OSPITAL NG PARANAQUE		Document Code: OSPAR-ADS-PHARMA-0001
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 1of 3
Policy Title: POLICY ON SELECTION OF MEDICINES		Section / Department **PHARMACY SECTION**
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CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

- To ensure patients access to rational drug use, essential, affordable and cost effective drug products that are safe and of good quality.
- To promote systematic selection of drug products based on clinical practice guidelines.

RESPONSIBILITIES:

I.   Selection of drug products is the duty and responsibility of the Pharmacy and Therapeutics Committee (PTC), to ensure the safety, efficacy, affordability and quality of the medicines to be used in the hospital.

II. The chief pharmacist coordinates with the PTC and other health care providers with regard to the selection of drug products to be included in the formulary. He/she provides pharmaceutical expertise in the evaluation of drugs for possible inclusion in the hospital formulary.

PROCESS OF SELECTION

- Each clinical department prepares list of drug products based on their clinical practice guidelines.
- List of drug products are submitted to the Pharmacy Section.
- At the pharmacy, submitted list of drug products are consolidated. Drug products in the list are verified if included in the Phil. National Formulary.
- The Chief Pharmacist reconciles the consolidated list, based on the historical consumption of each drug product.
- The Chief Pharmacist shall present the reconciled list of drugs and medicines to the PTC for deliberation and recommendation.
- The recommended list shall be forwarded to the Hospital Director for review and approval.
- Once approved, the list shall then be included in the Annual Procurement Plan of the hospital for the following calendar year