



RANCHO LOS AMIGOS

NATIONAL REHABILITATION CENTER

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **FORMULARY**

SUBJECT: **INTRODUCTION**

CODE: 8.01.0

DATE: 12/28/84

REVISED: 4/19/22

MEC APPROVED: 9/24/14

APPROVED: Think Tran, Pharm. D

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POLICY

Purpose of the Formulary

The Los Angeles County Department of Health Services Pharmaceutical Formulary is designed to serve the medication needs of the patients receiving care in all units and clinics of Rancho and other DHS facilities, as well as to provide a rational basis for drug procurement, all in a cost-effective manner. Although not listed, the unit-dose format of medications is provided for in-patients. Only FDA approved drugs are accepted for Formulary review.

An up to date DHS Medication Formulary is available on Rancho's intranet. The use of formulary medications at Rancho will be strictly enforced by the pharmacy. Non-formulary medications can be used with the approval of DHS Pharmacy Affairs and the local P&T Committee (see policy 1.04.0, Prior Authorization Medication Requests).

Formulary Management

1. The Pharmacy Director is responsible for maintaining and updating the Formulary inventory
2. **Additions** - a drug may be considered for addition to the Formulary subsequent to physician submission of a "Formulary Addition/Revision Request" form, a "Conflict of Interest" form, and at least two peer-reviewed articles to the Rancho Pharmacy and Therapeutics Committee. The on-line forms should be completed and forwarded electronically along with substantiating references by e-mail to the Secretary of the Pharmacy and Therapeutics Committee for Committee review. Submission of the form should be made two weeks prior to the P & T meeting, which is the fourth Tuesday of each month.
 - a. Pharmacy personnel will research the product, providing analysis on cost, pharmacokinetics, pharmacology, adverse reaction, dosage and administration, and other information deemed pertinent for Committee review.
 - b. Where there are therapeutically equivalent products already on Formulary, pharmacy personnel will contact requesting physician to ascertain the necessity of the formulary requests.
 - c. Criteria used for making decisions on medication requests include (but are not limited to) the following:

Reviewed: 7/23/2014bdk, 11/15/2018bdk, 4/19/2022 TT

Approved By: 



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- (1). Advantages over other products currently available
- (2). Efficacy with justifiable need
- (3). Patient safety concerns
- (4). Financial impact

d. After initial evaluation a preliminary decision is made as to the appropriateness of forwarding the request to the DHS P & T Chairs Committee. (The Pharmacy Department is responsible for responding back to the requesting physician (service) if the local Committee chooses not to forward the request, at which time the process ends.

e. If the local Committee accepts the request, the recommendations and a drug monograph are to be forwarded to the DHS P & T Chairs Committee a minimum of three weeks before their next scheduled meeting.

(1). Monograph contents

- (a). clinical studies validating efficacy
- (b). comparable agents currently on the market
- (c). cost justification
- (d). other relevant justification (as required)

(2). Fast track approval can be accomplished only if the Rancho P & T Committee Chair electronically sends the completed Formulary Addition/Revision Request by e-mail to the DHS P&T Pharmacy representative.

4. **Deletions** - the DHS P & T Chairs Committee inform all DHS facilities monthly in writing of their decisions; this includes deletions of medications.

5. Inventory Control

a. Rancho is **not required to stock** all DHS P & T-approved medications, e.g. chemotherapeutic injectable medications.

c. Pharmacy personnel identify medications that have had limited usage and will determine the appropriate amount to keep in stock.