

Request to add new medicine to formulary

Requests for new medicines to be added to the formulary may be made by Consultants, GPs and other appropriate senior clinicians within the BSSE health community. Application forms and further details of the process are available by emailing cmcsu.medicines-management@nhs.net

The process for considering the addition of a drug to the formulary is as follows:

STEPS	PROCESS	ACTION
1	Request for Application form	Application form is obtained by emailing cmcsu.medicines-management@nhs.net
2	Receipt of Application form and supporting documentation	<p>Receipt of an application form is acknowledged by the APC Secretary and screened by a clinical commissioning pharmacist.</p> <p>Further information may be required if the form is incomplete. The applicant will be contacted and informed of what additional information is needed.</p> <p>An independent drug review may be requested if not included with the application. The fully completed application form is then accepted for submission to the APC.</p>
3	Allocation of review date	<p>The time interval between receipt of a fully completed form and presentation for deliberation at an APC meeting is 6 weeks.</p> <p>This provides appropriate CCG and Trust committees' time to consider the clinical and financial impact of prescribing the proposed addition. A review time is added to the agenda and the applicant is welcome to attend the APC meeting to present the drug application. This, however, is not compulsory.</p>
4	APC deliberation and decision	<p>The application is considered in line with the criteria outlined in the application form and decisions are based available evidence and in accordance with locally identified funding priorities. A decision will be made at the meeting and will be conveyed to the applicant by the APC Chair.</p>