Standard Operating Procedure (SOP) for Local Pharmacy and Therapeutics (P&T) Committees

**Purpose**: To outline the roles, responsibilities, and procedures for local P&T committees within the health system to ensure effective implementation and management of formulary decisions and medication use policies.

**Scope:** This SOP applies to all local P&T committees within the health system.

**Responsibilities:**

1. Implementation of System Decisions:

* Ensure that formulary decisions and policies established by the system-wide P&T committee are implemented effectively at the local facility.
* Monitor compliance with system-wide formulary policies.

2. Review of Medication Use:

* Regularly review medication use within the facility, including evaluating medication errors, adverse drug reactions, and compliance with formulary policies.
* Report findings to the system-wide P&T committee.

3. Local Restrictions:

* Local P&T may choose to be more restrictive than the system-wide formulary.
* Propose and approve further restrictions to the system-wide P&T committee decisions.

4. Education and Training:

* Provide education and training to healthcare staff about formulary changes, new medications, and best practices in medication use.
* Develop and distribute educational materials as needed.

5. Feedback and Communication:

* Serve as a communication link between the system-wide P&T committee and the facility's healthcare providers.
* Collect and provide feedback on formulary decisions and medication use policies based on local experiences.
* Suggest improvements to the system-wide P&T committee.

**Procedures:**

1. Meeting Schedule:

* Local P&T committees shall meet at least twice a year
* Additional meetings may be scheduled as needed to address urgent issues.

2. Agenda and Minutes:

* Prepare and distribute meeting agendas at least one week in advance.
* Record and distribute meeting minutes within one week after the meeting.

3. Reporting:

* Submit regular reports to the system-wide P&T committee, including findings from medication use reviews, feedback from healthcare providers, and any proposed adaptations to the formulary.

4. Documentation:

* Maintain accurate records of all meetings, decisions, and actions taken by the local P&T committee. These should be maintained on OneNote so that they are readily available for review.
* Ensure all documentation is accessible to authorized personnel.

5. Formulary

* For sites that follow the System Formulary, changes in Epic must be made to match decisions and inventory must be removed or added accordingly.
* For sites that are more restrictive, changes in Epic must be made to match those further restrictions and inventory must be removed accordingly.
* The official Formulary List should be readily available to staff and must reflect the decisions of System P&T and any further restrictions of local P&T.

Review and Approval:

* This SOP shall be reviewed annually by the system-wide P&T committee.
* Any changes to this SOP must be approved by the system-wide P&T committee.