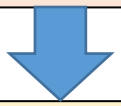
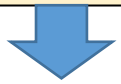
Summary of the Formulary Appeals Process *

The patient should discuss with the GP/Specialist/Responsible Clinician their continuing need for the medication. If the clinician agrees to support the case outside of the formulary which is developed to ensure that clinical guidelines and best practice are applied to meet the needs of the population, the clinician should complete the Non- formulary Application Form. This is published on the GHA internet and intranet at the back of the formulary.



The completed form along with any supporting documentation should be submitted to the relevant Clinical Director for approval and then passed to the Chair of the Drugs and Therapeutics Committee, either direct or via the Medical Directors Office.



This request will be placed on the next available committee meeting for discussion (the committee meets monthly) The papers are circulated a week ahead to give members time to read, digest and if needed investigate these applications (NICE guidance, evidence base etc)

The full committee will discuss the application (committee includes doctors, nurses, pharmacists, and an AHP). The committee will review the case made by the clinician with any evidence supporting its use in this specific case also, the patients' medical/drug history if provided. The recommendations can be to accept, reject, suggest alternative solutions such as review by a specialist or an alternative treatment (may not always be a drug) or ask for/seek more information (e.g. from a tertiary centre or specialist with in GHA or the requesting clinician).

The committee then makes a recommendation on each individual case which is sent to the next available GHA Executive Team meeting for ratification. Once the executive has ratified the recommendation, the relevant clinicians are informed, usually by e mail the next day.

The individual cases can be reviewed again at the clinician's request or by DTC if there is new evidence which becomes available such as clinical (about the patient) and scientific/evidence or new Guidance is published by NICE or similar authoritative bodies. In these circumstances the committee will review its decision and make recommendations to the Executive Team whether to change or uphold the current position. The formulary itself is reviewed on a rolling basis, again as the evidence changes and the guidance also.

*The full policy is included in the formulary document