

*THE FORMULARY SYSTEM:*  
**3.3 SPECIAL ACCESS DRUGS**

POLICY

The prescriber must obtain authorization from the Special Access Programme of the Therapeutic Products Programme at Health Canada for EACH patient, and notify CSU Pharmaceutical Sciences of the intent to obtain a Special Access drug.

Expensive drugs must be pre-approved by the Director of CSU Pharmaceutical Sciences or a Pharmacotherapeutic Specialist .

PROCEDURES

- Prescriber:
1. Contacts the pharmacist to inform them of the special access drug request.
  2. Complete both pages of the Special Access Request Form A- Patient Specific Request and fax to the Special Access Programme without a cover sheet to 613-941-3194. Forward a copy of the completed forms to pharmacy. (Forms are available on-line on the Health Canada website or in the pharmacy SAP binder)
  3. For urgent requests, prescribers must follow up with a telephone call to the Special Access Programme. During office hours (0830 - 1630 hours Eastern Time, Monday to Friday): 613-941-2108. After hours, follow the prompts for a medical emergency and leave a message. Health Canada staff will respond promptly.
  4. Note that some Special Access drugs have future use approval for specific indications. These drugs do not require a Special Access form to be filled out. Contact Pharmacy for more information.
- Pharmacy:
5. Upon notification that a prescriber wishes to prescribe a Special Access drug, provide the prescriber with the appropriate Special Access Request forms and the telephone numbers if the drug is required urgently. The clinical pharmacist for the region can contact the Special Access Programme for the prescriber.
  6. For future use drugs, refers to the SAP binder.
  7. Notifies physician (or CSU) upon arrival of drug and dispenses supply.
  7. Maintains drug inventory.
  8. Provides drug information.