



Ambulatory Clinic Policy and Procedure

Title: PHARMACEUTICAL AND THERAPEUTICS COMMITTEE	Policy Number: EP 4.10
Regulation Reference	Effective Date: 06/01/2025

Policy Statement:

It is the policy of Texas Tech Physicians of El Paso (TTP-EP) and its Medical Staff that a Pharmacy and Therapeutics (P&T) Committee shall be established to oversee the safe, effective, and compliant use of medications within the organization. The P&T Committee will serve as an advisory body to ensure adherence to federal and state regulations, optimize medication management practices, and enhance patient safety.

Scope and Distribution:

This policy applies to all Texas Tech Physicians of El Paso (TTP-EP) ambulatory clinics that stock drugs and/or biologicals.

Procedure:

1. PURPOSE OF POLICY

The Pharmacy & Therapeutics (P&T) Committee is responsible for ensuring the safe, effective, and compliant use of medications within Texas Tech Physicians of El Paso (TTP-EP). The committee provides oversight on medication selection, administration policies, and safety practices to support high-quality patient care.

2. RESPONSIBILITIES OF THE P&T COMMITTEE

a. Formulary Management

- I. Review and maintain an approved clinic medication formulary to ensure it meets the needs of the patient population and aligns with evidence-based practices.
- II. Evaluate requests for new medications and determine their appropriateness based on safety, efficacy, and cost-effectiveness.
- III. Establish guidelines for medication use, including appropriate indications, contraindications, and restrictions.

b. Medication Safety Policies

- I. Develop, review, and approve policies related to the safe handling, storage, administration, and disposal of medications, including controlled substances.
- II. Provide guidance on staff training requirements regarding medication safety and proper documentation.
- III. Ensure compliance with Texas Medical Board, Texas State Board of Pharmacy, and Drug Enforcement Administration (DEA) regulations.



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- c. Medication Error Review and Prevention
 - I. Review reported medication errors, near misses, and adverse drug reactions to identify trends and areas for improvement.
 - II. Recommend corrective actions and process improvements to reduce the risk of medication-related incidents.
 - III. Collaborate with clinic leadership and staff to implement best practices for medication safety.

3. CONFLICT OF INTEREST

- a. All P&T Committee members must complete a Conflict of Interest (COI) Disclosure Statement annually and attest that they do not have any financial or personal interest that may influence decisions regarding the formulary, medication policies, or safety initiatives.
- b. If a committee member has a potential conflict of interest, they must **immediately disclose** it and **recuse themselves** from related discussions and decisions.
- c. The committee chair is responsible for reviewing conflict-of-interest disclosures and determining appropriate actions, including potential reassignment of decision-making responsibilities.

4. MEETING FREQUENCY

- a. The committee shall convene at least quarterly and as needed to address urgent medication-related issues.
- b. Special meetings may be called to review **new medications, safety concerns, or significant medication-related events**.

Policy Number: EP 4.10	Original Approval Date: 5/15/2025
Version Number: 1	Revision Date:
Signatory approval on file by: Rajiv Rajani, M.D. Assistant Dean of Clinical Affairs Clinic Medical Directors Committee, Chair Texas Tech Physicians of El Paso	