



Preferred Medicine List New Medication Application Procedure

Procedure Number

CHC-PM-0004

Version Nos:

4

1. Purpose

This Procedure is performed as a means of ensuring that the West Coast District Health Board (WCDHB) has a process for systematically considering applications for new medicines to be included in the Preferred Medicines List and therefore to be routinely stocked by the Pharmacy Department, Grey Hospital.

2. Application/Responsibilities

This Procedure is to be followed by all WCDHB staff members.

3. Definitions

For the purposes of this Procedure:

- *Preferred Medicines List (PML)* is taken to mean the most up-to-date edition found on the WCDHB intranet site.
- *Application Form* is taken to mean the Application Form for Inclusion of a New Medicine in the Preferred Medicines List

4. Staff Authorised To Perform Procedure/Responsibilities

For the purposes of this Procedure:

- *Consultants* are to complete the Application Form and provide any additional information requested by the Clinical Quality Improvement Team
- *Heads of Departments (HOD)* are to indicate support for an application by countersigning the application form
- *Pharmacy Department* staff are to provide comment on the impact of the proposed change in terms of the effect on existing contracts, stock levels, availability etc
- *Financial Manager* is to provide comment on the financial impact of the proposed change and how the medicine could be funded
- *Clinical Quality Improvement Team* are to decide whether the application is accepted (with or without restrictions) or declined

5. Resources Required

This Procedure requires:

- i). WCDHB Preferred Medicines List (PML)
- ii). Application Form for Inclusion of a New Medicine in the Preferred Medicine List

6. Process

- 1.00 A Consultant wanting a new medicine or a new form or strength of an existing medicine included in the PML must complete the application form, providing answers to ALL the questions raised in the Application Form.
- 1.01 The Application Form is forwarded to the Consultant's Head of Department (HOD) for countersigning, indicating support for the application.
- 1.02 The Application Form is then sent to the Pharmacy Department for comment. If insufficient information has been provided, the Application Form will be returned to the consultant with a request for further information.



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- 1.03 The Application Form plus Pharmacy Department comments will be forwarded to the Secretary, WCDHB Clinical Quality Improvement Team.
- 1.04 The Secretary will forward a copy of the application form plus Pharmacy comments to the Financial Manager for comments on the financial impact of the proposed inclusion, requesting that the information be returned to the Secretary no later than a fortnight prior to the next Clinical Quality Improvement Team meeting.
- 1.05 A fortnight prior to the next Clinical Quality Improvement Team meeting, the Secretary will circulate copies of the completed application form plus Pharmacy and Financial comments to all team members.
- 1.06 A week prior to the next meeting, the Chairperson (or delegated deputy) will contact each team member to check whether additional information is required before discussion of the application can occur. If additional information is needed, the Chairperson will contact the applying consultant to request that the information is provided before the next meeting or will invite the consultant to attend the meeting (whichever is more appropriate).
- 1.07 At the Clinical Quality Improvement Team meeting the application will be discussed with four possible outcomes:
 - The application is accepted (with or without restrictions)
 - The application is declined
 - The team request further information from the consultant before a decision is made
 - The team decide to obtain further expert opinion before making a decision
- 1.07 The outcome of the Team's decision will be notified by the Secretary to the consultant, the consultant's HOD, the Pharmacy Department, and the Financial Manager, including any restrictions (e.g. limited to certain Prescribers, patient groups, clinical indications, ward areas, dose or duration of treatment) and any evaluation or review requirements
- 1.08 Once the Pharmacy Department has been notified that an application has been accepted, Pharmacy staff will update the PML on the intranet and arrange stock to be held in accordance with any restriction set by the Clinical Quality Improvement Team.
- 1.09 The Pharmacy Department will notify all affected areas of the change to the PML.

7. Precautions And Considerations

- ➔ A Consultant wanting a new medicine or a new form or strength of an existing medicine included in the PML must complete the application form, have their HOD countersign and send to the Pharmacy for comment
- ➔ Pharmacy is to forward the application form with appropriate comments to the Clinical Quality Improvement Team.

8. References

There are no references associated with this Procedure.



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9. Related Documents

WCDHB Clinical Documentation Procedure

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