

<b>FORMULARY: NON-FORMULARY DRUGS</b>	Policy # 05-03
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**PURPOSE**

To provide guidance for the review, approval, and procurement of medications that are not on the organization’s formulary.

**BACKGROUND**

The formulary lists medications that have been approved by the medical staff for use in this facility. Formulary drugs should be used when possible.

**POLICY**

Non-formulary medications shall be used in this facility only after the prescriber has determined that a formulary drug is not appropriate. However, a prescriber shall NOT use a drug that the medical staff has specifically prohibited from use in this facility.

**PROCEDURE**

**Pharmacist Review** - The pharmacist shall review the non-formulary medication order with the prescriber. If, in the opinion of the pharmacist, there is an appropriate alternative drug on the formulary, the pharmacist shall inform the prescriber of the alternative. If the medication is a new medication that requires a REMS (Risk Evaluation and Mitigation Strategy), the pharmacist will inform the prescriber that the medication cannot be obtained without approval from the Director of Pharmacy or appropriate Medical Staff Department Chairman.

**Procurement of Non-formulary Drug** – If there is no alternative drug or if an alternative drug is not acceptable to the prescriber, the prescriber must complete a “Non-formulary Request” form. This form must be completed for each non-formulary medication ordered for each patient. When completed, the pharmacist can approve the procurement of the drug and obtain the item from another hospital, community pharmacy, or wholesaler. The pharmacy shall obtain a supply of the drug sufficient to meet the anticipated needs of the patient for whom it is ordered. If there will be a delay in obtaining the medication, the pharmacy shall notify the prescriber and nursing service.

**Review of Non-formulary Requests** – Non-formulary orders will be reviewed periodically by the Director of Pharmacy or designee to determine if the drugs should be added to the formulary and to monitor the use of nonformulary medications. ~~An order~~ Orders for a non-formulary medication and completion of the “Non-formulary Request” form does do not constitute a request for addition of the medication to the formulary (see Formulary policy 05-02). The “Request for Formulary Addition” form must be completed by the physician, and the physician must provide a presentation at a Pharmacy and Therapeutics Committee meeting in order for the medication to be considered for formulary addition.

**Stocking of Non-formulary Drugs** – Non-formulary drugs (including new drugs and drugs that have been obtained pursuant to a non-formulary order) may be stocked in the pharmacy pending their review and acceptance by the medical staff. These drugs shall be isolated from the regular stock until approved for addition to the formulary.