

Department:	Pharmaceutical Care Department		
Document:	Multidisciplinary Policy And Procedure (MPP)		
Title:	Non-Formulary Medications Management		
Applies To:	Head of Pharmacy and Consultant Physician		
Preparation Date:	December 22, 2024	Index No:	MM-MPP-022
Approval Date:	January 05, 2025	Version :	2
Effective Date:	February 05, 2025	Replacement No.:	MM-MMP-022 (1)
Review Date:	February 05, 2028	No. of Pages:	02

1. PURPOSE:

- 1.1 To enable individual patient(s) needs to be met with non-formulary drug products when demonstrated to be clinically justified.
- 1.2 To institute an efficient process for the timely procurement of non-formulary drug.

2. DEFINITONS:

- 2.1 A non-formulary drug is one other than those classified as MOH formulary drugs and is not on Hospital Formulary List.

3. POLICY:

- 3.1 The Hospital Formulary System shall include a well-defined policy for the physician to use a non-formulary drugs when medically indicated. This policy applies to consultants, physicians and Chief of Pharmacy.

4. PROCEDURE:

- 4.1 Only consultants may request the procurement of a specific non-formulary drug(s).
- 4.2 In case that only specialist is present he is privileged to request the procurement of a specific non-formulary drug(s).
- 4.3 Physicians must fill a Non-formulary Request Form and approved by head of department.
- 4.4 The completed form should be sent to the Pharmacy.
- 4.5 The pharmacy director shall evaluate the appropriateness of the drug, dosage, approved indication and duration of treatment before approval
- 4.6 The head of pharmacy submits the request via Mawared for approval and purchase.
- 4.7 The Pharmacy shall notify the requesting physician of the approval / rejection of his / her request.
- 4.8 After being approved the request will be sent to the medical supply and then the central medical supply for procurement.
- 4.9 If the non-formulary drug not procured by the main medical supply the request will return to the self-resource department which will procure the non-formulary drug and deliver it to the pharmacy within 24 hour time frame
- 4.10 Procure the requested drug and notify the requesting physician when supplies of drug(s) arrive.
- 4.11 Notify Inpatient Pharmacy supervisors that a non-formulary drug is available and that it is to be dispensed only to the patient covered by the request.
- 4.12 The pharmacy department will maintain a record of the Non-Formulary Drug requests to be reviewed and monitored by the Pharmacy & Therapeutic Committee on quarterly basis.
- 4.13 The head of Pharmacy Department may advise the P&T Committee on Formulary additions for one or more Non-Formulary drugs that are observed to be frequently used.

5. MATERIAL AND EQUIPMENT:

- 5.1 Non-Formulary Drug Request Form
- 5.2 Non-Formulary medication list

6. RESPONSIBILITIES:

- 6.1 Consultant Physicians: Assess the patient condition and request a Non-Formulary drug only in certain circumstances when there is a great need to a medication that's superior to the available alternatives. He/she has to fill the Non-Formulary Drug Request Form indicating the reason for using the medication.
- 6.2 Hospital finance department: Provide the Non-Formulary Drug to the pharmacy department within 24 hours (for in-patients).
- 6.3 Head of Pharmacy Department: Advice the P&T Committee to review, monitor and consider addition of Non-Formulary drugs that are observed to be frequently used.

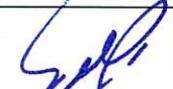
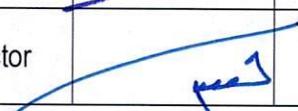
7. APPENDICES:

- 7.1 NA

8. REFERENCES:

- 8.1 General Pharmaceutical Care Administration, MOH policy and procedures manual.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ph. Mohammad Al Mutairi	Pharmacy QI Facilitator		December 22, 2024
Reviewed by:	Ph. Mutlaq Al Dhafeeri	Pharmaceutical Care Director		December 24, 2024
Reviewed by:	Mr. Thamer Nasser Al Anizi	Support Services & Maintenance Director		December 24, 2024
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		December 25, 2024
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM & PS Director		December 29, 2024
Approved by:	Mr. Fahad Hazam Alshammari	Hospital Director		January 5, 2025