

Administrative Policies and Procedures for MOH hospitals /PHC Centers	السياسات والإجراءات الإدارية بمستشفيات ومراكز وزارة الصحة
TITLE: Non-Formulary Drug Requests	
APPLIES TO: Pharmacy, Medical & Nursing.	
NO. OF PAGES:	
ORIGINAL DATE:	
REVISION DATE :	

1.0 PURPOSE

1.1 To describe the mechanism for prescribing, approving, purchasing and dispensing of Non-Formulary medications.

2.0 DEFINITION

2.1 **Non-Formulary Medication:** Any medication, brand name, or dosage form that is not listed in the Hospital Formulary of accepted drugs. Non-Formulary medications are not be stocked in the pharmacy but will be obtained and dispensed with appropriate approval.

3.0 RESPONSIBILITY

3.1 **Medical staff consultants:** Assess the patient condition and request a Non-Formulary drug only in certain circumstances when there is a great need to a medication that's superior to the available alternatives. He/she has to fill the Non-Formulary Drug Request Form indicating the reason for using the medication.

3.2 **Hospital finance department:** Provide the Non-Formulary Drug to the pharmacy department within 24 hours (for in-patients).

3.3 **Head of Pharmacy Department:** Advice the P&T Committee to review, monitor and consider addition of Non-Formulary drugs that are observed to be frequently used.

4.0 CROSS REFERENCES POLICY

4.1 N/A.

5.0 POLICY

5.1 The Pharmacy Department policy, through the Finance department, will procure and dispense a Non-Formulary drug for a single patient, in such case that a physician prescribes a medication which is not included in the Hospital Formulary, based on the rules and regulations of the Ministry of Health and as required by the CBAHI Standards.

- 5.2 Non-Formulary Drugs will be prescribed only consultant physicians for a specified period of time.
- 5.3 Non-Formulary Drugs will be procured only for particular patients in the hospital on an exceptional basis with approval of the Head of the concerned department and the director of pharmacy.
- 5.4 Non-Formulary Drugs shall be clearly documented, on a special Request Form and Direct Purchase Form, and properly labeled and stocked in a separate drawer in the inpatient pharmacy dispensing area.

6.0PROCEDURE

- 6.1 Non-Formulary Drug is prescribed for a patient whose condition is not responding to currently available Formulary medications and all therapeutic alternatives listed in the Formulary have been tried and failed.
- 6.2 A Non-Formulary drug is requested for a specified patient for a specified length of time.
- 6.3 The consultant physician who's prescribing a Non-Formulary will fill-up the **Non-Formulary Drug Request Form**, indicating the reason for using the medication.
- 6.4 The signed and completed request **Form-A** should be approved by the physician's head of the department and then sent to the pharmacy director for approval (to check to see if there's alternatives and substitutes available in the Hospital Formulary).
- 6.5 If the pharmacy director approves the request, a **Direct Purchase Request Form** shall be filled and signed by the physician, pharmacy director and the Hospital Director.
- 6.6 Once approved and signed by the Hospital Director the request will be sent to the Finance Department which will procure the Non-Formulary Drug and deliver it to the Pharmacy Department **within 24 hours** time frame, (to in-patient pharmacy).
- 6.7 The Attending Physician shall be informed once the drug is received.
- 6.8 Once the pharmacy receives the requested Non-Formulary drug, the medication is then dispensed to the patient as unit-dose while patient is in the hospital.
- 6.9 Non-Formulary Drugs shall be properly labeled and stocked in a separate drawer in the in-patient pharmacy dispensing area.
- 6.10 The pharmacy department will maintain a record of the Non-Formulary Drug requests to be reviewed and monitored by the Pharmacy & Therapeutic Committee on quarterly basis.
- 6.11 The head of Pharmacy Department may advise the P&T Committee on Formulary additions for one or more Non-Formulary drugs that are observed to be frequently used.

7.0FORMS

- 7.1 Form-A (Non-Formulary Drug Request)
- 7.2 Medication Direct Purchase Form for an inpatient.



8.0 EQUIPMENT

8.1 N/A.

9.0 REFERENCES

9.1 CBAHI resource manual.