

Investigational Drug Services

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Memo

Date: 16 Nov 2022

To: File
From: Mary Pak, PharmD
Subject: Investigational Pharmacy Holiday Observances/Closures

Investigational Pharmacy (IDS) observes institutional holidays and generally follows the guidance/holiday closures announced by VCU Health System Ambulatory Clinics in conjunction with some VCU institutional holidays, which are observed by study teams.

Historically, IDS has been closed on the following holidays:

- Memorial Day
- Independence Day (or day after, in observance)
- Labor Day
- Thanksgiving and Friday after Thanksgiving
- Christmas Eve (half day)
- Christmas Day (or day after, in observance)
- New Year's Eve (half day)
- New Year's Day

CCH9 pharmacy is the designated afterhours, weekend, and holiday coverage for Investigational Pharmacy if a subject need to continue study treatment during IDS closure or if a patient urgently/acutely needs to start study treatment. Study teams must arrange and communicate need for afterhours coverage with IDS *prospectively* to ensure that it is feasible and so that appropriate information and hand-off is performed.