

7 July 2021

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Our Ref: FOI/04039

Thank you for your request concerning Drug Formulary Inclusion.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

**I'm writing to enquire about your trust's process for drug formulary inclusion.**

- 1. Can you please send me a list of all of the members (names, roles and NHS email addresses) that sit on the Drugs and Therapeutics Committee (or equivalent) within your trust.**

The below membership make up the Drugs and Therapeutic Committee.

- Chair – Consultant Psychiatrist
- Chief Pharmacist
- 4 Consultant Psychiatrists from Adult and Old Age Psychiatry Services
- 1 Consultant Psychiatrist from Learning Disability Psychiatry Services
- 1 Consultant Psychiatrist from Child and Adolescent Mental Health Services
- Nurse Consultant
- Medical trainee representative
- 1 Lead Pharmacist representing Hertfordshire CCGs
- GP representative
- Senior Pharmacist from the Trust

All our management contact details can be obtained through [Binley's Database of NHS Management](#)<sup>1</sup>.

- 2. Additionally, can you also please provide information on the process for getting a new product approved on the trust formulary?**

Please see below for an extract from our medicines Policy.

#### **10. Formulary and Non Formulary Medicines**

The Trust's medicines formulary is a list of medicines that have been approved for use within the Trust. The aim of this formulary is to promote safe, rational and cost-effective

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<sup>1</sup> Section 21 – Information is available through other means

prescribing within the Trust and wider health economy. This formulary comprises of a list of medicines and their respective formulations that have been approved for use by the HPFT Drugs and Therapeutics Committee (DTC), or have been routinely prescribed in psychiatry over many years. All drug treatments initiated for service users within HPFT should be selected from this prescribing list. Recommendations made to GPs for prescribing in primary care should also be from this list unless indicated not suitable for primary care prescribing. The trust formulary is available on the HPFT internet or via this [link](#). As a mental health and learning disabilities Trust, HPFT formulary will generally only consider and include applications for medication to treat psychiatric or related conditions, and will otherwise follow the recommendations of Hertfordshire Medicines Management Committee (HMMC) where such treatments are initiated within the Trust.

The DTC will be responsible for the decisions around the drug choices that appear in the formulary. The Area Prescribing Committee (Hertfordshire Medicines Management Committee) will be asked to further ratify decisions on drugs that are considered appropriate for primary care prescribing. The Pharmacy team will horizon scan for all new medicines relevant to HPFT and proactively aim to review new medicines. It is the responsibility of the DTC to consider whether the medicines are added onto the trust formulary, however for prescribing to be able to transfer to primary care, HMMC will also be required to review the application and authorise. Adherence to the Trust Formulary will be monitored and fed back to clinical teams and DTC.

If a prescriber wishes to initiate a medication that is not on the trust medicines formulary or has been designated non formulary an application must be made to the drugs and therapeutic committee using the form in appendix 2.

If the request is for permanent inclusion into the formulary the consultant with support from the Pharmacy team will need to produce a written evaluation. Evaluations produced by the product manufacturer/pharmaceutical company will not be acceptable. The committee's decision, together with the evaluation, will be referred to the Director of Finance for comment and approval if there is a significant budgetary implication. Shared Care Guidelines may be required by the Clinical Commissioning Groups. Where a psychiatric medication is recommended by a NICE technology appraisal, the medication will still be discussed at DTC and HMMC to confirm place in therapy before introduction into use within the Trust within the statutory time limits. The pharmacy team will lead this process and will discuss with key clinicians to inform place in therapy and likely volume of use.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith**  
**Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

