

# Formulary Application Procedure for New Medicines



All changes to INFORM Medicines Formulary require approval of an application. Application forms should only be completed by a prescriber or pharmacist currently working in Primary or Secondary Care in CAVUHB, supported by the appropriate Clinical Board Pharmacist(s). The completed application form should be considered and approved (if appropriate) by the Medicines Management Group of all Clinical Boards that will be affected by the change. A change of prescribing category must be agreed with all affected boards. Formal ratification is then progressed through the UHB's corporate Medicines Management Group. **INFORM Formulary** is updated when this process is complete.

Please click to complete the appropriate form

## MINOR CHANGE REQUEST

### Criteria:

- A medicine that will have little cost or service impact.
- A different presentation, brand or strength to those already listed in the formulary with the same indication, with minimal cost or service impact.
- Change in prescribing category of a medicine already in the formulary (including deletions).

## SITUATION, BACKGROUND, ASSESSMENT, RECOMMENDATION (SBAR) REPORT

### Criteria:

- A new medicine or in place of multiple Minor Change forms for a group of medicines that require formulary changes e.g. review of a medicines treatment pathway and to provide supplementary background information.
- Unlicensed or off-label medicines potentially appropriate for formulary inclusion.
- Changes to support maintenance of INFORM.

## IMPLEMENTATION PLANNING DOCUMENT (IPD)

### Criteria:

- A new medicine or a medicine approved by NICE or AWMSG for prescribing within NHS Wales.
- Changes with significant cost impact.
- Minor Change/SBAR criteria not met.

Please contact the Formulary Team for assistance. ✉ [formulary.enquiries.cav@wales.nhs.uk](mailto:formulary.enquiries.cav@wales.nhs.uk)