Title: Pharmacy and Therapeutics

Purpose: To oversee the effective and efficient operation of the formulary system and drug policy development as consistent with DNV Accreditation Standards MM.2 Formulary; assist in the formulation of broad professional policies relating to drugs throughout the Bellin Health System, regarding their evaluation, appraisal, selection, prescribing, procurement, storage, distribution, administration, safety procedures, monitoring, and use.

Ownership: X System

System Link:
- Bylaws/Governance
- Clinical Informatics
- Clinical Quality
- Medical Education
- Population Health

Scope of Governance: All Medical Staff

Reports to: BHS MEC

Frequency of Report: Every other month

Type of Duties:
- X Advisory
- X Decision
- X Performance
- □ Representation

ADVISORY Duties
(ex: providing expert review, gather expert opinion, make recommendations)
1. Develop policies and procedures relating to the selection, prescribing/transcription, dispensing, administration, monitoring and outcomes of drugs and diagnostic testing materials
2. Make recommendations to improve patient safety in connection with the administration of drugs

DECISION Duties

The committee has the authority to make the following system decisions:
3. Maintain a formulary or drug list
4. Evaluate and, if appropriate, approve protocols concerned with the use of investigational or experimental drugs

PERFORMANCE Duties
(ex: monitoring, evaluating and developing, and implementing actions)
5. Review the appropriateness of empiric and therapeutic use of drugs through the analysis of individual or aggregate patterns of drug practice
6. Review significant preventable drug reactions and medication errors
7. Review the appropriateness, (safety, cost and effectiveness), of the prophylactic, empiric and therapeutic use of major drug classes in the hospital

Leadership: Medical Leader: Dr. Matthew Ough

Chair Qualifications:
(Committees may decide additional qualifications as they create their Charters.)

Chair Terms: All non-departmental committee chairs have an initial term of two years. Chairs are eligible to serve successive terms as long as she/her meets all other qualifications of the position. (Bylaws, 6.A.1)
**Chair Selection Process**
The President of the Medical Staff, in consultation with the CEO, appoints all non-departmental committee chairs, and submits this recommendation to the Board of Directors for approval (Bylaws, 6.A.1)

**Chair Responsibilities**
1. Identify areas of risk
2. Identify important aspects of quality care and indicators used to monitor the care
3. Develop and implement the committee monitoring and evaluation process
4. Assure committee participation in that evaluation process and report findings to the appropriate department.
5. Provide input concerning credentials issues as requested by department chair
6. Accept any other duties as assigned by the department chair
7. At least once annually, present a report to the BHS Medical Executive Committee of actions taken by the Committee. (Bylaws, 6.A.2)

**Membership Composition**
The Pharmacy and Therapeutics Committee shall consist of at least six (6) Medical Staff appointees and shall include representation from:
1. Adult hospitalist service
2. Department of Anesthesia and Surgery
3. Department of Oncology and Hematology
4. Department of Primary Care
In addition, the Pharmacy and Therapeutics Committee shall include 1 non-voting member from each of the following areas:
1. Nursing Service
2. Pharmacy Services
3. Hospital administration
4. Infectious Disease (ad hoc)
5. Nutrition Services (ad hoc)
6. Medication Safety Officer (ad hoc) (Bylaws 6.E.3.a)

**Member Terms**
Two year terms with no limitation (Bylaws 6.A.3)

**Member Selection Process**
Appointed by the President of the Medical Staff in consultation with the CEO. (Bylaws 6.A.3)

**Member Responsibilities**
All members of the committee will agree to disclose any agreements/relationships associated with any pharmaceutical or related manufacturers. These relationships will be disclosed on the “Confidentiality and Disclosure Agreement” which is signed annually.

**Frequency of Meetings**
Every other month (Bylaws 6.E.3.c)

**Meeting Practices**
Notice of meeting must occur 5 days in advance (Bylaws, 4.E.1)

Committee Chairs may rule definitively on all matters of procedure (Bylaws, 4.E.3)

**Decision Processes**
Must have at least 2 members present for a quorum. (Bylaws, 4.D.5)

**Voting**
*This committee may decide if voting is required to make decisions. Bylaws are silent on decision making processes.*

If a vote is taken, the following Bylaw procedures apply:
1. No fewer than 2 members voting
2. Voting may occur in person or through electronic participation (mail, facsimile, e-mail, hand delivery, or telephone) (Bylaws, 4.D.4 & 4.D.5)
| Confidentiality | n/a |