

DIVISION OF HOSPITALS
OPERATIONS MANUAL

ATTACHMENT C4.1.2a

Page 3

If a hospital has a clinical director or coordinator, either he or the administrator (if a physician and clinically qualified) is probably most suitable for the position of chairman. In the event it is not feasible for either of these to act as chairman, the policy of appointment should be clear that either by direct appointment by the administrator, or election by the staff, a chairman well versed in clinical pharmacology and biochemistry will be selected.

The minimum number of meetings to be held each year should be definitely stated. A method of disseminating the decisions and recommendations of the pharmacy committee to the professional staff must be provided. This could be done either through a "House Publication" if such is in effect, or through a pharmacy bulletin. The distribution of the decisions and conclusions of the pharmacy committee in printed form is of greatest importance.

THE CHAIRMAN

The success of a given pharmacy committee depends to a large measure upon the effort the chairman puts into planning the committee's meetings. His responsibilities are to:

- (1) Insure that the proper "working tools" for the committee are readily and easily available; and that each committee member is fully informed as to where these "tools" are kept. Some of the more important "tools" are the latest additions and revisions of the U.S. Pharmacopoeia, The National Formulary, New Drugs, Accepted Dental Remedies, Facts and Comparisons, and the A.S.H.P. Formulary Service. The latest texts in pharmacology, biochemistry, microbiology, and clinical toxicology must be readily available as well as a representative number of current medical and pharmacy journals, and manufacturer's package-label inserts.
- (2) Instruct each committee member in the responsibilities he expects them to assume. He should inform them as to the principles he wishes them to follow in evaluating drug therapy problems. He should indoctrinate them with the importance of communicating to their respective departments, the importance of the committee's actions and the benefit of communicating drug therapeutics' problems to the committee for action.
- (3) Prepare an agenda for each meeting and circulate it in sufficient time to allow all members of the committee to study it and formulate proposals and opinions of considered value.
- (4) Assign one or two committee members to the task of fully preparing themselves to discuss any new drug therapy problem to be presented before the committee and offer their advice on the subject.
- (5) Insure that communication channels are kept open between the pharmacy committee and chiefs of services and departments of the hospital affected by actions of the committee. He should make certain that the minutes of pharmacy committee meetings are reaching chiefs of services promptly and being discussed with members of the respective services.
- (6) Insure that the presentation of a summary of important actions of the pharmacy committee is made at staff meetings of the hospital.
- (7) Insure that the pharmacy committee and the hospital pharmacy are meeting the minimum standards of the Joint Committee on Accreditation of Hospitals on such matters as hospital formulary, drug inventory, number of committee meetings, minutes, etc.

THE RECORDER OR SECRETARY

As has already been pointed out, this individual should be the chief pharmacist of the hospital. Among his important duties are:

- (1) The maintenance of an adequate up-to-date library and drug therapy reference file for the use of the committee and the staff.
- (2) The interviewing and screening of professional medical representatives (detail men) of pharmaceutical firms, and arranging for departmental interviews with them when indicated. This is an important function of the secretary inasmuch as it keeps him informed of the latest drug therapy agents being detailed by the pharmaceutical firms to physicians on the staff. This function is administratively valuable to the hospital in that it conserves time of staff members without loss of valuable information that the detail representatives have for members of the various services.