



Directives, Guidelines and Information Bulletin Standards

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15. Summary	Outlines the criteria, process, templates and forms by which a public hospital or health centre can establish a Nurse Practitioner Prescribing Formulary Approval Committee for approving a Nurse Practitioner's medication list.
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**DIRECTIVE FOR HEALTH SERVICE *PRESCRIBING FORMULARY APPROVAL SUB COMMITTEE*
APPROVING NURSE PRACTITIONER'S PRESCRIBING FORMULARY
(MEDICATION LIST).**

The Framework for Nurse Practitioner/Applicants: To Gain an Approved Prescribing Formulary and/or Licence to Supply Medication Authorisation outlines a process by which Nurse Practitioners can apply for the approval of a practitioner specific prescribing 'Formulary' and/or Licence to supply medications in South Australia.

Nurse Practitioners have been authorised by the Nurses Board of South Australia (NBSA) since April 2002. The Nurse Practitioner (NUPRAC) Report 1999 underpins the authorisation process and scope of practice of Nurse Practitioners in South Australia who have clearly defined scopes of practice within a diversity of healthcare settings.

In South Australia Nurse Practitioners so authorised by the Nurses Board of South Australia are able to prescribe and supply medications.

This Directive is aligned with the Department of Health: *Framework for Nurse Practitioner/ Applicants: To Gain an Approved Prescribing Formulary and/or Licence to Supply Medication Authorisation*; and is to be read in conjunction with the Framework document.

Furthermore, until further notice, this Directive and hence formulary approval will only apply to Nurse Practitioners who are employees within the public health sector.

**1. CRITERIA FOR A NURSE PRACTITIONER PRESCRIBING FORMULARY
APPROVAL SUBCOMMITTEE (NPPFAS)**

1.1 Committee Membership

1.1.1 Membership must include;

- A Nurse/Midwife Clinician (relevant or equivalent to the Nurse Practitioner/Candidate's practice specialty)
- A Pharmacist
- A Medical Officer-Specialist (relevant to the Nurse Practitioner / Candidates' practice specialty)

Membership may include:

- Other relevant health care providers as deemed necessary.
- A consumer when applicable

1.1.2 Members of the Subcommittee will be experienced and/or specialist in the field of clinical practice relevant to the Nurse Practitioner applicants practice speciality OR where this is not the case (as in health services where the Nurse Practitioner fills a unique role/ speciality area of practice) the Subcommittee must receive a written statement from the Clinical Head of Department/Unit that will employ the Nurse Practitioner stating that the proposed formulary of the Nurse Practitioner has their clinical support.

1.1.3 In larger health services there will usually be an existing Drug and Therapeutic Committee or equivalent, which is likely to have membership that will meet the requirements of a NPPFAS.

1.2 Establishing Nurse Practitioner Prescribing Formulary Approval Sub Committee

In the absence of an existing Drug and Therapeutic Committee or equivalent, to undertake the approval process, it is recommended that a health service will establish NPPFAS using the following criteria:

- Identify individuals who meet criteria specified
- Establishment of a sound and transparent decision-making process
- Ensure activity and decision-making is recorded formally
- Using the template, submit application to act as a NPPFAS, to the Department of Health, South Australian Nurse Practitioner Prescribing Formulary Committee (refer to Appendix 1). This will be required on annual basis.

The existing Drug and Therapeutics Committees or their equivalents, must submit an application (using the template) to act as an NPPFAS, to the South Australian Nurse Practitioner Prescribing Formulary Committee. This will be required on annual basis.

1.3 Exception to establishing Nurse Practitioner Prescribing Formulary Approval Sub Committee

For Health Services where Drug and Therapeutic Committees or equivalent cannot be set up and there is a lack of persons demonstrated to be available to fulfil minimum criteria for a NPPFAS membership, the Department of Health, South Australian Nurse Practitioner Prescribing Formulary Committee will be the Approval Committee for the Nurse Practitioner to submit their application and Prescribing Formulary.

1.4 Responsibility of the Nurse Practitioner Prescribing Formulary Approval Sub Committee

The Nurse Practitioner Prescribing Formulary Approval Sub Committee approved by the Department of Health;

- Will comply with the policy framework set out in the 'Framework for Nurse Practitioner/Candidate to Gain Approved Prescribing Formulary and/or Supply of Medication Authorisation' and any process directives determined by the Department of Health.
- Will demonstrate that members of the Committee are aware of the processes for approving Nurse Practitioner Prescribing Formulary.
- Will assess the Prescribing Formulary in terms of:
 - Appropriateness in the context of care and specialty area of Nurse Practitioner practice
 - Consistency of the Nurse Practitioner Prescribing Formulary with the organisation's formulary prescribing restrictions, and drug usage and treatment guidelines
 - Conformity with the Australian approved indications for the medications
 - Quality use of medicines

- The Chairperson of the Subcommittee will notify the Nurse Practitioner applicant in writing of the results of the assessment and, where approval has not been granted, the rationale for the Subcommittee's decision.
- Upon granting approval of a Prescribing Formulary, the NPPFAS will set a date for annual review of the Formulary in accord with the Subcommittee's usual procedures for ensuring quality use of medicines. All Nurse Practitioner Formulary changes, such as formulary inclusions, deletions or amended prescribing restrictions will be incorporated on an ongoing basis into the Nurse Practitioner's Prescribing Formulary. Any amendments to the Formulary must be approved by the organisation's NPPFAS and authorised by the **NBSA** and, in relation to supply, licensed by the Department of Health Licensing Branch.
- Nurse Practitioner can prescribe Schedule 4 (Restricted Substance) that may be used or supplied in the public interest upon written prescription. A Nurse Practitioner cannot prescribe Schedule 8 (Drug of Dependence).
- In the event that a Nurse Practitioner's prescribing formulary has not been approved by the health service's NPPFAS, the Nurse Practitioner will be notified in writing of the results and rationale for the Committee's decision.

Nurse Practitioner has the right to appeal to the NPPFAS. Appeals to this decision are in accordance with the Committee's processes. Further to this process the NP prescribing formulary may be reviewed by the SANPPFC Appeals Committee.

2.0 NURSE PRACTITIONER PRESCRIBING FORMULARY PREPARATION PROCESS

The Nurse Practitioner/Candidate will develop a Prescribing Formulary in consultation with colleagues that may include nursing, midwifery, medical, pharmacy and other relevant health professionals. The Nurse Practitioner applicant will become familiar with any Formulary, prescribing restrictions and drug usage and treatment guidelines of their organisation relevant to their practice.

The Nurse Practitioner applicant will seek approval for their Prescribing Formulary from the NPPFAS and formally agree to comply with the organisation's overall Drug Formulary, prescribing restrictions and drug usage and treatment guidelines, where they exist.

2.1 Nurse Practitioner Prescribing Formulary Application Process

The Nurse Practitioner/Candidate will write to the Chair of the approved NPPFAS seeking approval of the Formulary and include:

- Their Prescribing Formulary specific to their area of their practice (as approved by the Nurses Board of South Australia)
 - A separate form is required for each drug and for each indication of use where the same drug is applied.
- A background document providing information that will include:
 - Client population

- client demographics
- medical conditions and co-morbidity
- reference to relevant international, national and/or local guidelines
- relationship to contemporary health care expected clinical outcomes
- current and relevant evidence of best practice models and treatment protocols
- Letter(s) of support for the Nurse Practitioner position and the formulary from the relevant Medical and Nursing Directors or equivalent.

2.3 License to Supply

The license to supply medications would be issued through Poisons Licensing, Environmental Health Service, Department of Health (where appropriate). Authorisation to supply is required through the NBSA.

2.4 Authorisation by Nurses Board of South Australia

Nurse Practitioner /Candidate needs to refer to the **NBSA** website www.nursesboard.sa.gov.au to obtain information about the application process for authorisation to prescribe.

'In principle' approval of the Formulary the Nurse Practitioner/ Candidate will submit an application to the **NBSA** for authorisation to prescribe. Upon Authorisation by the **NBSA** the Nurse Practitioner will be issued/re-issued a practicing certificate that includes the title 'Nurse Practitioner' and the approved Band and Area of practice the letter P (Prescribing), the letter S (Supply) (*where licensed*). An attachment to the practicing certificate from the Board will include the approved Formulary.

Nurse Practitioner Candidate who has been granted 'in principle' their 'Prescribing Formulary' by the NPPFAS **must notify** the Subcommittee of the decision of being granted authorisation as Nurse Practitioner by the **NBSA**. The Subcommittee must then make the appropriate communication to the health service's management.

2.4.1 Suspension of Approved 'Formulary' &/or License to Supply

The Board may review and/or revoke the Nurse Practitioner's authority to prescribe where it can be identified that the Nurse Practitioner does not meet the agreed practice standard.

A Nurse Practitioner's license to supply medications may be revoked by the Minister for Health as provided under Section 55 (4) of the Controlled Substances Act 1984.

APPENDIX 1



Government of South Australia
Department of Health

HEALTH SERVICE NURSE PRACTITIONER PRESCRIBING FORMULARY APPROVAL SUB COMMITTEE TEMPLATE

To be submitted:

- (i) on establishment of the committee
- (ii) on an annual basis

Name of Health Service

Committee Profile

Terms of Reference

Schedule meeting timeframe

How often? Meeting length and attendees of meetings

Reports to within own organisation

Distribution of Minutes

Review of Committee Processes and TOR

Authorised Officer

_____ Date: _____
Signature

_____ Title: _____
Name

APPENDIX 2

Nurse Practitioner Prescribing Formulary Application Form



Government of South Australia
Department of Health

Nurse Practitioner/Candidate Name
Nurse Practitioner/Candidate Title, Band and Area of Practice
Job and Person Specification – attached
Practicing Certificate - attached

Contact Details:

Clinical /Specialist Area to which this formulary applies:

I _____ agree to comply with _____ (*name of the organisation*) Drug

Formulary, prescribing restrictions and drug usage and treatment guidelines.

Nurse Practitioner/Candidate :

Signature: _____ Date: _____

Name (printed): _____

Nurse Practitioner Prescribing Formulary Application Form



Government of South Australia
Department of Health

Name of Organisation: _____

Nurse Practitioner/Candidate Name & Contact Details: _____

Clinical Specialist Area to which this formulary applies: _____

Drug Name (Generic): _____

Drug Presentation (Dosage Form): _____

Clinical Conditions and circumstances for use:

- Precautions
 - Contraindications

Requirements for initiating a first prescription:

- Requirements for initiating a repeat prescription

Route of Administration: _____

Dose (range and frequency): _____

Risk Management: (Indicate if you intend to seek licence to supply and/or prescribe and administer)

- Monitoring requirements

Consumer Information provided: _____

Potential complications	Management of Complications

Nurse Practitioner/Candidate:

Signature: _____ Date: _____

Name (Printed): _____

Department Approval: _____ Date: _____
Signature Clinical Head of Department

Name (Printed): _____

Designation: _____

Prescribing Formulary Approval Committee

Approval

Not Approved

Stated Rationale if not approved

Date of Periodic Review: _____

_____ Date: _____

Signature of Committee Chair

APPENDIX 2B

Nurse Practitioner Prescribing Pad



Government of South Australia
Department of Health

Front Page	Prescriber's Professional Name, Business Address & Phone Number	<i>Notes</i>
	Patient's full name Patient's address (Preferably street address not PO Box)	← Full name is required.
	Cilamox Capsules 500mg 1 capsule tds Qty: 20 1 repeat Your Signature Date prescription written	← Specify drug, strength and form. ← Specify dose and when to be taken. ← Specify quantity to be supplied. ← Interval between repeats may be specified if appropriate. ← Post dating prescriptions is not permitted.

Note:

The medications on this prescription are not currently subsidised under the Pharmaceutical Benefits Scheme when prescribed by a Nurse Practitioner.

Back Page	<p>nbsa website: -http://www.nursesboard.sa.gov.au/ available for pharmacists to check Nurse Practitioner Prescribing Formulary</p> <p>(As specified on the Nurse Practitioner's Practicing Certificate issued by the Nurses Board of South Australia)</p> <p>Privacy Note</p>
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