



UTILIZING THE FORMULARY

Instructions for Utilizing the Formulary for CTP holders and Frequently Asked Questions

The Committee on Prescriptive Governance adopted a revised Formulary format. This is a companion document to be used with the Formulary.

- **The Formulary now lists the broader categories and subcategories of drugs, and not so many individual drugs.**
- **The "CTP holder may prescribe" column has been removed. There are now only two prescribing designation columns: "CTP holder may NOT prescribe," and "In accordance with the SCA." A drug category or subcategory that includes a specific drug reviewed by the CPG and not listed in the Formulary, has a prescribing designation of "CTP holder may prescribe."**
- **Each major Section of the Formulary, e.g., Respiratory Agents, includes brief statements specific to the category that are preceded by (****). Please read these statements carefully.**
- **Updates and Formulary revisions resulting from each CPG meeting contain important information with respect to the prescribing designation of drugs. CTP holders are responsible for reviewing these and utilizing the most current version of the Formulary as published in the Board of Nursing website: www.nursing.ohio.gov under the "Prescriptive Authority Resources" link.**

DETERMINING IF A DRUG MAY BE PRESCRIBED BY A CTP HOLDER

1. Verify that the drug is approved by the FDA.
2. Review the *Updates from the Committee on Prescriptive Governance* (Updates) to determine whether the drug has been reviewed by the CPG and the result of the CPG review. The Updates are located under the "Practice APRN" link on the Board's website: <http://www.nursing.ohio.gov>

- ❖ *A list of newly FDA approved drugs that will be reviewed at the next CPG meeting can also be reviewed under the “Practice APRN” link on the website.*

3. Locate within the Formulary, the drug category that includes the particular drug and its corresponding prescribing designation:

- If the drug category **is not listed**, the drugs that fall within that category are considered **“CTP holder may prescribe.”**
- Drug categories marked as “CTP holder may NOT prescribe,” may not be prescribed by a CTP holder under any circumstance.
- Drug categories listed as “In accordance with the SCA” must be prescribed in accordance with the CTP holder’s standard care arrangement (see the legend on page 4 for “in accordance with the SCA”).

FREQUENTLY ASKED QUESTIONS:

1.) In what situations is a CTP required?

A CTP is required to order/prescribe drugs governed by the State Board of Pharmacy law and rules. These include Oxygen (see Section 15 of the Formulary) and *Plasma expanders* (see Sections 2 of the Formulary).

2.) In what situations is a CTP not required?

An APRN who does not hold a CTP may provide care to patients consistent with the APRN's formal education, certification, and individual scope of practice by ordering the following:

- 1) Lab tests
- 2) Diagnostic x-rays
- 3) Over-the-counter (OTC) medications: see legend
- 4) Diagnostic aids: see Section 14 of the Formulary
- 5) Durable medical equipment: address in SCA
- 6) Blood products (other than plasma expanders): address in the SCA

2.) Can a CTP holder prescribe for a family member?

A CTP holder may ONLY prescribe in a valid prescriber-patient relationship. A CTP holder shall not prescribe for family members or for individuals for whom the nurse’s personal or emotional involvement may render the nurse unable to exercise detached professional judgment in making diagnostic or therapeutic decisions. The prescription must be in accordance with the nurse’s scope of practice and standard care arrangement, and documented in the patient’s record, Rule 4723-9-09 OAC. A CTP holder is prohibited from prescribing controlled substances for a family member.

3.) May a medical assistant or other unlicensed assistive personnel administer a drug that is ordered by a CTP holder?

A CTP holder may delegate to a person, who is not otherwise authorized to administer drugs, the authority to administer to a specified patient a drug in accordance with Sections 4723.48(C), and 4723.489 of the Ohio Revised Code (ORC):

- The CTP holder must be physically present at the location where the drug is to be administered.
- The drug must be authorized by the Formulary.
- The drug cannot be a controlled substance or administered intravenously.
- The drug cannot be administered in hospital inpatient care units, hospital emergency departments or freestanding emergency departments, or ambulatory surgery facilities.
- Prior to delegating the authority to administer a drug to a specified patient, the CTP holder shall do both of the following:
 - Assess the patient and determine that the drug is appropriate for the patient
 - Determine that the person to whom the authority will be delegated has successfully completed education based on a recognized body of knowledge concerning drug administration and has demonstrated the ability to safely administer drugs.

LEGEND:

CTP holder

A CTP holder is an APRN who holds an active valid certificate to prescribe-externship or certificate to prescribe issued by the Board of Nursing.

Combination Medication Preparations:

In order to prescribe a combination drug, EACH of the component drugs must be authorized by the Formulary in order for the CTP holder to order the combination medication.

Drugs Prescribed for Compounding:

There are VERY LIMITED conditions under which a CTP holder may prescribe drugs for compounding. EACH drug that is to be a part of the compound must be FDA approved and authorized by the Formulary. If one or more of the drugs is listed as “In accordance with the standard care arrangement,” the APRN must follow the prescribing designation requirements specified in the standard care arrangement. In addition, the CTP holder’s SCA must include verbiage that specifies the CTP holder’s prescribing of drugs for compounding, the compound and its indications/use. Drugs prescribed for compounding and used for purposes other than FDA indications must meet the requirements for off-label use, as addressed on page 4.

In Accordance with the SCA:

“In accordance with the SCA” means that drugs and/or drug categories appearing on the Formulary under this column must have their prescribing designations determined jointly by the CTP holder and his/her Collaborating Physician or Podiatrist and specified in the standard care arrangement either as “may prescribe,” “physician initiated,” “physician consult” or “may not prescribe,” all based upon the CTP holder’s specific practice. The standard care arrangement may also include any additional parameters pertaining to the prescribing of drugs indicated in this column.

New Formulation or Route of Administration:

A CTP/CTP-E holder may prescribe a drug within their scope of practice ***in any form unless*** a drug, category of drugs, or route of administration is listed as an exclusion, or there are additional parameters specified. The standard care arrangement must address any additional parameters, limitations, and exclusions for prescribing.

A new **formulation** or **route of administration** of an existing drug used for the **same indication** does not change the Formulary status of that drug. For example, Coreg CR, a new formulation, has the same formulary status as Coreg, or a new route of administration for regular insulin (inhalation), has the same formulary status as injectable regular insulin. If a drug has a **new indication**, it must be reviewed by the CPG for Formulary status determination.

Non-Formulary/CTP Holder may NOT Prescribe:

Drugs in this category may not be prescribed by a CTP/CTP-E holder for any indication.

Over-the-counter medications:

An APRN may recommend/order OTC medications in accordance with the manufacturer’s instructions, without holding a CTP.

Off-Label Use:

A drug may be prescribed for purposes other than FDA indications when the purpose is supported by current peer review literature (to be produced by the CTP holder upon request), which emanates from a recognized body of knowledge -OR- identified as the standard of care as provided in the standard care arrangement, approved and documented by the collaborating physician, and is consistent with the Formulary.

Physician Initiated (PI):

“Physician initiation” means the collaborating physician is required to have personally examined and evaluated the patient before therapy is initiated in accordance with rule 4731-11-09 of the Administrative Code. Following discussion with the collaborating physician, the initial order or prescription may be written by an advanced practice nurse holding a certificate to prescribe. Once therapy has been initiated, the advance practice nurse may continue, modify, or discontinue the medication without further consultation.

Physician Consultation (PC):

“Physician consultation” means a nurse holding a current, valid certificate to prescribe may initiate the medication after direct communication with the collaborating physician regarding a particular patient and documenting the consultation in the patient record. Once the medication is initially authorized by the collaborating physician, a nurse holding

a current valid certificate to prescribe may continue, modify, or discontinue the medication without further consultation. (Rule 4723-09-10(G)(1), OAC)

REVIEW OF DRUGS BY THE COMMITTEE:

FDA newly-approved drugs (Effective February 1, 2016, Rule 4723-9-10(F), OAC)

New drugs(s) approved by the FDA, but not yet reviewed and approved by the CPG, may be prescribed by the CTP holder unless later disapproved by the CPG if all the following are met:

1. The ability to prescribe the drug is within the nurse's scope of practice;
2. The drug type or subtype is included on the current Formulary 2015, as one that may be prescribed, or may be prescribed according to the nurse's standard care arrangement; and
3. The collaborating physician has agreed in the standard care arrangement that the nurse may prescribe drugs approved by the FDA that meet the criteria set forth in paragraphs 1 and 2 above, that have not yet been reviewed and approved by the CPG.

Formulary Revision Requests

CTP holders may ask the CPG to revise a previously determined prescribing designation of a drug or drug category. Please use the downloadable **Formulary Review and Revision Request Form** that is located on the Board's website: www.nursing.ohio.gov under the "Prescriptive Authority Resources" link.

To be considered by the CPG, the completed Formulary Review and Revision Request form must be received at the Board no later than close of business **30 days prior to the scheduled CPG meeting**. Please review the form carefully and submit all required information. This includes specific drug names (generic and trade names), rationale for the request, documented support from the collaborating physician or podiatrist, and any relevant literature supporting the request. Completed forms are to be submitted by email to practice@nursing.ohio.gov. Please use "CPG" in the subject line of the email when submitted the completed form.