LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -
SHREVEPORT

FORMULARY SYSTEM

Purpose:

To denote the type of formulary system in use at LSUHSC-S.

Policy:

LSUHSC-S operates under a closed formulary system, which helps assure the quality of drug use and controls cost. The hospital formulary is continually revised to compile a catalog of pharmaceuticals, which reflect the current clinical judgment of the Pharmacy and Therapeutics Committee with approval by the Clinical Board. The formulary is reviewed annually to assess medications for continued safety and efficiency. The P&T Committee endorses in principle the policy of prescribing, dispensing and administering drugs by their generic names. Only one brand of drug dosage form is stocked. Orders for drugs written for brands other than those stocked will be filled with the generically equivalent brands that are available. There are two classifications of drugs under the formulary system and they are defined as follows:

A. Formulary Drugs

A formulary drug is one that has been reviewed and accepted by the Pharmacy and Therapeutics Committee and which, in the opinion of the clinicians from various departments knowledgeable and experienced in the use of the drug is:

1. conducive to rational drug therapy
2. considered essential for patient care
3. not duplicated by another agent in the formulary
4. cost effective and whose therapeutic efficacy is well established.
Formulary drugs are listed in the Hospital Formulary, which is published annually, and are stocked in the hospital pharmacy. The procedure for requesting that a drug be added to formulary is:

1. Any medical staff member or house staff may initiate a request for addition of a drug to the formulary. Requests must be endorsed by the Chairman of the Department or the Service Chief.

2. Formulary request forms are obtained from the pharmacy department. Forms will not be given to pharmaceutical company representatives.

3. The form must be completed in entirety and returned to Pharmacy.

4. Pharmacy shall forward a copy of the form to the Compliance Office for review of Conflict of Interest Information prior to being reviewed by the P&T Committee.

5. The request will be placed on the Pharmacy and Therapeutics Committee meeting agenda.

6. The requesting physician must present the request to the P&T Committee and answer any questions that arise.

7. The requesting physician is informed of the Committee’s decision.

8. The following changes in formulary may be made without committee approval:
   a. Deletion of products no longer commercially available.
   b. Drugs recalled or withdrawn from the market.
   c. Change in commercial size.
   d. Addition of a new strength of a drug if the drug’s indication, side effects, etc., do not differ from that of the formulary dosage form.
   e. Addition of a new dosage form of a drug if the drug’s indication, side effects, etc., do not differ from that of the formulary dosage form.
B. Non-Formulary Drugs

A non-formulary drug is one other than those classified as formulary drugs, or a special brand of any formulary drug, which is not stocked by Pharmacy. Non-formulary drugs will generally not be stocked by Pharmacy, but can be obtained for treatment of an individual patient as follows:

1. Requests for drugs, which have not been approved, by the Pharmacy and Therapeutics Committee will be referred back to the prescriber. If it is the opinion of the prescribing physician that the agents available on formulary would not meet the needs of the patient, the prescribing physician must obtain approval from the Attending Physician to use the drug by having the Non-formulary Drug Request Form (SN 1066) completed and forwarded to the Pharmacy.
   a. If the Attending is not available to sign the request, the ordering physician must obtain verbal approval from him/her. After this consultation, the Attending can approve the ordering physician to sign his/her name to the form.
   b. Signature must be legible.

2. The request is valid only for that particular patient and only for that admission.

3. The completed form should be sent to Pharmacy where the request will be noted and the drug obtained.

4. The Pharmacy will compile all non-formulary drug requests and report utilization data to the P&T Committee on at least a quarterly basis.

5. If the patient’s own supply of medication brought into the hospital is to be administered, the physician must write an order for such administration in accordance with policy.

6. Non-formulary drugs will be obtained from sources outside the hospital when they are requested. Pharmacy will purchase the most appropriate package size available based on intended duration of therapy.

7. First-time use of a Non-Formulary drug in the institution or first-time use of a formulary drug in a special patient population, e.g. pediatrics, for which safety and efficiency data is not available must be approved by the Chairperson of
the Pharmacy and Therapeutics Committee, Associate Dean for Medical Affairs, or Assistant Dean for Medical Affairs.

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Administrator

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7/21/04
Date

Written: 2/80
Revised: 3/95, 11/97, 11/03, 6/04
Reviewed: 1/01, 11/03, 6/04
Clinical Board Approved: 1/16/01, 1/20/04, 7/20/04