



DEPARTMENT OF HEALTH
STANDARDS FOR THE
SOUTH AUSTRALIAN PUBLIC HEALTH SYSTEM

TITLE	Framework for Nurse Practitioner /Applicants: To Gain an Approved Prescribing Formulary and/or Licence to Supply Medication Authorisation
STATUS	Policy Framework
FUNCTIONAL GROUP	
FUNCTIONAL SUB-GROUP	
APPROVAL	Department of Health Executive
REFERENCE CODE	To be Advised
FILE NUMBER	To be Advised
PREVIOUS REFERENCE	Nursing Office O403
REFERENCE TO RELEVANT LEGISLATION:	Controlled Substance Act 1984 Controlled Substances (Poisons) Variation Regulations 2005
REONSIBLE EXECUTIVE OFFICER	Chief Nursing Officer
CONTACT PERSON AND TELEPHONE	Nursing Office 8226 0749
DISTRIBUTION	To all health regions – private/ public and aged care facilities
APPLICABILITY	To all health care services
AUDIENCE	Chief Executive Officers Prescribing Approval Committees Nurse Practitioners
FIRST DATE OF PUBLICATION	April 2004
SUBSEQUENT PUBLICATION DATES	

DATE OF REVIEW	November 2007
PAGES	18 pages
KEY WORDS	Nurse Practitioner Prescribing Framework
DOCUMENT SUMMARY	This framework outlines a process by which Nurse Practitioners can gain an approved prescribing 'Formulary and/ or Licence to supply medications.
COMPLIANCE STATEMENT	Compliance with this policy framework is mandatory
PENALTY FOR NON-COMPLIANCE:	

**Framework for Nurse Practitioner/Applicants: To Gain an
Approved Prescribing Formulary and/or Licence to Supply
Medication Authorisation**

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Endorsed by Nurses Board of South Australia 2003
Endorsed by Department of Health Executive 2004

1. Preamble

- 1.1 This framework outlines a process by which Nurse Practitioners/Applicants can gain an approved prescribing 'Formulary' and/or Licence to supply medications.
- 1.2 Nurse Practitioners have been authorised by the Nurses Board of South Australia since April 2002. The Nurse Practitioner (NUPRAC) Report 1999 provides the underpinning framework for authorisation and scope of practice of Nurse Practitioners in South Australia. Nurse Practitioners have clearly defined scopes of practice within a diversity of healthcare settings.
- 1.3 In South Australia Nurse Practitioners so authorised by the Nurses Board of South Australia are able to prescribe and supply medications.

2. Definitions

For the purpose of this document the following definitions are applied:

2.1 Health Service Provider

A hospital, health unit, regional health service, day surgery service, ambulatory care service, medical or health care centre, clinic, private practice, rehabilitation service, residential care facility, and/or aged care homes or any other such health service however titled.

2.2 Formulary

A list of medications for the purpose of prescribing outlining the context, and contraindications, therapeutic benefits and conforms to the primary use of the medication.

To be known as 'Formulary' within the context of these Guidelines.

2.3 Supply

The act of holding and providing/distributing medication to end-user. This does not include the administration of medication.

2.4 Dispense

To supply a drug in accordance with a prescription for that drug

The act of a legally authorised person to issue appropriately ordered medication in a form that meets the legal requirement of labeling, information and storage.

2.5 Prescribe

The provision by a medical officer or other designated professional, and after clinical assessment of a patient, of written instructions for the dispensing and administration of a drug or remedy.

- 2.6 **Administration**
Refers to the act of giving a prescribed therapeutic substance orally, by injection, inhalation, per rectum, per vagina, topically or enterally and ensuring that the prescribed therapeutic substance has entered the client's body.
- 2.7 **Schedule 4 (Restricted Substances)**
Medicines that may be used or supplied in the public interest upon the written prescription of an authorised practitioner.
- 2.8 **Schedule 8 (Drug of Dependence)**
Drugs of Dependence are substances, which are addiction producing or potentially addiction producing and which in the public interest, will be administered only upon the written authority or telephone order which is followed-up with a written authority of a medical practitioner. For the purposes of section 12(3) of the Controlled Substances Act 1984, a Drug of Dependence is also known as a Schedule 8 drug.
- 2.9 **Nurses Board of South Australia**
The Nurses Board of South Australia is the regulatory body established to regulate the practice of nurses. The role and function of the Nurses Board are defined within the Nurses Act 1999.

To be known as 'NBSA' within the context of these Guidelines
- 2.10 **Authorisation**
The process by which a Registered Nurse is recognised by the Nurses Board of South Australia to use the title 'Nurse Practitioner' under the Nurses Act 1999.
- 2.11 **Nurse Practitioner**
A Registered Nurse authorised to use the title "Nurse Practitioner" by the Nurses Board of South Australia.
To be known as 'NP' within the context of these Guidelines
- 2.12 **Applicant**
A Registered Nurse, having declared their intent and is preparing or has submitted an application for authorisation as a Nurse Practitioner with the Nurses Board of South Australia.
- 2.13 **Autonomous Practitioner**
Nurse Practitioners are autonomous practitioners who work within a collaborative care model; this includes liaising with other relevant practitioners (medical consultants, general practitioners and pharmacists) to ensure all aspects of the patient's care needs are managed in a coordinated manner.

3. **Prescribing Formulary Approval Committee**

- 3.1 Nurse Practitioner/Applicant must have their 'Prescribing Formulary' approved by a Department of Health endorsed Prescribing Formulary

Approval Committee prior to submitting their approved 'Formulary' to the Nurses Board of South Australia.

- 3.2 The Department of Health through the South Australian Therapeutic Advisory Group will convene the **South Australian Nurse Practitioner Prescribing Formulary Committee** which will;
- 3.2.1 Convene for a period of two years at which time there will be a review of the Committee's role and function.
- 3.2.2 Have as a minimum membership;
- A nominee from the South Australian Therapeutic Advisory Group, (Chair)
 - A nominee from the Drug and Alcohol Services South Australia, Pharmaceutical Services
 - A nominee from the Department of Health's Nursing Office
 - Nurses Board of South Australia - Presiding Member
 - A nominee from the Pharmacy Board of South Australia
 - A nominee jointly nominated by the Medical Board of South Australia and the Australian Medical Association –SA (AMA).
 - An authorised Nurse Practitioner
 - A Community Pharmacist
 - A General Practitioner jointly nominated by the SA Divisions of General Practice Inc (SADI), Australian Medical Association (AMA, SA) and the Royal Australian College of General Practitioners (RACGP)
 - Guests or other persons with special interests or expertise may be invited from time to time to attend a Committee's meeting.
- 3.2.3 Comply with the guidelines set out in the *'Framework for Nurse Practitioner/Applicants to Gain Approved Prescribing Formulary and/or Supply of Medication Authorisation'*.
- 3.2.4 Develop and monitor guidelines/standards for Nurse Practitioner/Applicant's 'Prescribing Formulary' approval and appeals processes.
- 3.2.5 Assess and grant approval to health units/services (Public, Private, Community and Residential/Aged Care Sectors) that apply to establish an approved *Prescribing Formulary Approval Committee* to undertake the process of approving a Nurse Practitioner Prescribing Formulary.
- 3.2.6 Provide expert advice to Nurse Practitioners, Prescribing Formulary Approval Committees, Drug/Medication Advisory Committees and/or professional bodies.
- 3.2.7 Establish when required an *Appeals Committee* to hear appeals from individual Nurse Practitioners.

- 3.2.8 Evaluate the effectiveness of the 'Formulary' authorisation approval processes.
- 3.2.9 Receive applications from individual Nurse Practitioner/Applicants, who are unable to seek assessment as outlined in 3.2.5. A **Prescribing Formulary Approval Sub Committee** will be established to assess and recommend approval of the Nurse Practitioner/Applicant's prescribing Formulary.
- 3.2.10 Provide an annual report to the South Australian Therapeutic Advisory Group.
- 3.3 A Prescribing Formulary Approval Committee approved by the Department of Health;
 - 3.3.1 May receive, assess and approve a Nurse Practitioner/Applicant's Prescribing Formulary.
 - 3.3.2 Will comply with the guidelines set out in the '*Framework for Nurse Practitioner/Applicants to Gain Approved Prescribing Formulary and/or Supply of Medication Authorisation*' and any process guidelines determined by the Department of Health.
 - 3.3.3 Will have as a minimum membership;
 - A Nurse/Midwife Clinician (relevant to the Nurse Practitioner/Applicant's practice specialty)
 - A Pharmacist
 - A Medical Officer-Specialist (relevant to the Nurse Practitioner/Applicant's practice specialty)
 - Other relevant health care providers demand necessary.
 - A consumer (where applicable)

4. **Approval or Review of Prescribing Formulary Processes**

- 4.1 The following Registered Nurses may seek an approved 'Formulary':
 - 4.1.1 An Applicant seeking to provide an approved Prescribing Formulary with an application to the Nurses Board of South Australia for authorisation as a Nurse Practitioner.
 - 4.1.2 A Nurse Practitioner with limitations (non-prescribing) so authorised by the Nurses Board of South Australia.
 - 4.1.3 A Nurse Practitioner authorised without limitations by the Nurses Board of South Australia seeking to review or amend a previously approved Prescribing Formulary.
- 4.2 The Nurse Practitioner/Applicant will develop a 'Formulary' in consultation with colleagues that may include nursing, medical, pharmacy and other relevant health professionals.
- 4.3 In developing a 'Formulary' the Nurse Practitioner/Applicant will:

- 4.3.1 Identify a formulary for prescribing and/or supply of medications that is consistent with the context and scope of their practice
- 4.3.2 Ensure the formulary is consistent with the requirements of the 'Nurse Practitioner Prescribing Formulary Application Form'.
- 4.4 The Nurse Practitioner/Applicant will seek approval of their 'Prescribing Formulary' through an approved Prescribing Formulary Approval Committees as outlined in section 3 above, in terms of:
 - 4.4.1 Appropriateness to the context of care and the specialty area of nursing practice
 - 4.4.2 Conformity to the primary purpose of that medication.
 - 4.4.3 Quality use of medications.
- 4.5 The Prescribing Formulary Approval Committee;
 - 4.5.1 Will approve a 'Formulary' for use within the confines of the relevant health service provider.
 - 4.5.2 Upon granting approval of the 'Formulary' set a date for review of the approved 'Formulary' in accord with the Committee's procedures for ensuring quality use of medicines.
 - 4.5.3 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 Committee's decision. Appeals to this decision are in accordance with the Committee's processes.
- 4.8 The Nurse Practitioner applicants who sought authorisation of their 'Formulary' prior to gaining authorisation as a Nurse Practitioner with the Nurses Board will notify the Prescribing Formulary Approval Committees who approved their 'Formulary', upon being granted authorisation as a Nurse Practitioner by the Nurses Board of South Australia. Such applicant may not action their authorised 'Formulary' prior to being authorised as a Nurse Practitioner.

5 Licence to Supply

- 5.1 The licence to supply medications is specified and managed through the Department of Health's Licensing Unit.
- 5.2 Where the Nurse Practitioner/Applicant seeks to supply medications a licence will be required.
- 5.3 A Nurse Practitioner/Applicant with a licence to supply medications must notify the Committee who authorised their 'Formulary' and the Nurses Board of South Australia of the licence and its conditions as part of the application.

6. Periodic Review of Formulary

- 6.1 A Nurse Practitioner is required to submit the approved 'Formulary' for periodic review as determined by the Prescribing Formulary Approval Committee in accordance with the Committee's procedures for ensuring quality use of medicines.
- 6.2 The Nurse Practitioner's authorisation to prescribe is subject to review by the Nurses Board of South Australia.
- 6.3 Any amendments to the 'Formulary' must be approved by a Prescribing Formulary Approval Committee, authorised by the Nurses Board of South Australia and, where applicable, licensed by the Department of Health Licensing Unit.

7. Authorisation by Nurses Board of South Australia (NBSA)

- 7.1 Upon approval of the 'Formulary', the Nurse Practitioner/Applicant will submit application for authorisation to prescribe and/or supply to the Nurses Board of South Australia.
- 7.2 Upon Authorisation by the Nurses Board of South Australia the Nurse Practitioner will be issued/re-issued a Certificate that includes:
 - The title "Nurse Practitioner"
 - Band and Area of Practice
 - The letter P (prescribing)
 - The letter S (supply) (*where licensed*)
 - The Approved 'Formulary'
- 7.3 The Nurse Practitioner will notify the relevant Committee who authorised their 'Formulary' and/or the Licensing Unit who licensed the Nurse Practitioner to supply medications upon receiving authorisation to prescribe from the Nurses Board of South Australia.

8 Suspension of Approved 'Formulary' &/or Licence to Supply

- 8.1 Nurse Practitioners may have their authorisation to prescribe; their approved 'Formulary' suspended and/or terminated by the Nurses Board of South Australia. A Nurse Practitioner's licence to supply medications may be revoked by the Minister for Health as provided under Section 55 (4) of the Controlled Substances Act 1984.
- 8.2 In the event that a Nurse Practitioner's approved 'Formulary' and or licence to supply medications is suspended and/or terminated the Nurse Practitioner must notify their employer and the Nurses Board of South Australia.
- 8.3 A Nurse Practitioner/Applicant may appeal the decision of the relevant authorising body and will refer to the relevant organisation for detail.

9. Nurse Practitioner Prescribing Pad

- 9.1 Nurse Practitioners with authorisation to prescribe will be issued a prescribing pad by the Department of Health for non-inpatient use, refer to appendix 2.

References

“A Health Professionals Guide to the Controlled Substances Act 1984 and its Regulations” SAHC, January 2001

“A Retailers Guide to the Controlled Substances Act 1984 and its Regulations”, SAHC, 1996

Application for Authorisation as a Nurse Practitioner, Nurses Board of South Australia, 2002

Controlled Substances (Poisons) Regulations 1996

Controlled Substances Act 1984

Nurses Act 1999

Nurses Board of South Australia Standards 1997

Nurse Practitioners in South Australia Information Kit, Department of Health, 2002

Nurse Practitioner Project Report (Nu Prac), Department of Health, October 1999

Pharmacists Act 1991

Professional Standard Statement for Nurse Practitioner Practice, Nurses Board of South Australia, 2002

Regulations under the Pharmacists Act 1991 (Regulations)

South Australian Gazette, Adelaide, Thursday 2 June 2005 No 52 – Regulations Controlled Substances Act 1984 (No 132 or 2005) page 1690 (Controlled Substances (Poisons) Variation Regulations 2005)

Nurse Practitioner Prescribing Formulary Application Form

A separate Application Form is required for each drug and for each indication for use where the same drug is applied.

The Nurses Board of South Australia requires that any prescribing protocol relating to the Nurse Practitioner should address the following criteria

- Requirement for initiating *first* prescription of medication
- Requirement for initiating *repeat* prescription of medication
- Protocol rationale for commencing, ceasing and adjusting doses of medication
- Stated risk management processes in the event of adverse outcomes
- Stated risk management processes for review and monitoring outcomes
- Stated consultation process for medication regime with other relevant health professionals, including general practitioners.
- Stated rationale for referral relevant to medication regime
- Stated provision of consumer information relevant to prescribed medication.

Refer to Appendix 1(a) for an outline of the Nurse Practitioner Prescribing Formulary Application Form.

Nurse Practitioner Prescribing Formulary Application Form



Government of South Australia
Department of Health

Nurse Practitioner/Applicant Name & Contract Details:

Unit/Clinical Area to which this formulary applies:

Drug Name (Generic):

Drug Presentation (Dosage Form):

Indications:

Route of Administration:

Dose (range and frequency):

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

Contraindications

Potential complications	Action

Nurse Practitioner/Applicant:

_____ Signature

Date: _____

Only if appropriate

Department Approval: _____ Signature Head of Department

Date: _____

Prescribing Formulary Approval Committee

Approval

Not Approved

Date of Periodic Review: _____

_____ Signature of Committee Chair

Date: _____

Nurse Practitioner Prescription Pad Format

Requirements for Prescriptions

Nurse Practitioners are reminded that Regulation 26 of the Controlled Substances (Poisons) Regulations, 1996 requires a prescriber who writes a prescription to:

- Date the prescription with the date on which the prescription is written and personally sign the prescription
- Include on the prescription –
 - (a) His or her professional name, address and telephone number
 - (b) The full name and address of the person for whom the prescription is intended
- Specify –
 - (a) The name, dose form and (if relevant) the route of administration of the drug being prescribed
 - (b) Where applicable the strength of the drug
 - (c) The dose of the drug to be administered. Note: where an above average strength or potentially dangerous dose is prescribed, it must be underlined and initialled by the prescriber.
 - (d) The frequency at which the drug is to be administered;
 - (e) The total amount of the drug to be supplied each time the prescription is dispensed
 - (f) The total number of times the drug may be dispensed (i.e. number of repeats)

A person who contravenes or fails to comply with this regulation is guilty of an offence.

Refer to Appendix 2(a) for an outline of the Nurse Practitioner Prescribing Pad.

Nurse Practitioner Prescribing Pad

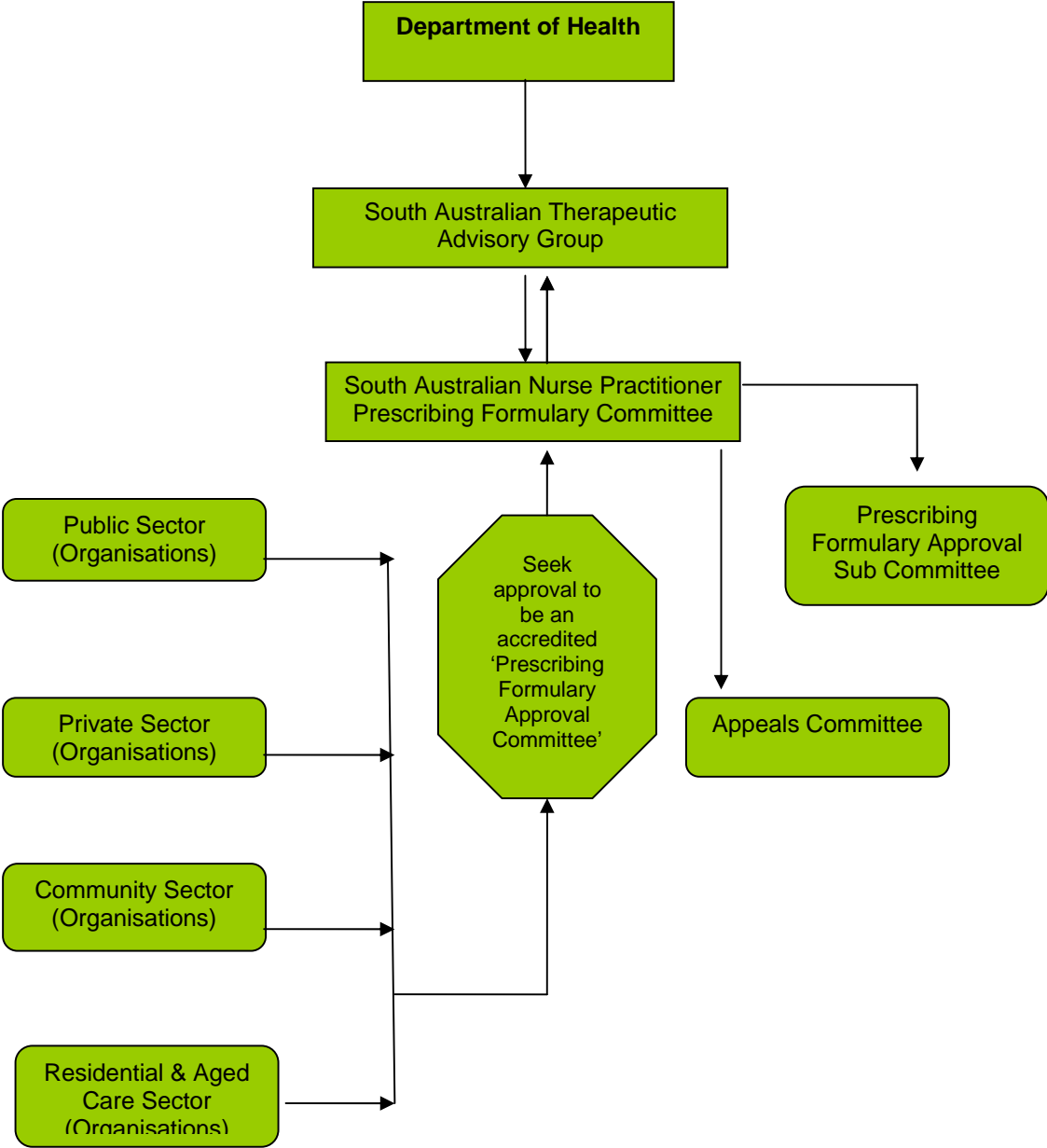


Government of South Australia
Department of Health

Front Page	Prescriber's Professional Name, Business Address & Phone Number	Notes
	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.
<p><i>Note:</i> The medications on this prescription are not currently subsidised under the Pharmaceutical Benefits Scheme when prescribed by a Nurse Practitioner.</p>		

Back Page	<p>List of the Nurse Practitioner's approved medication 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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Nurse Practitioner Prescribing Formulary Accreditation Committee Structure



Nurse Practitioner Prescribing Formulary and Licence to Supply Application Flow Chart

