

	Policy/Procedure Name: Non – Formulary Process
Manual: Pharmacy	Number:
Section: 6.0 Formulary	Effective Date: 11 Apr 2011
Pages: 1 of 6	Revision Date: 21 Jun 2018

Purpose

To control and monitor the use of non-formulary medications, as part of drug formulary management, in order to maximize the use of resources at MAHC.

Scope

The policy pertains to all staff members and physicians at Muskoka Algonquin Healthcare (MAHC).

Policy Statement

In the event that a prescribing professional wishes to prescribe a non-formulary drug, he/she must follow the procedures established by the Pharmacy and Therapeutics Committee.

Definitions

Non-Formulary drugs are those drugs which are not listed in the Hospital Formulary and not routinely stocked by the Pharmacy Department.

Procedure

When a prescribing professional orders a non-formulary drug, the Appendix A flow chart will apply, as per the following:

1) Non-Formulary Drug with Automatic Substitution Policy

If the drug has a P&T approved Automatic Substitution Policy, the pharmacy will substitute the appropriate drug and notify nursing and physician of the substitution by writing a substitution order in the patient’s chart.

2) Patient’s Own Medication Supply

If the patient has their own supply available and is willing to use the supply, the prescribing professional or pharmacist will write an order for the patient “to use their own supply of medication while in the hospital”.

Pharmacy staff will on the next shift Monday-Friday 8 am- 4 pm view the patient’s own medications to ensure that it has a valid prescription label and that the medication contents are correct.

3) Formulary Alternative with Comparable Therapeutic Properties

If the patient is not willing to use their own supply or the prescribing professional and/or the pharmacist are aware of a formulary drug with comparable therapeutic properties, the nurse or

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pharmacist, in consultation with the prescribing professional, or the prescribing professional will write an order for the alternative therapy.

4) New Drug on the Market or Non-formulary essential drug

If the prescribed drug is determined to be a new drug which has not been previously stocked in Pharmacy or the prescribing professional decides that a non-formulary drug is essential for the treatment of a particular patient, a sufficient quantity will be obtained for that patient's needs if this is for an inexpensive medication (less than \$100 per treatment course) and the medication requested does not pose an excessively high risk to patients or staff.

Form medications of a significant \$ value (more than \$100 for the treatment course) or which pose an increased risk compared to the usual standard of care at MAHC to either patients or staff, the prescribing professional will be asked to complete a "Non-Formulary Drug Request Form" The request will be reviewed and require approval by:

1. either the chief of staff or the chair of the P&T committee
- And
2. the manager or senior team member of the affected area.

The Pharmacy will make the necessary arrangements to bring in the non-stocked drug within 24 hours from the time the non-formulary request is approved.

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MUSKOKA ALGONQUIN
HEALTHCARE

NON-FORMULARY REQUEST FORM

Cost per Day/Treatment:

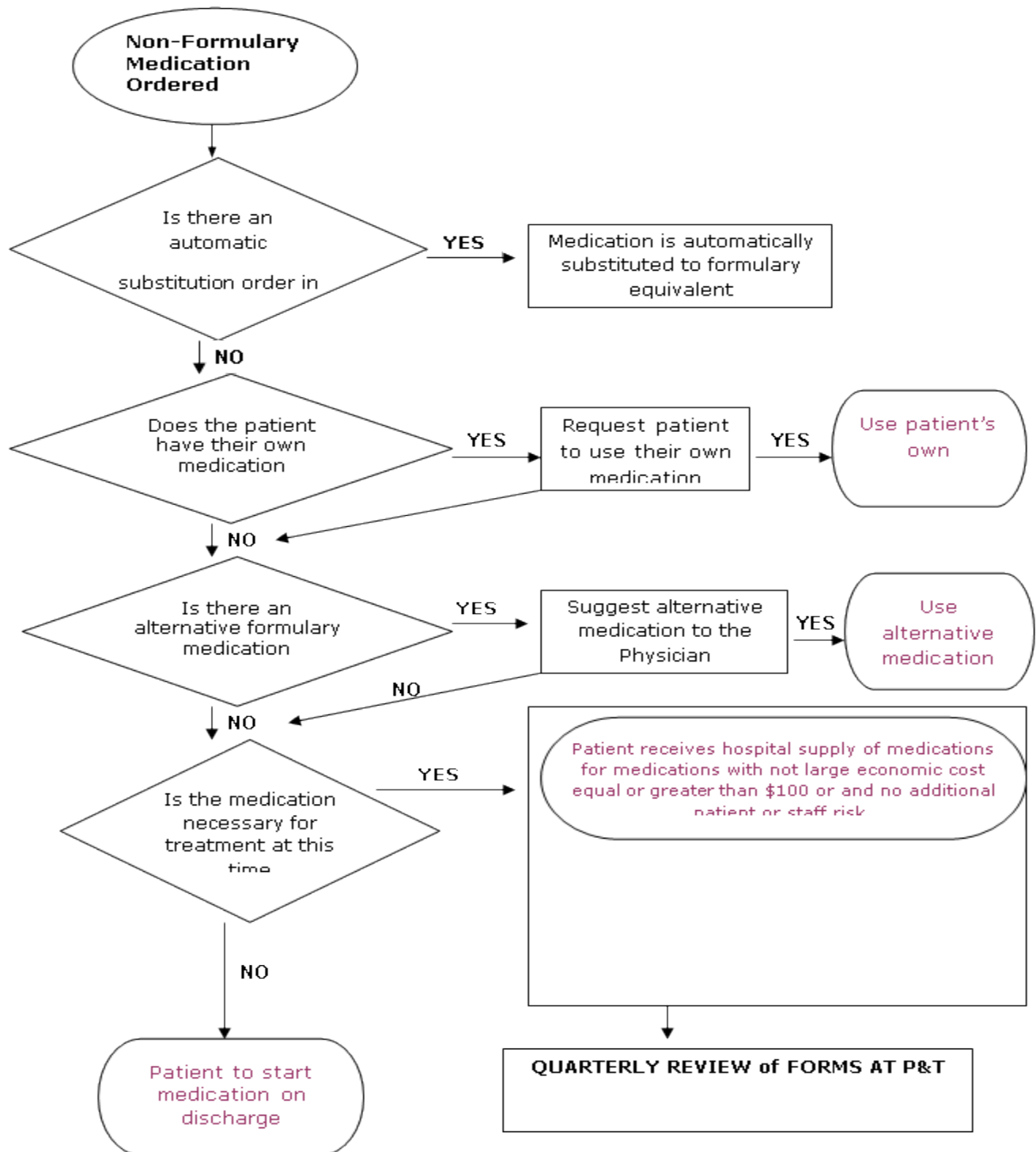
Patient:	Hospital Location of Patient:
Prescribing Professional:	Date:
Drug:	Strength, Dosage Form, and Frequency
Expected Duration of Therapy:	
Reason and Evidence for Prescribing (please consider alternatives available in reasoning): Attach information as needed.	
Prescribing Professional:	Date:
COS/chair of P&T	
Approved	Refused
Signature	Manager/member of Senior team
	Approved Refused

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5) Quarterly Review of Non-Formulary Medications:

A quarterly review of non formulary medication which required completion og the non-formulary request form will be completed by the Pharmacy and Therapeutics Committee Meetings for formulary consideration.

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Cross Reference

Notes

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References / Relevant Legislation

Appendices

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