



# **Pharmacy & Therapeutics**

## Committee Governance

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## **Table of Contents**

1. Purpose.....	3
2. Scope.....	3
3. Bylaws.....	3
4. Membership.....	3
5. Impacted/Impacting Committees & Departments.....	3
5.1 Committees.....	3
5.2 Departments.....	4
6. Oversight Authority.....	4
7. Committee Reporting Structure.....	4
8. Revision History.....	4

## 1. Purpose

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The purpose of the P & T committee is to promote improved patient care and safety by supporting the medication management initiatives of OU Physicians.

## 2. Scope

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Provide support and recommendations for the medication management requirements of external constituents (e.g. NCQA, OHCA, and CPCI)

Maintain medication custom lists in the EMR

Maintain a medication error and adverse event reporting and review process

Maintain procedures for responding to medication alerts issued by the FDA

Standardize medication management protocols for medications identified as high risk (e.g. statins & warfarin)

## 3. Bylaws

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1. This committee is established as a Sub-Committee to the Medical Directors' Committee according to the OUP-Tulsa Governance Policies.
2. Regular reports (at least quarterly) will be provided to the Medical Directors' Committee
3. Meetings will be held at a regularly recurring meeting time established by the chairman.

## 4. Membership

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1. **Chair - Michelle Condren, Pharm.D.** Presides over meetings, sees that the resolutions passed by the members are carried out, reports during Medical Directors' Committee meetings.
2. **Staff - Susan Spooner, Clinical Risk Manager.** Keeps a record of the actions authorized by the members, and notifies members of meetings and activities.
3. **Members** - Attend monthly and special meetings. Prepare for monthly or special meetings by reading distributed documents prior to the meeting. Communicate decisions to his/her department/clinic. Membership will include, at a minimum:
  - a. Pharmacists from each of the following clinics: Pediatrics, Family Medicine, Internal Medicine.
  - b. A representative from medical informatics.
  - c. Ad-hoc - Renee Engleking, Executive Director, OU Physicians - Tulsa

## 5. Impacted/Impacting Committees & Departments

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### 5.1 Committees

**Medical Records.** The Medical Records committee will set guidelines and standards as they relate to what, when, and how information is placed in the medical record. Will seek

guidance from P&T Committee regarding medication management process and the medical record.

**New Technology & Business Development.** The New Technology and Business Development committee will assess new opportunities for OU-Physicians. Many times, these new opportunities introduce new medications or procedures within OUP Clinics.

**Risk Management Committee.** Risk Management Committee will report medication error trends to the P&T Committee.

## 5.2 Departments

**Medical Informatics.** The Medical Informatics department manages EMR

**Pharmacy.** Faculty members participate as members of the P&T Committee, serve as faculty and resource in outpatient practices and provide pharmacy services within OUP Clinics

## 6. Oversight Authority

OU Physicians Tulsa Executive Committee

## 7. Committee Reporting Structure

Medical Directors' Committee

## 8. Revision History

Revision	Date	Changes made by:	Updates / Changes made:
1.0	01/14/2008	Renee Engleking	Initial draft of the document created.
1.1	04/29/2008	Renee Engleking	Revisions based on meeting w/ Dr. Weisz
1.2	5/30/2008	Renee Engleking	Revisions based on committee member feedback
2.0	11/5/2012	Michelle Condren	Revised goals, scope, and membership
2.1	11/19/2012	Susan Spooner	Membership changes: Changed Administrative to Staff which will be manned by the OU Physicians Clinical Risk Manager: Added Ad-hoc Member for the OU Physicians Executive Director, Renee Engleking.