

3. The board shall be composed of four physicians who are members of the Medical Society of Delaware, three pharmacists who are members of the Delaware Pharmaceutical Society, one dentist who is a member of the Delaware Dental Society, and one osteopath who is a member of the Delaware Society of Osteopaths. These members will be selected by their respective professional organizations.

4. Each member shall be appointed for a three-year term of office. Initially, members of the board shall be appointed for staggered terms of office of one, two and three years.

5. The presidents of the respective professional organizations or their representatives shall be ex-officio, non-voting members.

6. The secretary shall be a pharmacist. He will be an ex-officio member of the board and will be selected by the Delaware Pharmaceutical Society. The term of office of this member will be two years.

7. An executive committee of the board to be composed of the chairman, the secretary, and a non-pharmacist member of the board to be elected by its members. This committee will be responsible for the preparation of the agenda.

8. The board will meet not less than once per quarter. Emergency meetings may be called as required by the chairman or by the request of a majority of the board members.

FUNCTIONS OF THE BOARD

1. The Formulary Advisory Board evaluates, reviews and approves drugs proposed for addition to the formulary based on criteria as suggested by the purposes of this formulary.

2. Drugs favorably acted up will be alphabetically listed in the formulary based on non-proprietary terminology with the name of the supplier.

3. Requests that a drug be added to or deleted from the formulary may be made in any of the following ways:

(a) A letter stating such submitted by a professional who is a member of one of the health professions represented on the board. This letter should be forwarded to the secretary.

(b) The secretary may bring to the board's attention a drug on which a decision is necessary.

(c) Any member of the board can make such a request.

4. An agenda shall be distributed to the board by the secretary after review by the executive committee at least ten days prior to the next meeting.

5. Revisions in the formulary shall be distributed by the secretary of the board within a time limit specified by the board. This distribution may be through local professional journals, correspondence or any other appropriate method determined by the board.

6. The board shall operate independently and not be subject to the control of any of the organizations represented on it except as by the appointment of members.

7. Minutes of the meetings will be kept by the secretary.

OPERATION OF THE FORMULARY

A. Administration

1. Drugs will be listed in the formulary by non-proprietary name, trade name and manufacturer. A cross-reference trade name non-proprietary name will also be present.

2. Physicians and dentists desiring to order a drug under the Delaware Formulary system may do so by one of two ways:

(a) By prescribing the drug by non-proprietary name utilizing the Formulary Prescription Blank. Medical practitioners desiring their prescription to be considered as falling under the formulary system must check this blank appearing on the prescription order forms:

"OR-----FORMULARY EQUIVALENT".