



POLICY DOCUMENT

Pharmaceutical and Therapeutics Committee

Al-Azhar Dental College

1. Purpose

The Pharmaceutical and Therapeutics (P&T) Committee is established to ensure the safe, rational, and cost-effective use of medicines within Al-Azhar Dental College and its associated hospital. The committee is responsible for overseeing drug selection, formulary management, medication safety, and therapeutic guidelines for patient care.

2. Scope

This policy applies to:

All prescribers, dentists, and medical officers

Pharmacy department personnel

Nursing staff and interns

Students and trainees involved in prescribing or administering medications

All medications used within outpatient and inpatient services of the institution.

3. Objectives

The objectives of the P&T Committee are to:

Promote rational use of medicines.

Develop and maintain a hospital formulary.

Establish drug policies and treatment guidelines.



Monitor adverse drug reactions (ADR) and medication errors.

Evaluate drug utilization patterns.

Ensure safe procurement, storage, dispensing, and administration of medicines.

Support antibiotic stewardship programs.

Promote evidence-based prescribing practices.

4. Composition of the Committee

The committee shall consist of the following members:

ROLE	DESIGNATION/REPRESENTATION
Chairperson	Principal / Medical Superintendent
Member Secretary	Chief Pharmacist / Pharmacy In-charge
Member	Head of Oral Medicine & Radiology
Member	Head of Oral Surgery
Member	Head of Prosthodontics
Member	Head of Periodontics
Member	Head of Conservative Dentistry & Endodontics
Member	Head of Orthodontics
Member	Nursing Superintendent
Member	Infection Control Officer



Member	Quality Manager
Member	Pharmacology Faculty Representative
Member	Hospital Administrator
Member	Additional experts may be co-opted when required

5. Roles and Responsibilities

5.1 Chairperson

Provide leadership and approve policy recommendations.

Ensure implementation of committee decisions.

5.2 Member Secretary

Organize meetings and prepare agenda.

Maintain minutes and documentation.

Coordinate implementation of committee decisions.

5.3 Committee Members

Review drug utilization and formulary updates.

Evaluate requests for new drugs.

Promote medication safety and education.

6. Key Functions of the Committee

6.1 Formulary Management



Develop and periodically revise the hospital formulary.

Evaluate new drug requests based on efficacy, safety, cost, and availability.

Ensure formulary compliance.

6.2 Drug Procurement and Supply

Approve drug procurement policies.

Ensure medicines are purchased from approved suppliers.

Monitor drug stock, expiry, and storage conditions.

6.3 Drug Utilization Review

Conduct periodic Drug Utilization Evaluations (DUE).

Monitor prescribing trends and adherence to guidelines.

6.4 Adverse Drug Reaction Monitoring

Establish an ADR reporting system.

Review and analyze reported ADRs.

Report serious ADRs to the national pharmacovigilance program when necessary.

6.5 Medication Safety

Identify and reduce medication errors.

Promote high-alert medication policies.

Develop look-alike sound-alike (LASA) drug lists.



6.6 Antibiotic Stewardship

Monitor antibiotic usage patterns.

Promote rational antibiotic prescribing.

Develop antibiotic guidelines for dental infections.

6.7 Education and Training

Conduct continuing education programs on rational drug use.

Train staff and students on medication safety.

7. Meetings

The committee shall meet at least once every three months.

Emergency meetings may be convened if required.

A quorum of 50% of members is required for decisions.

8. Documentation

The following records shall be maintained:

Committee meeting minutes

Drug formulary updates

ADR reports

Drug utilization review reports

Antibiotic stewardship reports

Medication safety audit reports

All documents shall be maintained by the Member Secretary and stored as per institutional record-keeping policies.



9. Monitoring and Evaluation

The committee shall periodically evaluate:

Compliance with the hospital formulary

Antibiotic usage patterns

ADR reporting rates

Medication error trends

Drug consumption and cost analysis

Findings shall be reported to the hospital administration and quality committee.

10. Review of Policy

This policy shall be reviewed every three years or earlier if required based on regulatory or institutional changes.

APPROVAL

DESIGNATION	NAME	SIGNATURE	DATE
PRINCIPAL	DR.SHINY JOSEPH		

Prof. Dr. Shiny Joseph
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

