

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **FORMULARY**

CODE: 8.01.5
DATE: 1/5/82
REVISED: 4/19/22
APPROVED: Tinh Tran, Pharm. D.
MEC APPROVED: 9/24/14
PAGES: 1 of 3

SUBJECT: **PHARMACY & THERAPEUTICS COMMITTEE**

POLICY

The Pharmacy and Therapeutics Committee is an advisory multidisciplinary consultative group of the medical and hospital staff and serves as the organizational line of communication within the facility. This Committee is composed of at least five physicians, (one serving as chair), the pharmacy director, the pharmacy supervisor (secretary), an administrator, nurse(s) a clinical nutritionist, and a clinical pharmacist selected by the Medical Executive Committee. It is also a policy-recommending body to the medical staff and to the administration of the hospital on all matters related to the use of drugs and implements decisions of DHS P & T Chairs Committee on Formulary and related issues. The Pharmacy Services Director is responsible for ensuring that the decisions of the Committee are communicated throughout Rancho

PURPOSES

The primary purposes of the Pharmacy and Therapeutics Committee are:

- A. Advisory: The committee recommends the adoption or assists in the formulation of broad professional policies regarding evaluation, selection, procurement, distribution, use, safe practices and other matters pertinent to drugs in hospitals.
- B. Educational: The committee recommends or assists in the formulation of programs designed to meet the needs of the professional staff (doctors, nurses, and the pharmacists) for complete current knowledge on matters related to drugs and drug practices.

ORGANIZATION

- A. The minimum composition of the Pharmacy and Therapeutics Committee appointed by the Medical Executive Committee at Rancho Los Amigos Medical Center is as follows:
 1. Five physicians.
 2. Pharmacy Director
 3. Pharmacy Supervisor
 4. Hospital Administrator or designated representative.
 5. Registered Nurse.
 6. Clinical Nutritionist
 7. Clinical Pharmacist
- B. The chairperson is appointed from the physician representatives by the Medical Executive Committee at Rancho Los Amigos National Rehabilitation Center.
- C. The Pharmacy and Therapeutics Committee meets monthly.

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

Approved By: 

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- D. The committee may invite to its meetings hospital staff and/or people from outside of the hospital who can contribute from specialized knowledge or experience.
- E. An agenda is prepared and submitted to members of the committee in advance of the meeting.
- F. Minutes are kept by the secretary and are maintained in the pharmacy permanent records for 3 years, and copies are sent to all committee members and to the Medical Executive Committee of Rancho Los Amigos National Rehabilitation Center.
- G. Recommendations of the Pharmacy and Therapeutics Committee are presented to the Medical Executive Committee, to the medical staff and other appropriate hospital departments, for review and input as required.

FUNCTIONS AND SCOPE:

The basic organization of the hospital and medical staff will determine the functions and scope of the Pharmacy and Therapeutics Committee. The following list, which is not necessarily comprehensive, is referenced as a guide:

- A. To serve in advisory and educational capacity to the medical staff and hospital administration in all matters pertaining to the use of drugs.
- B. To serve in an advisory capacity to the medical staff and the pharmacy staff in the selection or choice of drugs which meet the most effective therapeutic quality standards.
- C. To evaluate the pharmacy services provided to the hospital and periodically make appropriate recommendations to the Medical Executive Committee of the Professional Staff Association
- D. To evaluate objectively clinical data regarding new drugs or agents (non-Core Formulary) proposed for use in the hospital, subsequent to submission of REQUEST TO ADD DRUG TO HOSPITAL FORMULARY by requesting physician with co-signature by respective service director.
- E. To subsequently forward to the DHS P & T Chairs Committee the request for addition of non-Core Formulary drug for their evaluation.
- F. To avoid unnecessary duplication of the similar basic drugs or their combinations.
- G. To recommend additions and deletions from the list of drugs accepted for use in the hospital, based in part on decisions of the DHS P & T Chairs Committee.
- H. To develop a basic drug list or formulary of accepted drugs for use in the hospital, utilizing the DHS-developed Core Formulary, and to provide for its constant revision.
- I. To make recommendations concerning drugs to be stocked in the hospital patient units or services.
- J. To establish or plan suitable educational programs for the professional staff on pertinent matters related to drugs and their use.

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- K. To recommend policies regarding the safe use of drugs in hospital, including a study of such matters as investigational drugs, hazardous drugs and others.
- L. To study problems involved in proper distribution and labeling of medications for in-patients and out-patients.
- M. To study problems related to the administration of medications.
- N. To approve nursing policies and/or procedures that involves administration of medications.
- O. To review reported adverse drug events including; medication errors and adverse drug reactions.
- P. To evaluate periodically medical records in terms of drug therapy.
- Q. To approve annually pharmacy Policies and Procedures
- R. To monthly review the Hospital's Medication Error Reduction Plan.
- S. To evaluate and review Medication Usage Evaluation reports

COMMITTEE NAME

The Committee at Rancho Los Amigos National Rehabilitation Center is called the "Pharmacy and Therapeutics Committee."