

Hospital Formulary for a 300-bed Hospital

Experiment 7 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To complete the hospital formulary for a 300-bed hospital activity and document a justified outcome.

Principle

A formulary is an actively managed medicine system, not simply a product list. It links approved products with relevant use, safety and review policies.

Requirements

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

Procedure

1. Define scope

Enter hospital services and the process for approval, restriction and review.

2. Draft an entry

Record generic name, formulation/strength, indications in scope, important restrictions, monitoring and available alternatives using approved information.

3. Compare candidates

Evaluate clinical and operational suitability and documented cost assumptions.

4. Plan updates

Define the route for additions, deletions, shortage substitutions and periodic review.

Hospital Pharmacy

5. Present

Submit a proposed format and several assigned entries for committee review; do not present the student draft as an approved formulary.

Observations and Record

Record component	Entry
Medicine entry / formulation	_____
Use and restriction	_____
Safety / monitoring	_____
Alternative and practical issue	_____
Approval / revision status	_____

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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