

**Non-Formulary Medicine Request Form**

For Low Acquisition Cost Products with a UK license. Net cost <£5000 per patient per year. Refer to the CTMUHB Access to Medicines algorithm for further details.

This form must be completed and returned to the pharmacy before the medicine can be ordered. Medicines not included in the formulary are not routinely stocked. Supplies can usually be obtained within 48 hours.

|  |
| --- |
| **Product Details:** |
| **Generic name:** **Brand name:** | **Dose form and strength:** |
| **Is medicine:** Newly prescribed □ Continuation of a previous prescription □ |
| **Indications for use:** | **Intended duration:** |
| **Reason for request i.e. why choose this product over a formulary alternative?** **Please reference evidence to support its use (e.g. BNF advice, specialist guidelines, literature)** |
| **For unlicensed medicines or off-label use of licensed medicines\*, contact Pharmacy Logistics for the appropriate request form.**  |

\* Refer to CTMUHB Policy for the Use of Unlicensed Medicines and Medicines Used Outside their Market Authorisation and related procedures for further details

**Patient Details (or Addressograph)**

Name: …………………………………………………………..

Address: ……………………………………………………….

Hospital no. ……………………… DOB ………………...

**Consultant:** ……………………………………………………

**Ward/clinic**: …………………………………………………

**Hospital:** ……………………………………………………….

**Authorised Signature\*** ……………………………………………………………………….. **Date** ………………………………..

**\*Prescriber - for newly started medicines**

**\*Prescriber or Pharmacist if a patient is already taking a medicine and is unable to switch to a Formulary alternative.**

**Return completed form to Pharmacy.**

**FOR PHARMACY USE ONLY**

**Pharmacist approval (see over)** (Name and signature)…………………………………………………………. **Date**…………………………..

**Give completed forms to logistics along with a prescription/order form.**

**Logistics:** (see over for subsequent supplies)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Quantity** | **Supplier** | **Ordered by:** |
|  |  |  |  |

**Non-Formulary (NF) Prescribing Guidance**

All prescribers working within CTMUHB are expected to prescribe within the formulary where possible. Non-Formulary items will not be routinely stocked within CTMUHB hospital pharmacies and prescribers must be aware that there could be delays of up to 48 hours before stock can be obtained. This delay may be longer at weekends or Bank Holidays.

**Patients who are already taking a Non-Formulary medicine prior to admission to Hospital or prior to an Outpatient consultation**

If a Formulary alternative may be suitable, the Pharmacist and the prescriber should discuss whether a switch can be made. If it is not appropriate to change the medication, aNF Medicine request form can be completed by a Pharmacist, authorised by a senior pharmacist and passed to the logistics team for ordering.

**Requests to** **Initiate a Non-Formulary Medicine for an Inpatient or Outpatient**

The prescriber should be informed that the medicine is not in the CTMUHB formulary and the suitability for switching to an appropriate formulary alternative discussed.

If there is no suitable formulary alternative, aNF Medicine request form should be completed by the Prescriber and authorised by a Senior Pharmacist (Team Leader or equivalent). The non-formulary medicine should be ordered and arrangements made for the patient to receive the medication at a later date.

GPs should **not** be asked to prescribe NF items as an alternative to completing a non-formulary form, as the formulary also applies to Primary Care and this may result in a delay in the patient receiving their medication.

**Applications to add new medicines to the CTM Formulary can be made via the email links on the home page of the CTM Inform Formulary (accessed via the Medicines Management page on Sharepoint)**

**Unlicensed Medicines –** Separate procedures are followed for unlicensed medicines and medicines used “off-label”. Contact the Pharmacy Logistics team for appropriate application forms

**Role of the Pharmacy Logistics Team**

The non-formulary medicine will be supplied **only** on receipt of the appropriate paperwork (i.e an order form or prescription plus this form). Failure to provide this will result in the supply of medication being delayed until the paperwork is received unless there would be immediate and significant risk to patient safety by not supplying the item.

Logistics may query forms or refer forms to a team leader for advice if:

* Forms have not been completed sufficiently
* High cost items are requested
* There is potentially a similar product on formulary.
* The request is for a “non-pharmacy” item e.g. appliances / devices etc.

**Logistics –** subsequent supplies**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Quantity** | **Supplier** | **Ordered by:** |
|  |  |  |  |
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