Pharmacy and Therapeutics Committee Organisation

Experiment 6 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To complete the pharmacy and therapeutics committee organisation activity and document a justified outcome.

Principle

A multidisciplinary committee supports evidence-informed medicine policy and formulary governance. Its local authority and membership are established by the institution.

Requirements

- Institution-assigned hospital scenario, approved policy documents or coded records.
- Activity form, calculator where required and supervising pharmacist.

Procedure

1. Draft purpose

State medicine-selection, safe-use and monitoring responsibilities within the assigned hospital.

2. Define membership

Propose appropriate medical, pharmacy, nursing and other stakeholder roles, with accountable chair/secretariat functions.

3. Plan a meeting

Create an agenda, submission requirements and a documented conflict-of-interest process.

4. Evaluate a proposal

Compare clinical benefit, safety, practical use and economic implications; price alone is insufficient.

5. Record decisions

Write minutes with the decision, rationale, action owner, implementation and review plan.

Observations and Record

Record component	Entry
Committee purpose / authority	_____
Proposed roles	_____
Agenda and disclosure process	_____
Decision rationale	_____
Implementation / review owner	_____

Result

Activity / case code: ____. Finding: ____. Proposed action: ____. Review outcome: ____.

Precautions

- Use supplied records or the authorised local workflow; do not invent approvals or completed work.
- Protect patient and institutional confidential information.
- Keep a proposed student action distinct from an approved operational decision.

Viva Questions and Answers

1. Why document the basis of a decision?

It permits review of the evidence, responsibility and outcome.

2. What does the supervisor review?

The suitability of the proposed action and whether the record supports the conclusion.

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