



The Brooklyn Hospital Center

Pharmacy Residency Program | The Remedy is Experience

Pharmacy Residency Program Resident Involvement in Pharmacy & Therapeutics Committee Meetings Policy & Procedures

Policy:

In order to fully participate in the Pharmacy & Therapeutics (P&T) Committee meetings, each resident will partake in the following responsibilities for the evaluation of the medications for the hospital's drug formulary and develop and implement strategies for medication use through the formulary system. In addition, residents will also evaluate reported medication errors and adverse drug events.

Procedure:

1. P&T Committee meetings are scheduled on the third Tuesday of the month unless otherwise specified.
2. One PGY-1 resident will be assigned to document the meeting's minutes using the approved hospital template and will rotate every five meetings. The schedule will be created by the 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 Director of Pharmacy within 1 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, one PGY-1 resident will be assigned to evaluate its place in therapy through a drug monograph.
5. The PGY-1 resident is responsible for identifying and requesting a Pharmacotherapy Specialist to approve the drug monograph prior to submitting to the Director of Pharmacy.
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: 8/25/2017	Policy #: R-008
Written by: Rebecca Barros, PharmD, BCACP and Elise Kim, PharmD, BCACP	Approved by: Robert DiGregorio, PharmD, BCACP Sr. Director, Pharmacotherapy Services	
Date Written: 6/2015	Revised: Reviewed: 8/2017	Pages: 2

7. Final copy of the drug monograph is due to the Director of Pharmacy one week prior to the P&T Meeting, for dissemination to committee members prior to the meeting.
8. The PGY-1 resident is responsible for presenting the assigned drug monograph at the next available P&T Committee meeting.
9. The PGY-2 residents will review reported medication errors with the Assistant Director of Pharmacy prior to all P&T meetings. This will be done on a rotating schedule with the five PGY-2 residents from The Brooklyn Hospital Center and LIU Pharmacy.
 - a. This schedule will be created and distributed to the residents and Assistant Director of Pharmacy at the beginning of each residency year.

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