


<p>Name of Policy: <u>Pharmacy and Therapeutics Committee</u></p> <p>Policy Number: 3364-87-19</p> <p>Approving Officer: Chief of Staff Medical Director</p> <p>Responsible Agent: Medical Director</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 03/14/01</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
<input type="checkbox"/>	<input type="checkbox"/>

(A) Policy statement

It is the policy of the University of Toledo Medical Center and its Medical Staff that a Pharmacy and Therapeutics Committee will be appointed as defined below.

(B) Purpose of policy

To define the composition and responsibilities of the Pharmacy and Therapeutics Committee.

(C) Procedure

(1) Responsibilities

The Pharmacy and Therapeutics Committee shall be responsible for developing and maintaining surveillance of drug utilization policies and practices. This shall include:

- (a) Assisting in the formulation of the broad professional policies regarding the evaluation, appraisal, selection and procurement, storage, and distribution, use, safety procedures, and all other matters relating to drugs in the hospitals.
- (b) Advise the Medical Staff and Hospital's Pharmacy Department on matters pertaining to the choices of available drugs.
- (c) Make recommendations concerning drugs to be stocked on nursing units' floors and by other services.
- (d) Develop, and review periodically, a formulary or drug list for use in the hospitals and outpatient formulary.
- (e) Evaluate clinical data concerning new drugs or preparations requested for use in the hospitals.

- (f) Review all matters related to adverse drug reactions.
- (g) Review the clinical usage of antibiotics, including prophylactic use of antibiotics for inpatient, outpatient, and emergency care patients. This should include both clinical and statistical assessments. Develop suitable criteria for selection and use of antibiotics by using susceptibility/resistance trend studies performed in conjunction with infection control function and pharmacy-originated statistical/prevalence studies as information bases. Selective or restrictive use of an antibiotic should be based on the results of documented information and should be implemented through the Medical Staff or the Service Chief with the Infection Control Committee being informed or consulted as appropriate.
- (h) Perform such other duties as assigned by the Chief of Staff or the Executive Committee.
- (i) Maintain a permanent record of all activities relating to the Pharmacy and Therapeutics Committee and to submit periodic reports and recommendations to the Executive Committee concerning drug utilization, policies and procedures in the hospitals.
- (j) Participate in emergency preparedness planning as it pertains to pharmaceutical and therapeutics.

(2) Composition

The Pharmacy and Therapeutics Committee will consist of representatives from the Clinical Services of the hospitals, a representative from Nursing Service, Pharmacy Service, Quality Management and Administration, and other representatives as the medical staff deem necessary.

(3) Meetings

The Pharmacy and Therapeutics Committee shall meet at least quarterly and send written reports to the Chief of Staff for Executive Committee review. The minutes shall include attendance of members.

The Pharmacy and Therapeutics Committee is a peer review committee as defined by section 2305.25 of the Ohio Revised Code. As such, the committee's proceedings and records are held in confidence.

(4) Voting Status

Each member of the Pharmacy and Therapeutics Committee shall have voting rights.

(5) Quorum

A quorum of the Pharmacy & Therapeutics Committee shall consist of the members present at each meeting. A minimum of five (5) members, with at least three (3) staff physician members, of the Committee shall be required to approve any and all Formulary changes.

<p>Approved by:</p> <hr/> <p>Christopher K. Lynn, M.D. Chief of Staff</p> <hr/> <p>Ronald McGinnis, M.D. Medical Director</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Pharmacy and Therapeutics Committee Medical Executive Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>MS-019 Pharmacy and Therapeutics Committee</i> <p>Review/Revision Date: 11/19/03 02/14/07</p> <p>Next review date: 02/14/10</p>
---	--