SBAR for New Policy: Formulary Exception and Approval Process

Situation:
NKC currently has multiple processes in place for requesting non-formulary products. This may lead to **confusion**, **inconsistent practices** and **limited documentation**. A new process has been developed to ensure **timely, safe, and trackable** decisions.

Background:
Providers may occasionally need to request non-formulary items due to **allergies**, **intolerances**, or **clinical inefficacy** of formulary products. Without a clear procedure, requests may be delayed or overlooked impacting the continuity and quality of patient care.

Assessment:
The new Formulary Exception Request Process includes:

- **Form completion by provider or RN with clinical rationale**
- **Submission** to Clinical/Nurse Manager, then forwarded to Clinical and Medical Director
- **Review based on** medical need, safety, alternatives, and cost
- **Decisions returned within 30 days,** or sooner for urgent needs
- **Documentation in EMR** and re-evaluation for long-term use

Recommendation:

- Medical staff are encouraged to **review the new policy on PolicyStat: "Formulary Exception and Approval Process"**
- This process promotes **patient safety, consistency, and proper oversight.**