

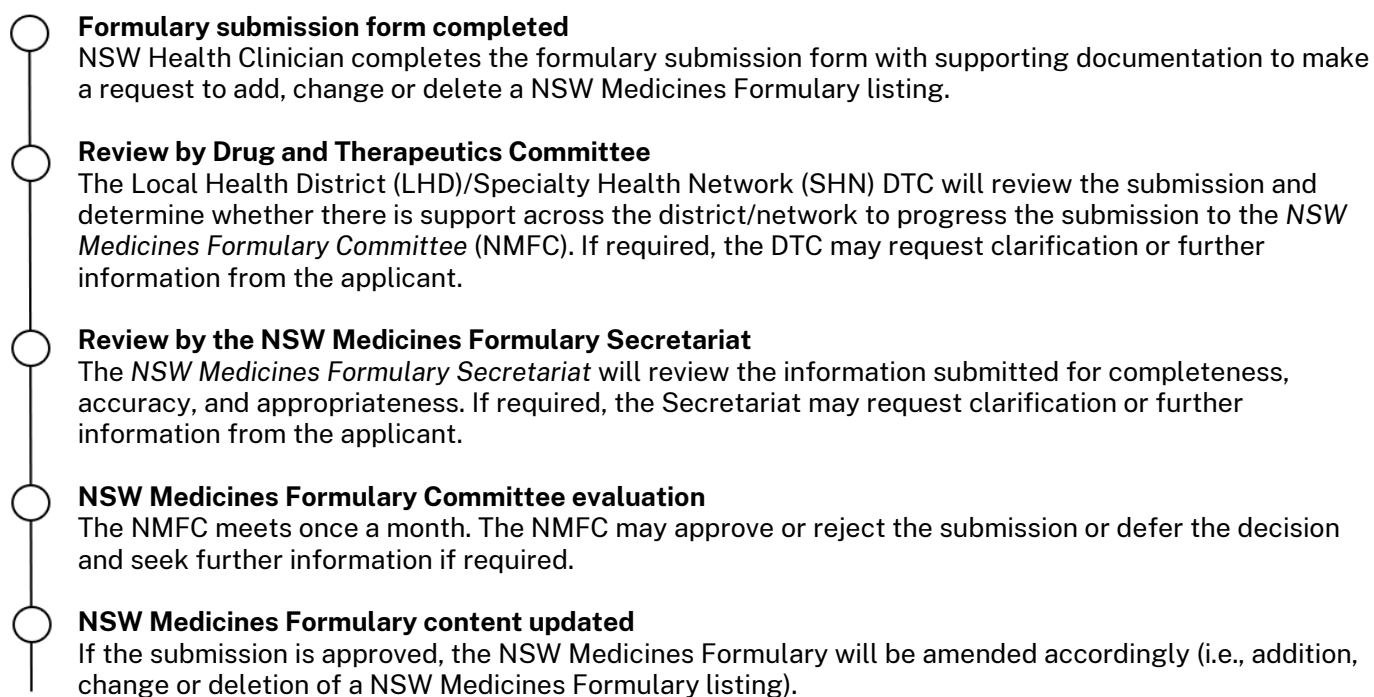
Drug and Therapeutics Committee Quick Reference Guide for NSW Medicines Formulary Submissions

This guide is for members of Local Health District and Specialty Health Network *Drug and Therapeutics Committees* (LHD/SHN DTCs). It includes the following:

1. Formulary submission process overview.
2. LHD/SHN DTC process considerations.
3. LHD/SHN DTC formulary submission review.
4. DTC endorser access.
5. How to process a formulary submission via the NSW Medicines Formulary online platform.

Formulary submission process overview

The following is an overview of the end-to-end formulary submissions and approval process. Applicants and the relevant DTC will be contacted with updates via email as the formulary submission progresses through each stage.



LHD/SHN DTC process considerations

To ensure workflow flexibility across the state, local DTCs can determine any additional endorsement steps required before LHD/SHN DTC review.

Submission endorsement

Formulary submissions will require at least one endorser. An endorser is anyone who is responsible for reviewing and supporting a formulary submission before it is submitted to the LHD/SHN DTC for example, a Head of Department or Stream Director. Make sure your DTC outlines local endorser requirements.

Submission contributors

Formulary submissions can also include details of any submission contributors. A contributor is anyone who provided information or support for the submission, other than the applicant. This field is not mandatory. LHD/SHN DTCs may provide guidance on using this field locally.

LHD/SHN DTC formulary submission review

When an applicant completes a formulary submission, the LHD/SHN DTC will be required to review the submission and either endorse, not endorse, or request further information. Endorsed formulary submissions automatically progress to the NSW Medicines Formulary Committee (NMFC) secretariat for review.

When reviewing a submission, the DTC should consider the following:

- Is the requested medicine under state-wide governance?
- Is the submission complete and accurate? (e.g., is the cost analysis information correct?)
- Has the NMFC previously rejected the request? If so, is there new information to consider?
- Is the NMFC already reviewing a formulary submission for this medicine?
- Are there any safety, administration, or prescribing concerns?
- Is there support to progress the formulary submission to the NMFC?

For example:

- The applicant has received the appropriate local endorsement from a relevant Head of Department or another field expert.
- No suitable alternatives are listed on the NSW Medicines Formulary.
- The DTC may request clarification or further information from the applicant.

The LHD/SCN DTC is not required to do a detailed medicines evaluation review of the supporting evidence provided by the applicant.

- DTCs may opt to a detailed medicines evaluation review if they have resources available. If a full review is undertaken – please complete the [Formulary Submission Framework](#) and email the completed form to [CEC-Medicine Formulary](#).

DTC endorser access

- LHD/SHNs have nominated DTC delegates that will have DTC endorser access within the online platform (e.g., DTC Secretariat, DTC Chair and Director of Pharmacy).
- To modify the users in an LHD/SHN DTC endorser group please contact [CEC-Medicine Formulary](#).

How to process a formulary submission via the NSW Medicines Formulary online platform

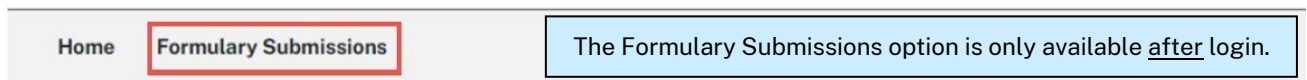
DTC endorsers will receive an email notification when a submission is awaiting review.

Accessing your Current Formulary Submission for DTC Review

1. Open your internet browser and navigate to <https://formulary.health.nsw.gov.au/>
2. Click on the **Login for Submissions Here** button in the top right corner.



3. Log in using your StaffLink credentials.
4. Click on **Formulary Submissions** in the menu bar on the *NSW Medicines Formulary* home page.



5. If necessary, scroll down to your **Current Formulary Submission for DTC Review**.

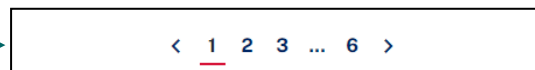
Current Formulary Submissions for DTC Review

Below are the current formulary submissions assigned to your review.

Submission ID	Generic Name	Submission Type	Status	Last Updated	Actions
SUB0000328	oxycodone	Change to listing	Awaiting Endorsement	21/02/2023 17:07:01	Review Share link
SUB0000326	pantoprazole	Deletion	Awaiting Endorsement	21/02/2023 16:59:14	Review Share link
SUB0000325	prasugrel	Addition	Awaiting Endorsement	21/02/2023 16:58:00	Review Share link

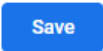
Use the **Share Link** option to send a viewable link to other users (e.g., DTC members). The link is only accessible with the NSW Health network.

If the table lists more than 6 formulary submissions, page numbers appear below the table. Click these page numbers to navigate.



6. Click on the **Review** link for the appropriate submission entry.
7. Review the formulary submission, including any supporting document attachments.

Saving a submission for inclusion in meeting papers:

1. Hold down **<Ctrl>** and press **P**.
2. Select **Save as PDF** as the **Destination**.
3. Click on 

8. After reviewing the full submission, enter a **DTC decision**.

DTC Endorsement for Formulary Submission


Current Status: Awaiting Endorsement

DTC decision is: *

Endorsed Not Endorsed Request for further information

9. Enter a rationale for the decision into the **Reason for decision and additional notes** field.

Note: This information is visible to the applicant, NMFC, and all other clinicians in NSW Health.

10. Click on 

What happens next?

The submission will drop off the Current Formulary Submissions for DTC Review list.

- If endorsed, the submission will progress to the NMFC Secretariat for review, as per [Formulary submission process overview](#).
- If not endorsed, the applicant will be notified via email.
- If more information is requested, the applicant will be notified via email and be able to modify the formulary submission.
 - Once re-submitted, DTC endorsers will be notified via email and the submission will appear back on the Current Formulary Submissions for DTC Review list.

The formulary submission can only be modified by the applicant. If required, the LHD/SHN DTC can provide further information, by submitting supporting documents to the NMFC via [CEC-MedicineFormulary](#) after endorsement. The email must include the submission number.