

DIVISION OF HOSPITALS OPERATIONS MANUAL

ATTACHMENT C4.1.2a

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The secretary also arranges with the detail representative for the presentation of exhibits to the staff at optimum times. At such meetings the detail representative of a pharmaceutical firm has the opportunity to discuss the pharmacology, biochemistry, and pharmacy of his product with all interested staff members.

(3) The prompt preparation, dissemination, and custody of accurate minutes of committee activities. This responsibility cannot be emphasized too strongly. The issuance of the minutes promptly in printed form after each meeting has already been stressed. The proper custody of the minutes is equally important. The inspector for the Joint Commission on Accreditation of Hospitals may ask to inspect the record of pharmacy committee meetings. It will be remembered that this inspector in evaluating the hospital pharmacy will consider the recorded activities of the pharmacy committee as well as the presence of a hospital formulary.

The minutes of the committee and the format of the formulary must obviously be more than a recording of decisions and a list of drugs. The minutes must contain the pharmacological basis for drug selection or rejection.

The formulary must contain a format on each drug containing its generic or official name, its identifying characteristics, actions, contraindications, side effects, toxicology, posology, and if significant, size and strengths available. We consider the following a good example of reporting in the minutes:

"Methantheline Bromide (Banthine) ampuls, 50 mg. - Service requiring it:

Medical Service (requested by Dr. _____).

Pharmacological Action Needed: "For suppression of pancreatic secretion in acute pancreatitis and treatment of patients with peptic ulcer complicated by vomiting."

Is There a Similar-Acting Drug Stocked in the Pharmacy Which May be Used?

(Atropine and Belladonna):

"Methantheline Bromide is more effective in the relief of pain and in the suppression of pancreatic secretion."

Remarks by Dr. _____: "Oral Methantheline Bromide often cannot be used in pancreatitis because of vomiting. In some patients with peptic ulcer Methantheline Bromide is more effective than Atropine."

Action Taken: It was agreed to stock the preparation.

(4) The preparation of the agenda approved by the chairman and its release to committee members sufficiently in advance of the meeting to allow time for intelligent preparation.

(5) Editing the formulary (after review by all pharmacy committee members and final review and approval by medical and dental staff) as well as custody and issuance of formulary and supplements to medical staff members, residents, interns, and other authorized personnel such as nurses and medical record librarians.

(6) The encouragement of individual staff members to present requests to the committee, and the assistance to staff members in collecting proper and adequate information to cover the request.

(7) Serving as a drug therapy consultant to the staff, especially the residents, interns, and nurses. These services are usually given in private conferences, but there is much value also to be obtained from formal lectures to medical and dental interns and the nursing staff.

THE NON-OFFICE HOLDING PHARMACY COMMITTEE MEMBER

Members of the committee should consist of chiefs, deputy chiefs, or assistant chiefs of clinical services. Where committees are composed of junior staff men and residents, experience has been that such committees' decisions and recommendations have been ineffective. Medical staffs under these conditions invariably treat the committee decisions with little concern.