

**Pharmacy Residency Program
Resident Involvement in Pharmacy, Therapeutics and Nutrition Committee
Meetings
Policy & Procedures**

Policy:

In order to fully participate in the Pharmacy, Therapeutics and Nutrition (P&T) Committee meetings, each resident will partake in the following activities: minute writing, evaluation of medications to the hospital’s drug formulary and completion of a medication - use evaluation (MUE)

Procedure:

1. P&T Committee meetings are scheduled on the third Tuesday of the month unless otherwise specified.
2. Each PGY-1 resident will be assigned, not more often than every fifth meeting, to document the meeting’s minutes using the approved hospital template. The schedule will be created by the PGY-1 Chief Pharmacy Resident and distributed to all of the residents and faculty at the beginning of the residency year.
3. After completion of the minutes, the resident will submit a draft to the Clinical Pharmacy Manager within one week of the P&T Committee meeting for review.
4. Upon request from a physician and/or the Department of Pharmacy Services for the addition of a medication(s) to the hospital formulary, a PGY-1 resident will be assigned by the PGY-1 RPD to evaluate its place in therapy by completing a drug monograph.
5. The PGY-1 resident is responsible for identifying and requesting a Pharmacotherapy Specialist to review the drug monograph prior to submitting to the Clinical Pharmacy Manager.
 - a. Reviewer selection should be based on specialty area or whoever is next in the rotation
 - b. Schedule can be found in the share drive; Pharmacy > P&T > Preceptor Monograph Review Schedule
6. The draft of the drug monograph is to be submitted to the Pharmacotherapy Specialist for review no later than two weeks prior to the P&T Meeting. Refer to Policy #C-494 Medication Formulary for a list of required components of a drug monograph.

Policy Name: Resident Involvement in P&T Committee Meetings		Date Approved: 9/2015	Policy #: R-008
Written by: Rebecca Barros, PharmD, BCACP and Elise Kim, PharmD, BCACP		Approved by: Robert DiGregorio, PharmD, Chief Pharmacotherapy Officer	
Revised by: Karina Muzykovsky, PharmD, BCCCP			
Replaces: none	Reviewed:	Revised: 6/2022	Pages: 2

7. Final copy of the drug monograph and/ or MUE is due to Clinical Pharmacy Manager one week prior to the P&T Meeting and dissemination to committee members 72 hours prior to the meeting.
8. The PGY-1 resident is responsible for presenting the assigned drug monograph or MUE at the next available P&T Committee meeting.

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