TSC Category	Drug Compounding and Management					
TSC	Clinical Investigational Drug Management					
TSC Description	Manage preparation, receipt, dispatch and storage of Clinical Investigational Drug (CID)					
TSC Proficiency Description	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**
			HCE-DRM-3002-1.1	**HCE-DRM-4002-1.1**		
			Manage Clinical Investigational Drug (CID) products including inventories and records for CID distribution and trials	Review Clinical Investigational Drug (CID) workflows to identify areas of improvements and redundancies		
Knowledge			• CID processes • Quality control relating to CID products • Singapore Guideline for Good Clinical Practice (SG-GCP) • Current Good Manufacturing Practice (cGMP) • Health Sciences Authority (HSA) guidelines • Four stages of drug clinical trials • Stocktake protocols • CID disposal and destruction protocols • Regulatory requirements in monitoring of CID • Organisational guidelines for access to CID databases and records • CID dispensing workflows	• Organisational procedures and guidelines in controlling CID • Environmental Public Health Act • Environment Protection and Management Act • Hazardous Waste Act		
Abilities			• Retrieve CID records upon receipt of orders • Prepare CID according to study protocols • Store CID according to study protocols and Singapore Guideline for Good Clinical Practice (SG-GCP) • Conduct cycle count of CID • Investigate reasons for discrepancies between physical count and system quantity	• Analyse existing CID workflows • Identify redundant and improvement areas on CID inventories and drug accountability logs • Conduct improvement projects for CID-related workflows • Adhere to regulatory requirements in the disposal of pharmaceutical waste • Resolve CID dispensing records discrepancies		

Effective Date: October 2018, Version 1.1

			• Liaise with suppliers for drug replacement and return procedures and inform pharmacists • Monitor the use of CID • Manage the return or disposal of CID and study materials according to study protocols • Maintain CID databases • Implement systematic filing systems • Fill in information into clinical trial accountability logs for shipment receipt and destruction • Distribute CID to the clinical trial teams			