



INODAYA Hospitals - Kakinada

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Policy on Drug Formulary

Prepared date: 11/11/2025

Reference: MOM.02. NABH Standards – 6th Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 10/11/2026

1.0 Purpose:

- 1.1 To serve as a guide to the medical, pharmacy and nursing staff, and to inform them of the list of drugs currently stocked at the Hospital Pharmacy from which the doctors are encouraged or required to prescribe.
- 1.2 To prevent unnecessary duplication in stocking drugs and drugs in combination having identical amounts of the same therapeutic ingredients.

2.0 Definition:

The formulary is the official publication of the drug committee. Formulary is the compilation of selected preparations (drugs) approved by the Pharmaco and Therapeutic committee (PTC) to meet the clinical needs of the medical team & their useful information by the hospital and reflects the current clinical judgment of the medical staff.

3.0 Policy:

The medical, nursing and pharmacy staff shall adhere to the formulary whilst prescribing and dispensing drugs according to the rules and regulations mentioned in the prescribing & dispensing policies.

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Mr.Naresh	Dr.Gowtham Krishna	Mrs.Lakshmi Lavanya
Incharge - Pharmacy	Medical Director	Chief Executive Officer



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4.0 Procedure:

4.1 The formulary shall be revised **Annually or as on required** and edited by the PTC committee comprising of representatives of the various Medical services, Nursing, Administration and the pharmacy department.

4.2 Drugs are listed alphabetically by the generic name, Trade name and strength. Selection of drugs shall be based on the evaluation of these preparations against the needs of the patients.

4.3 The Drug and therapeutic committee has released the Drug formulary – Red book – for reference across the hospital and is also shared on the Quality Systems – Intranet portal for quick reference by various staff members across the organization.

4.4 For Inclusion of new drugs:

4.3.1 Inclusions to the formulary shall be made by submitting a “Physician’s request for Addition to the formulary” to the Drug and Therapeutic Committee.

4.3.2 Blank forms shall be made available in the Central pharmacy stores.

4.3.3 Physicians requesting drug additions to the formulary shall review drug usage data on the existing formulary items, which are comparable to the drug being requested.

4.3.4 Medicine Consumption data shall be obtained from the pharmacy upon a written request.

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4.3.5 The requestor shall assert whether the requested item has a greater therapeutic value than the items that are currently available.

4.3.6 Form shall be signed and stamped.

4.3.7 Drug & Therapeutic Committee shall approve or deny the inclusion on reviewing the request form.

4.3.8 Drug & Therapeutic committee shall maintain the authority to review and add drugs to the formulary without a formal request from a healthcare professional.

4.3.9 Approved drugs shall be included in the formulary and updated in subsequent publication of formulary.

4.4 For Exclusion of drugs

4.4.1 Drugs which are not prescribed or dispensed for more than 3 months, which are not required for any emergency / Life saving treatments shall be brought to the notice of drug committee

4.4.2 Reviewing the drug movement and requirement in future, the drug committee shall decide and approve the deletion of drugs from formulary.

4.4.3 Drug committee must have a satisfactory written explanation of the reason(s) like discontinued drugs / Banned / Non moving etc. for excluding a drug from the formulary.

4.5 Non-Formulary items:

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4.5.1 The drug committee shall be careful to protect the interests of the patient and the hospital in cases where inclusion or use of a drug might benefit the private interest of a requesting physician or a member of the committee.

4.5.2 Non – formulary drugs and drug items shall be obtained when needed to treat a specific illness or disease.

4.5.3 Whenever such a drug is needed for patients, a drug chart or prescription signed by an attending physician treating the patient is required.

4.5.4 The drug for emergency treatment in the absence of any alternative item available in the pharmacy shall be obtained as soon as possible by the pharmacy from a local supplier, community pharmacy or neighboring hospital. (Subject to the availability).

4.5.5 This process shall not lead to stock the drugs in the pharmacy.

4.5.6 Pharmacy audit team shall review the non-formulary drugs prescription and forward his recommendations to the Drug & Therapeutics Committee to include the drugs in the formulary or to take necessary actions to avoid such situation.

5.0 Responsibilities:

5.1 The Drug and Therapeutic Committee members

5.2 All consultants & clinical support staff members

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