

# NHS Borders

## Approval Process for Medicines New to NHS Borders.

Any medicinal product previously not used in NHS Borders may only be prescribed after being accepted onto NHS Borders Joint Formulary by NHS Borders Area Drugs and Therapeutics Committee (ADTC). Applications are also required for new indications of 'off label' prescribing of medicines.

### Application process:

- The NHS Borders New Medicines Application form (available within Medicines section of NHS Borders Intranet) must be completed with all the requested information. Assistance in compiling information for the application is available from NHS Borders Pharmacy Service.
- The completed application form should be sent to the ADTC Secretary (Susan Hogg 01896 825579 [susan.hogg@borders.scot.nhs.uk](mailto:susan.hogg@borders.scot.nhs.uk) (suggest the forms are returned to Liz Leitch as stated on current form?))
- Applications will be evaluated at the next Borders Formulary Committee (meets 2<sup>nd</sup> Wed every other month) and the proposed BFC recommendation will be forwarded to the next meeting of the ADTC (meets 2<sup>nd</sup> Wed of every opposite month to the BFC)
- ADTC will agree a recommendation for each application and will write to the applicant to inform them of the outcome (copied to the Formulary Pharmacist).
- If approved the medicine may then be prescribed within that recommendation.

### Urgent Applications

If an applicant feels there is an urgent clinical need for a medicine previously unused in NHS Borders for a particular patient and this cannot wait for the standard process then they must request an urgent decision. The medicine requested must already be approved by the Scottish Medicines Consortium (SMC) and the application must be on the new medicines application form.

A decision will then be made by agreed consensus between a minimum of three of the following: ADTC Chair, Formulary Pharmacist, Director of Pharmacy, Deputy Director of Pharmacy or Medical Director and communicated back to the applicant. If three are not available then other members of the ADTC may be contacted to achieve a quorum.

The medicine involved may not be prescribed until approved.

### Exclusions

Medicines which are awaiting consideration by SMC, have not been approved by SMC for use in Scotland or are contrary to agreed NHS Border's policy will not be considered in this way and must be requested via the Exceptional Treatments Process.

### Non Formulary Process

Non formulary medicines which patients are already receiving and have been prescribed elsewhere in the health system (e.g. tertiary care patients returning to Borders, GP patients admitted to secondary care) will be queried by pharmacy with the responsible GP/Consultant and changed to a Formulary medicine if possible. The non-formulary medicine will only be supplied if change is not possible/appropriate.

*VS 12 February 2010*