

SECTION	SUBJECT	PAGE		
FORMULARY POLICIES & PROCEDURES	Challenge Protocol	1 of 1		
		YY	MM	DD
		07	04	26

Original

## PRINCIPLES

1. As protocols are being developed and approved, the Long Term Care Pharmacy and Therapeutics Committee (The Committee) undertakes to follow a standardized process for development. Approval will follow the “Criteria for Listing Drug Products on the LTC Formulary” protocol. This will be based on evidence-based practice relevant to the long term care institutional setting as far as possible and may include consultation with experts in the area, recognizing that there are a number of factors that are considered in protocol development in addition to information from experts.
2. Individuals who disagree with an evidenced-based protocol will follow a prescribed challenge pathway.
3. The Committee is recognized as being the body to receive challenges to protocols.

## CHALLENGES

The following components are required for challenges to be considered by the Committee. The challenge:

1. Will clearly identify if the full protocol is being challenged, or if the challenge refers to a particular aspect of the protocol;
2. Will suggest the requested/proposed criteria change (i.e. what the criteria would be if the challenge is accepted);
3. Needs to identify the scientific rationale for the challenge, with supporting evidence for the requested change. Evidence should be pertinent to the LTC setting as possible;
4. Must identify any potential conflicts of interest from the individual submitting the challenge.

Note: challenges may or may not be successful.

## PROCESS

1. Challenge received on behalf of the Committee.
2. Challenge reviewed by pharmacy consultant on behalf of the Committee both for completion of required elements and for the scientific rationale for the requested change.
3. Challenge taken to the Committee for decision as to next steps. Individual would need to attend a meeting, and if not available to negotiate with Chair to attend at a more convenient time.
4. The challenge may be addressed by the Committee at the meeting where it is first brought forward. If not, steps will be recommended by the Committee to address the challenge. A timeline for this work will be established.
5. Steps recommended by the Committee are undertaken.
6. Results of the further steps recommended by the Committee are brought back to the Committee for decision.
7. Should the challenge be unsuccessful, an option to appeal through the Medical Advisory Board (MAB) may be considered. This would require consultation with the Chair of MAB.
8. Repeat challenges will require explicit new evidence to support a change in protocol and will generally not be accepted within 6 months of a Committee decision on any previous challenge.

