



<b>VOLUME 9: PHARMACY SERVICES</b>	Effective Date: 03/2007
<b>CHAPTER 4</b>	Revision Date: 07/2015
<b>9.4 CCHCS SYSTEMWIDE PHARMACY AND THERAPEUTICS COMMITTEE PROCEDURE</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**I. PROCEDURE OVERVIEW**

The California Correctional Health Care Services (CCHCS) Systemwide Pharmacy and Therapeutics (P&T) Committee shall provide overall direction to Pharmacy Services at all California Department of Corrections and Rehabilitation (CDCR) institutions.

Individual facilities with licensed beds are required by regulation to have a local P&T Committee to oversee medication management practices including local drug storage, distribution, administration and utilization locally; however, changes to approved, standardized pharmacy policies and procedures, the standard practice model, and the CCHCS Formulary must be approved by the Systemwide P&T Committee. Recommended changes to policy, procedure, or the Formulary shall be submitted to the Regional Deputy Medical Executive (DME) and Statewide Chief of Pharmacy Services for consideration by the Systemwide P&T Committee as appropriate.

**II. PURPOSE**

To ensure the safe, rational, evidenced-based standardized use of therapeutic drugs and develop policies and procedures related to medication management within the CDCR.

**III. PROCEDURE**

**A. Membership**

1. The chairperson is appointed by the Director of Health Care Operations or designee for a two-year term (eligible for reappointment) and shall be responsible for the P&T Committee meeting.
2. The chairperson shall assist the Director of Health Care Operations in selecting the other members of the P&T Committee and determining terms of service.
3. Voting members shall include:
  - a. Medical Physicians
    - Statewide Deputy Director or designee, Medical Services, CCHCS
    - P&T Chair (medical)
    - Two (2) Regional DMEs or designees
    - Two (2) institution-based CCHCS physicians (line staff or managers to be selected by the Deputy Director Medical or designee)
  - b. Psychiatric Physicians
    - Chief of Psychiatry Support, Statewide Chief Psychiatrist or designee, Division of Health Care Services (DHCS)
    - One (1) Senior Headquarters Psychiatrist or designee, DHCS
    - Two (2) institution-based psychiatrists (line staff or managers to be selected by the Statewide Chief Psychiatrist or designee), DHCS
    - One (1) appointed representative, Department of State Hospitals

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- c. Dental Staff
  - Deputy Director, Dental or designee, DHCS
- d. Nursing Staff
  - Statewide Chief Nurse Executive (CNE) or designee, CCHCS
  - One (1) Headquarters CNE or designee, CCHCS
- e. Pharmacy Staff
  - Chief of Pharmacy Services or designee, CCHCS
  - One (1) Headquarters Pharmacy Services Manager, CCHCS
4. Designee participants for P&T Committee voting members are permitted. Prior notification to the chairperson at least three (3) working days in advance is requested when a designee shall attend for a voting member. All designees must sign a confidentiality statement (refer to section III,C,4).
5. Non-voting members shall include:
  - a. Chief Quality Officer, CCHCS
  - b. DME of Utilization Management, CCHCS
  - c. Pharmaceutical Program Manager and Pharmaceutical Consultant II, Department of General Services
  - d. Pharmacy Services Manager(s)
6. Ad hoc membership status without voting privileges shall be offered to court-appointed experts (e.g., *Plata* and *Coleman*), pharmacy representatives, and others.
7. Guests for P&T Committee meetings are permitted. Prior notification to the chairperson at least three (3) working days in advance is requested. All guests must sign conflict of interest and confidentiality forms (refer to section III,C,4) and understand that their attendance is as an observer and comments during the meeting are at the discretion of the chairperson.

## **B. Duties**

The P&T Committee is responsible for overseeing policies and procedures related to all aspects of medication use within CCHCS including, but not limited to:

1. Establishing and maintaining a formulary of medications.
2. Reviewing procurement and medication selection processes to ensure cost-effective formulary management.
3. Ensuring that pharmacy services meet the medical and security needs of the institution.
4. Reviewing and monitoring drug usage and therapeutic use of medications within the CDCR.
5. Evaluating medication use and promoting safe medication practices.

## **C. Meetings**

1. The P&T Committee shall meet monthly or as often as necessary at the request of the chairperson.
2. In-person participation is preferred for optimal P&T Committee deliberation. A teleconference shall be offered to members of the P&T Committee when necessary.
3. A record of the proceedings shall be kept and shall record activities, recommendations of the committee, and attendance.
4. Confidentiality/Non-Conflict
  - a. The proceedings and records of the P&T Committee shall be kept confidential and protected from discovery to the extent permitted by law.

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- b. Members and participants shall provide a completed copy of a Conflict of Interest Form, and a Confidentiality and Non-Disclosure Agreement. These documents are available on the CCHCS Pharmacy Services site on Lifeline. Completed copies of each document shall be maintained with the P&T Committee records. Members may not have any financial or business relationships with entities doing business with the State of California.
5. Voting
- a. Each voting member shall have one vote. A quorum is designated as 50 percent of voting members, excluding vacancies.
  - b. The P&T Committee may use electronic voting to address issues when it is determined that waiting until the next scheduled meeting is suboptimal. Electronic voting may be used to resolve an existing agenda item or to address an urgent or emergent new agenda item.

## IV. REFERENCES

- California Evidence Code, Division 9, Chapter 3, Section 1157
- California Civil Code, Division 1, Part 2.6, Chapter 1, Section 56 et seq.
- California Code of Regulations, Title 15, Division 3, Chapter 1, Subchapter 5, Article 2, Section 3413 (b)
- California Code of Regulations, Title 22, Division 5, Chapter 3, Article 3, Section 72375, Pharmaceutical Service - Staff
- California Code of Regulations, Title 22, Division 5, Chapter 4, Article 3, Section 73351, Pharmaceutical Services - Policies and Procedures
- California Code of Regulations, Title 22, Division 5, Chapter 12, Article 5, Section 79781, Required Committees
- California Government Code, Title 2, Division 5, Part 2.6, Chapter 2.5, Article 10, Section 19990
- California Government Code, Title 9, Chapter 7, Article 1, Section 87100 et seq.
- Inmate Medical Services Policies & Procedures, Volume 9, Chapter 8, CCHCS Drug Formulary