OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE

NUMBER: 255
VERSION: 3

SUBJECT/TITLE: **DRUG FORMULARY**

POLICY: The Olive View-UCLA Medical Center (OVMC) formulary is maintained by the OVMC Pharmacy and Therapeutics (P&T) Committee and follows decisions of the Department of Health Services (DHS) P&T Committee. When patients require non-formulary drugs, the Pharmacy will procure these medications in accordance with the procedures contained in this policy.

PURPOSE: To define the criteria that determine the formulary status of medications, the formulary process, and the process for the acquisition of non-formulary drugs.

DEPARTMENTS: All

PROCEDURE:

I. OVMC Formulary System

A. Each drug on the OVMC formulary has been approved by the DHS P&T Committee. OVMC is not required to stock all DHS P&T approved medications. The formulary status of drugs may be viewed on the intranet.
B. OVMC standardizes and limits the number of drug concentrations available to meet patient care needs.
C. FDA Medwatch Drug Safety Communications related to DHS formulary drugs are reviewed by the OVMC P&T Committee.
D. DHS P&T Committee reviews the formulary periodically.

II. Formulary Status of Drugs

A. Formulary Drugs: These drugs are approved by the P&T Committee.
B. Restricted Formulary Drugs
    1. Restricted formulary drugs have been approved by the DHS P&T Committee, but prescribing is limited to a specific clinical service, medical condition, or group of prescribers.
    2. Restricted drugs are usually expensive, require special expertise or clinical experience, have a narrow safety margin, or are toxic.
    3. For drugs that are restricted to prior authorization, a prior authorization form must be completed by the prescriber.
C. Non-Formulary Drugs
    1. Non-formulary drugs are those that the DHS P&T Committee either has decided not to include in the

formulary or has not yet evaluated for formulary status.

2. The Pharmacy does not normally stock these drugs. However, if appropriate patient care requires the administration of a non-formulary drug, the Pharmacy may purchase the drug pursuant to an order from a licensed prescriber with current clinical privileges at this institution, accompanied by a properly completed Template Non-Formulary Request Form.

III. Adding a New Drug to the Formulary

A. The prescriber who is requesting to add a new drug/dosage form/ strength to the formulary completes the "Formulary Addition/Revision Form". The requestor must submit a signed conflict of interest form and clinical evidence in support of the drug's efficacy and safety and forward the form to Pharmacy. Forms are available on the Pharmacy section of the intranet.

B. Pharmacy evaluates the form, prepares a product monograph, and adds the request to the P&T agenda.

C. The Pharmacy & Therapeutics Committee uses the following considerations and criteria to admit a drug to the formulary:

1. Indications for use
2. Effectiveness
3. Drug interactions
4. Potential for errors and abuse
5. Adverse drug events
6. Sentinel event advisories
7. Population(s) served
8. Other risks
9. Costs

D. The requesting prescriber or designee must appear before the P&T Committee to discuss. Generally, if the requester is not available at the meeting, the request will be tabled.

E. If the OVMC P&T Committee recommends to add a new drug to the formulary, the request is forwarded to the DHS P&T Committee for final approval.

IV. Deleting a Drug from the Formulary

A. A drug may be deleted from the formulary if the drug/dosage form/strength has one or more of the following criteria:

1. Therapeutic inferiority: The drug has become therapeutically inferior to recently approved superior drugs
2. Low usage: The drug has been used seldom over the past few years, and alternative drugs are available.

3. Cost-ineffectiveness: The drug is more expensive than similarly used drugs; i.e. generic forms of competitive brands become available.
4. Market withdrawal: The FDA or the manufacturer may initiate market withdrawal of a drug.
5. Therapeutic Duplication: The formulary may have several drugs of the same class with little therapeutic distinction among them.
6. Safety Concerns: An alternative medication is available which provides the similar benefits but has a superior safety profile.

B. Prescribers or pharmacists may request deleting a drug from the formulary by filling out a Formulary Addition/Revision Form.
C. The OVMC P&T Committee will then decide to recommend the deletion of the drug from the formulary. Upon approval the request is forwarded to the DHS P&T Committee for final approval.

V. Changing Formulary Restriction Status

A. Any authorized prescriber may petition the P&T Committee to change the restriction status of a drug by submitting a properly completed Formulary Addition/Revision Form.
B. The petitioner shall support his/her position before the Committee, who then will make a decision based on the supporting data. Recommendations for changes to the restriction status approved by the OVMC P&T Committee will be forwarded to the DHS P&T Committee for final approval.

VI. Investigational and Research Drugs

Stock and use of investigational and research drugs must be covered by a research protocol which has been approved by the OVMC-UCLA Institutional Review Board. For further details, see **Policy 1593 Investigational Drugs**

References: The Joint Commission Standards on Medication Management	
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