



<b>Logo</b>	<b>Centre name</b> <b>Address</b>	Doc No	AAPC/CM/03
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<b>Drugs &amp; Therapeutics Committee</b>			

<b>TITLE</b>	Terms of Reference – Drugs & Therapeutics Committee
<b>SUMMARY</b>	This document details the constitution and functioning of the Drugs & Therapeutics Committee at <b>Centre Name</b>
<b>DISTRIBUTION</b>	All departments, units and wards of the Hospital through Hospital Manual.

#### A. Members

<b>Sl</b>	<b>Members of the committee</b>	<b>Names of the committee members</b>
1.	Chairperson	<b>Doctor Name</b>
2.	DMS	<b>Doctor Name</b>
3.	Senior-Doctors	<b>Doctor Name</b>
4.	Pharmacy In Charge	<b>Pharmacist Name</b>
5.	Therapy in Charge	<b>Therapist Name</b>
6.	Nursing	<b>Therapist Name</b>
7.	MS/ HOD-Department of Accreditation & Quality :	<b>Doctor Name</b>

<b>Prepared By</b>	<b>Approved By</b>
<b>Doctor Name</b>	<b>Doctor Name</b>

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### Drugs & Therapeutics Committee

- **Responsibilities**
- The DTC is responsible for monitoring of usage of medications within the Hospital & dispensary purchases.
- The committee shall ensure that purchases made by the Hospital Pharmacy/Central Store - Pharmacy will be in accordance with Purchase policies and procedures of the Hospital.
- The committee is responsible for developing Hospital formulary, monitoring prescription compliance to the formulary and its time-to-time updating.
- Any additions or deletion to be made in the formulary shall be decided by this committee.
- Therapeutic Drug monitoring and effectiveness studies as and when required
- Review of all ADR reports; and Root Cause Analysis (RCA) the same for preventing future occurrences.
- Ensuring availability of information about the relevant studies and publications in the area as a part of drugs & therapeutics information and knowledge updating services.
- Confidentiality of reviews and activities should be maintained by the members.

#### B. Selection of members

The selection and appointment of the Drugs and Therapeutics Committee is done by the Medical Director; through an appropriate circular / office orders issued through his office.

#### C. Term of the committee

Three years.

#### D. Agenda

Agendas for the meeting shall be prepared by the Member Secretary in consultation with the chair person and signed by the chair. Then it is sent to all committee members. The agenda shall be sent to all at least one week before the scheduled meeting.

A meeting shall be called even by an oral / telephone communication in case of an emergency meeting.

Prepared By	Approved By
Doctor Name	Doctor Name

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#### **E. Meeting and Reporting**

1. The committee meets on once a month basis.
2. The committee shall maintain a permanent record of its proceedings and activities in the form of agendas and minutes.
3. The minutes of the meeting shall be submitted to the Medical Director for information and the approval of action plan items within three days of meeting
4. The minutes shall be circulated to the members and concerned parties for implementation within five days of meeting.
5. A copy of the agenda and minutes of every meeting shall be sent to the Quality Improvement Coordinator by the member secretary.
6. Reports and outcomes related to quality assurance issues shall be forwarded to the Quality Improvement Coordinator as and when it happens. This includes the details of the Root Cause Analysis done on Adverse Drug Events.
7. The committee in any of their meeting shall first discuss the implementation and outcome of the previous meeting with its minutes and then will proceed to the agendas of the present meeting.

#### **F. Responsibilities of Members**

##### **Chairperson**

1. To convene the meeting of Committee and to grant approval for
  - Inclusion of New Drugs into the list.
  - Inclusion New Brand into the list
  - Exclusion of any brand from the list.
2. In emergency situation to grant approval for new brands or new Drugs subject to the subsequent ratification from the committee.

<b>Prepared By</b> Doctor Name	<b>Approved By</b> Doctor Name
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**Member Secretary**

1. To monitor the day to day functioning of Pharmacy with regard to
  - Dispensing of medications
  - Availability of medicines required in Pharmacy.
2. To scrutinize requests from Clinicians to order new drugs.
3. Initiate the purchasing process whenever necessary.

**G. Records to be maintained**

- List and details of all members
- The SOP of the committee
- Copy of all agendas, minutes of all meeting
- Copy of any other correspondence to the committee members or nonmembers.
- Copy of any study conducted for the sake of the committee.

**H. Amendments to the SOP**

Amendments shall be submitted to the chair by the members. It may be discussed in the committee meeting. Voting can be taken and then it may be implemented after approval from Medical Superintendent

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### AMENDMENT RECORD

AMENDMENT		DOCUMENT SECTION NO	DETAILS OF AMENDMENT	EDITION STATUS	REV. STATUS
NO	DATE				

Prepared By	Approved By
Doctor Name	Doctor Name