

Memo

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From: Mary Pak, PharmD – IDS Manager

Subject: IDS will switch from DocuSign to documenting training using Vestigo

Main IDS
investigational.drug@vcuhealth.org

Main Hospital, B-300
1250 East Marshall Street
P.O. Box 980042
Richmond, Virginia 23298-5051
O 804.828.7901
F 804.827.0181

AOP IDS
AOP.IDS@vcuhealth.org

AOP, 5th Floor, Room 5-182
1001 E. Leigh St.
Richmond, VA 23219
O 804.828.7901
F 804.627.0181

Please direct questions to applicable shared email above for quickest response.

Effective 1October2024, IDS will be switching from DocuSign to instead generate training documentation using Vestigo based competency module. This will be used by IDS to document training on study updates going forward.

IDS will switch over from DocuSign by generating a retraining competency to copy the current reviewed documents into a Vestigo based training competency record for all current studies to facilitate conversion process.

Monitors can download Vestigo generated IDS training documentation in VestigoVerify within their study by going to *Documents > Competency Documents > Pharmacy Training Records*. They will see a training record for every competency generated by IDS for their study. Competency documentation will be generated as outlined in *VCUHS Policy IV. 320.2 IDS General and Study Specific Training*.

IDS staff will continue to document their training in advance of trial activity and dispensing. Vestigo module enacts a hard stop feature requiring documentation prior to activity.

Previous DocuSigned or scanned pharmacy training records will be retained within Vestigo and can still be found under *Documents > Protocol Documents > Other* and titled in the format of TL – study identifier when applicable.