



Guidance for completion of New Medicine Request Template Form

These notes provide guidance for the completion of the new medicine request form.

1. Please complete all sections clearly. A Microsoft Word template is available for download from the website. Any missing or illegible information may delay the application.
2. Complete the 'Medicine Details' section listing:
 - the medicine name (proprietary and generic)
 - the intended indication for use, and
 - the product licensing details if known.
3. Provide the rationale and evidence for the proposal, attaching any papers supporting the proposal to the form.
4. Consider the formulary implications and place in therapy. If there are implications for shared care then the drug must be considered by the GM interface group and appropriate forms filled in for consideration at this group.
5. Sign the completed proposal, with a supporting signature from your Clinical or Medical Director or someone of a similar position and return it to your Prescribing Adviser or Chief Pharmacist for submission to the New Therapies Subgroup (see Website for contact details).

All paperwork must be submitted at least two weeks (14 days) prior to the next meeting for consideration at that meeting. However the group cannot guarantee that the submission will be considered at the next meeting, even if this deadline is met, due to existing work plans. The group usually meet every third Tuesday of each month.

A copy of the completed form must also be sent to your local Drug and Therapeutics Committee.

The proposal will be considered by the group and a provisional recommendation will be made. These recommendations are then taken to the Greater Manchester Medicines Management Group (GMMMG) before the decision is ratified.

FMESG will then:

- Disseminate the final recommendations to primary & secondary care and the original proposer, and
- Ensure that all recommendations are available on the GMMMG website.