

## HEALTH SERVICES QUALITY IMPROVEMENT IMPLEMENTATION GUIDE

### EXERCISE TEN

SUBJECT: Health Care Facility Drug Formulary

Ref. (a): COMDTINST M6000.1C (CG Medical Manual)

PURPOSE: The purpose of this exercise is to assist health care facilities in initiating and maintaining a drug formulary.

DISCUSSION:

1. Section 10-A-8.b of ref.(a) requires that each Coast Guard health care facility, with medical officer assigned, maintain a current drug formulary. The drug formulary should be initiated and maintained by clinics via the Pharmacy and Therapeutics (P and T) Committee. It is strongly recommended that units with only dental officers of independent duty health services technicians (HS) assigned also utilize this guide to maintain a drug formulary.
2. The facility formulary must be a dynamic document, which can be quickly updated and reissued to staff following revision. Coast Guard software programs are available to facilitate this process (i.e. IQL, Multiplan, Progress, etc.) Complicated printing arrangements, such as the U.S. Army Formulary Service, have often limited the ability to keep an updated version in print.
3. Information about pharmacy policy concerning refills, controlled drugs, limitations of quantities dispensed, and the hours of operation may be included as an insert to the formulary, especially if the document will be sent to prescribers outside the facility. Information concerning cost comparisons for daily therapy of medications may also be included if desired. The formulary should be included as a section of the pharmacy's policy and procedure manual.
4. A prescriber should be able to use the formulary and, knowing the patient's diagnosis, select medication for a treatment plan. For that reason, it is necessary to group medications by therapeutic categories. This also provided the P and T Committee with a document, which facilitates medication utilization review. A system for medication grouping is provided in enclosure (1). Alphabetical listings by generic and trade name may also be used in addition to the therapeutic categories.
5. A copy of the Standardized Health Service Technician Formulary (COMDTINST 6570.1) should be included as a subsection in the facility formulary.
6. It is imperative that the facility formulary accurately reflect those items stocked by the pharmacy at all times, since it may be used to inform clinicians from other health care facilities of items stocked by the pharmacy.

ACTION:

The Chief, Health Services Division at all facilities with medical officers assigned must ensure that a current drug formulary is maintained by the clinic. Enclosure (1) provides a sample formulary format which may be used in whole or part for this purpose. As per ref.(a), the P and T Committee should be responsible for review and revision of the formulary on a regularly scheduled basis. All recommended revisions must be incorporated expeditiously to ensure that the formulary remains current.

Encl: (1) Sample Formulary Format

## SAMPLE FORMULARY FORMAT

1. Cover Page:

- A. Name of Facility
- B. Date of Publication
- C. Signature of Chief, Health Services Division and Pharmacy Officer

2. Pharmacy Policy and Procedures: (Optional-May be inserted for information purposes to civilian prescribers)

- A. Pharmacy Hours of operation and After-hours policy
- B. Refill policy
- C. Controlled Drug prescription policies
- D. Statements on quantities available of certain medications due to cost or other reason

3. Listing of Medications Stocked by the Facility  
(Includes strength, dosage forms)

A. List by Therapeutic Class (Generic Names)

Suggested Groupings:

- a. Analgesics
- b. Antibiotics/Anti-Infectives
- c. Antihypertensive/Cardiac
- d. Anti-Inflammatory
- e. Asthma
- f. Cough/Cold/Allergy Products
- g. Female Products
- h. Gastrointestinal Products
- i. Hormonal Medications
- j. Injectables
- k. Miscellaneous
- l. Muscle Relaxants
- m. Ophthalmic
- n. Otics
- o. Psychiatric/Neurology
- p. Topicals
- q. Vitamins/Minerals

B. Brand Name-Generic Name Cross Reference

C. Brand or Generic Name Alphabetical Listings (Optional)

D. Copy of Standardized Health Service Technician Formulary (COMDTINST 6570.1)

E. Cost data for daily therapy on specific or all formulary medication (Optional)