Flowchart for Medicines Management Applications and Forms

Licensed medication and indication

Clinician wishes to prescribe a medicine for a patient in NHS Fife

Unlicensed medication or off-label indication

SMC not recommended decision or new medicine not assessed by SMC to date

Formulary medicine

Non formulary medicine

Medicine/indication licensed prior to 2002 or SMC accepted

Ultra-orphan medicines

Orphan/end of life and other medicines within its licensed indication but outwith SMC restriction

Follow NHS Scotland Ultra-orphan pathway

Follow PACS 2 procedure and complete PACS 2 application form

Can be prescribed no paperwork required

One off use in an individual patient

For use in a patient group

Complete an unlicensed or off label medicine request form

Submit to Pharmacy Department

Submit to MSDTC

Non formulary medicine

Can be prescribed without any paperwork required

Submit to Pharmacy Department

For one-off use in a patient
Complete a non-formulary request form

For use in a patient group:
A new medicine evaluated by SMC and accepted for use complete a FAF 1 and submit to formulary committee. If licensed prior to 2002 and no SMC decision complete a FAF 2 and submit to formulary committee

Note:
FAF 1-Formulary application for SMC recommended medicines
FAF 2-Formulary application form for medicines that predate SMC, FF amendments or medical devices
FAF 3-Formulary application form for unlicensed/off label medicines
PACS 1 & 2-Peer approved clinical system request form
Formulary application forms are available at:

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