



Supersedes:

Section: MEDICAL STAFF (MS)

Subject: Non-Formulary Medications

Number: MS77

Attachments: [Non-Formulary Medication Request Form](#)

Date Effective: 9/15/11

Date Reviewed: 8/11, 6/12, 11/13, 06/16, 03/18, 12/2020, 06/2021

Non-Formulary Medications

Background/Rationale:

The Nebraska Medicine hospital formulary is a list of medications readily accessible for routine dispensing and administration subsequent to a medication order. The Medical Staff Pharmacy & Therapeutics (P&T) Committee, with Pharmaceutical and Nutrition Care, is responsible for establishing and managing a formulary for Nebraska Medicine (MS-7; Bylaws article V. Section M. Part2(a)). Additions and deletions to the hospital formulary are based on critical evaluation of primary literature to assess safety, efficacy, uniqueness, and cost of an agent or agents within a drug class. The formulary system is designed to enhance medication safety and streamline effective medication use. In the rare instance that an appropriate formulary alternative does not exist, it may be necessary to provide a non-formulary medication to ensure safety and continuity of patient care.

Policy:

This policy defines the process by which a non-formulary (NF) medication will be ordered and dispensed.

Procedure:

Obtaining a Non-formulary Item

- A. Pharmaceutical & Nutrition Care will obtain a NF medication only in the event it is deemed medically necessary for a patient to be placed on a medication/therapeutic nutritional product not represented on the formulary.
- B. NF medications do not appear in the orderable medication list. NF medications must be ordered using the “*non-formulary medication*” selection in the orderable medication list.
 - a. In the event that the “*non-formulary medication*” selection in the orderable medication list cannot be utilized (e.g. outpatient clinics) a paper request form may be utilized (Attachment A).
- C. A NF medication will only be dispensed following assessment of the request by a pharmacist. On assessment, the pharmacist will determine if the clinical justification provided warrants the acquisition of the NF medication based on the criteria listed on the order.
 - a. The initial assessment of the NF medication order by a pharmacist will occur within 24 hours.
 - b. If the NF order is deemed appropriate, the NF medication order will be verified, and the NF medication will be acquired, and dispensed.
 - c. If the NF request is deemed inappropriate, the pharmacist will contact the ordering prescriber or primary team with further recommendations that may include switching the patient to a formulary alternative. The non-formulary medication will not be dispensed and the medication order will be discontinued.
- D. If the ordering prescriber and the pharmacist cannot come to a consensus regarding the use of the requested NF medication, a pharmacy manager can be contacted by either party to review the situation. If no resolution is found, the ordering prescriber can request a physician review.
 - a. Physician reviewers will include the Physician Chair of the Medical Staff P&T Formulary Subcommittee or an assigned designee.
 - b. The physician review will occur within 48 hours of initial receipt of the NF medication order.
- E. Before approving a NF medication order, the ordering prescriber, pharmacist, and the pharmacy manager/physician reviewer of the NF request must be satisfied that there is not an appropriate formulary alternative and that the NF medication can be administered safely.
- F. NF medications will be obtained from the Nebraska Medicine pharmacies in preference to utilization of the patient's home medications. Exceptions to this include the following:

- a. When a delay would cause treatment failure or harm to the patient.
 - b. Patients receiving Specialty Medications will preferentially utilize their home supply to avoid the appearance of interruption in therapy, inadvertent therapy extension, or other future monitoring or dispensing irregularities.
 - c. Medications that cannot be dispensed in quantities less than 1 month. (eg. Oral contraceptives). Refer to MM13 for proper handling, identification, and storage of a patient's home medications.
- G. It may take up to 72 hours following the completion of the *"non-formulary medication"* order to obtain the necessary medication. This time may be extended if a physician review is requested.
- H. Following approval of a NF medication, the product will be obtained in the smallest quantity appropriate for the clinical situation.
- I. If the NF medication is within the antimicrobial class, the following process applies except for those antimicrobials used for HIV and hepatitis
 - a. All orders for NF antimicrobials must be reviewed and approved by an infectious disease (ID) service. The ordering physician is responsible for contacting an ID service.
 - b. If the NF antimicrobial is approved, ID will relay this information to the ordering physician as well as to pharmacy. If the NF antimicrobial is thought to be inappropriate, ID will provide alternative recommendations and communicate these recommendations to the physician originating the order. ID may decide that a formal consultation is necessary for approval. In this instance, a formal ID consultation will be required for use of the NF antimicrobial.
- J. In the rare instance that a schedule II-V NF controlled substance must be acquired, the following applies:
 - a. Schedule II medications will require a handwritten prescription from the ordering provider.
 - b. A patient's home-controlled substance may be used in rare circumstances when the outpatient pharmacy cannot provide the patient's formulation or dose and the substance is legal in Nebraska. The controlled substance must be managed as outlined in policy MM13 Patient's Personal Medications, Herbal Products, and Dietary Supplements.
 - c. All NF controlled substances provided to patients will be stored in the patient medication drawer with a PH3 form. This form will be utilized by Pharmacy and Nursing for medication tracking purposes. All medication administrations and wasting must be documented. When the supply of the medication is exhausted or the patient discharges, the PH3 form will be returned to the pharmacy.
- K. Information regarding administration of NF medication is available via on-line drug information resources, such as Lexicomp or by contacting the team-based pharmacists.
- L. Emergency use of investigational items is addressed in policy MS-5 (Investigational Drugs).

Monitoring of Non-Formulary Medication Use

- A. A semi-annual report summarizing the utilization patterns of NF medications will be presented to the Medical Staff P&T Formulary Subcommittee, Clinical Services Pharmacy Managers, and Central Operations Pharmacy Managers for their review to identify trends in NF drug use.
 - a. The Medical Staff P&T Formulary Subcommittee may request additional information to identify trends involving service lines or ordering prescribers when deemed necessary.
- B. All medications with greater than 30 uses during the semi-annual reporting period will be considered for assessment for addition to formulary or for the need to develop clinical guidance.

Reference:

MS01 Patients Personal Medication, Herbal Products Dietary Supplements

Accountability:

Pharmacy & Therapeutics Formulary Subcommittee (4/28/2021)

Bylaws Committee (6/2021)

Medical Executive Committee (6/2021)

Board of Directors (6/2021)

Department Approval

Signed | s |: Dr. John T. Haas

Title: Chairperson

Department: Pharmacy and Therapeutics Committee

Administrative Approval

Signed | s |: Lindsay Gage, MD

Title: Medical Staff President