP 7066.
 - (b) As supplies and medications are required to implement research protocols in the research pharmacy, the research pharmacist will place an order with pharmacy procurement and obtain these supplies or medications from pharmacy procurement once received.
 - (c) The research pharmacist will authorize expenses incurred against FCP 7066 as an approving official once requests for supplies are placed.
 - (2) **Pharmacy Procurement**
 - (a) Pharmacy procurement will initiate purchases for medications at the request of the research pharmacist. The named control point clerk will request all supplies and/or review and verify invoices.
 - (b) The pharmacy procurement supervisor will authorize expenses incurred against FCP 7066 as an approving official once requests for supplies are placed if the research pharmacist is unavailable to perform this function.

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(c) Pharmacy procurement will provide the research pharmacist with pricing information for medications or supplies at the request of the research pharmacist.

(3) **ACOS for Research**

(a) The ACOS for Research will certify invoices incurred against FCP 7066.

(4) **Research Pharmacy General Post Fund Management**

(a) The Research Pharmacy GPF FCP 7066 will be operated in accordance with the Delegation of Authority for FCP 7066

(b) An annual donation will be made to the research pharmacy general post fund FCP 7066 consistent with the research pharmacist's estimate of future resource requirements based upon recent and expected activity.

(c) Additional donations may be made to the general post fund as needed.

(d) All donations will be accompanied by a memo detailing the amount of the donation as well as the items for which the donation is intended to fund. These items are limited to only pharmaceutical agents and supplies required for the research being conducted within the South Texas Veterans Health Care System.

4. **REFERENCES:** None

5. **RESPONSIBILITY:** ACOS for Research and Development (151)

6. **RESCISSIONS:** *RESEARCH STANDARD OPERATING PROCEDURES (SOP) Research Pharmacy Drug and Supply Procurement*, January 13, 2011

7. **RECERTIFICATION:** November 2016


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