

H. Terms and Condition

- Each new drug requested should, if possible, be followed by a proposed drug to be removed from the hospital formulary.
- **For each meeting, each department is allowed to apply for only ONE drug class.**
- In the event the application is rejected, only 1 appeal will be entertained within the same calendar year with new supporting evidence provided.
- However, should the appeal being rejected, no further appeal is allowed for the next 24 months unless there is new supporting evidence.
- Incomplete form will be rejected and returned to the applicant.
- Application form received after the deadline for submission will be discussed in the subsequent meeting.
- Submit ONE printed copy to:

Pharmacy Office,
Pharmacy Department ,
1st Floor, Menara Utama,
University Malaya Medical Centre
(Attn: Ms Wong Yin Yen)

F. Date Of submission and Date of Sub-Committee Meeting

Deadline for Submission	Date of Meeting*
2 February 2018	12 March 2018
2 May 2018	4 June 2018
1 August 2018	3 September 2018
1 November 2018	10 December 2018

*Subject to changes

G. For further information, please contact

Pharmacy Department ,
1st Floor, Menara Utama,
(Wong Yin Yen / Phang Kai Ming)
Tel : 03-79493977
Email : yywong@ummc.edu.my
kmpfang@ummc.edu.my

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A. Introduction

What is D&T Sub-Committee ?

D&T sub-committee is a sub-committee under the Medical Advisory Committee (MAC). It evaluates the clinical use of medication, develops policies for managing medication use and administration, and manages the formulary. The committee has broad responsibilities in determining which medication will be made available, and how it will be used.

What are the functions of D&T Sub-committee?

- Advising medical, administrative, and pharmacy departments on medication-related issues.
- Developing medication policies and procedures.
- Evaluating and selecting medication for the formulary.
- Assessing medication use to identify potential problems.
- Developing and implementing an efficient and cost-effective formulary.
- Ensure that only efficacious, safe, cost-effective and good quality medication are used.

Medication that requires D&T Sub-Committee approval:

- New medication that is not in the hospital formulary.
- New formulation/dosage form for medication currently in hospital formulary.
- New prescribing indication/criteria for drug currently in hospital formulary.

B. PROCEDURE TO REQUEST FOR NEW DRUG TO BE INCLUDED IN HOSPITAL FORMULARY

Prescriber/applicant :

STEP 1: Download form BK-PHS-014 from UMMC Portal <http://my.ummc.edu.my/loginntv2.asp>

> Log in using SingleSignOn ID and password
> select “e-Servis”
> click “Muat Turun”

> scroll down to “Borang Jabatan Farmasi”
> Click to download “Request for new medication to be included in UMMC formulary BK-PHS-014 ”

STEP 2: Fill in BK-PHS-014 form.

(Note: To be completed by **prescriber only**)

STEP 3: Submit ONE printed copy to:

Pharmacy Office,
Pharmacy Department,
1st Floor, Menara Utama,
University Malaya Medical Centre
(Attn: Wong Yin Yen)

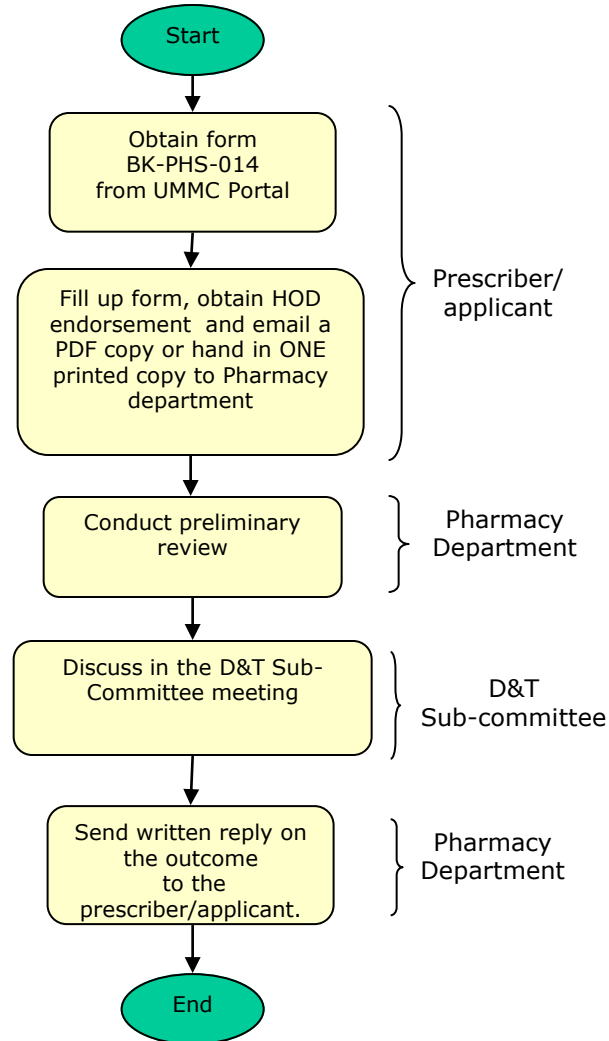
D&T Sub-Committee :

STEP 4: Discuss medication request in D&T Sub-Committee Meeting.

Pharmacy Department :

STEP 5: Reply in writing on the decision to prescriber/applicant.

C. Flow Chart 1: PROCEDURE TO REQUEST FOR NEW DRUG TO BE INCLUDED IN HOSPITAL FORMULARY



◆ HOD = Head Of Department

D. Composition of Drug & Therapeutics Sub-Committee

Chairman	Deputy Director (Clinical)
Deputy Chairman	Deputy Director (Professional)
Secretary	Chief Pharmacist
Assistant Secretary	Drug Information Pharmacist
Committee	<ol style="list-style-type: none"> 1. Head of Pharmacology Department 2. Head of Surgery Department 3. Head of Pediatrics Department 4. Head of Anesthesiology Department 5. Head of Medicine Department 6. Head of Primary Care Medicine Department 7. Head of Obstetric and Gynecology Department 8. Head of Psychological Medicine Department 9. Pharmacy Manager, University of Malaya Specialist Centre (UMSC)