Clinician wishing to prescribe a medicine for a patient within NHS Lothian

- **Licensed medicine and indication**
  - SMC Not Recommended decision OR new medicine not assessed by SMC to date
    - Follow IPTR procedure and complete IPTR Application Form
  - Complete FAF2 application and submit to relevant D&T subcommittee for review
  - Can be prescribed without any paperwork required

- **Unlicensed Medicine OR Off-label Indication**
  - For one off use in a patient complete a non-formulary request form
  - Can be prescribed without any paperwork required

- **Medical device**
  - Formulary
  - Non-formulary

- **Non-formulary**
  - For use in a patient group:
    - If a ULM and product not previously used within NHS Lothian complete ULM Form
    - If a ULM not previously used within NHS Lothian complete a ULM Form
  - For use in a patient group

- **Formulary medicine**
  - Can be prescribed without any paperwork required
  - For one off use in a patient complete a non-formulary request form

- **Non-formulary medicine**
  - For use in a patient group:
    - If product previously used within NHS Lothian or for an off-label indication, complete a non-formulary request form for individual patient.

**Note**

- In paediatric populations always check that the medicines license/SMC Decision includes the age group you wish to use the medicine in. If it does not then follow, the unlicensed medicine/off-label indication route.
- A FAF1, FAF2 and FAF3 and directions on when to complete are available at [http://www.ljf.scot.nhs.uk/FormularyCommittee/FormularyApplicationForms/Pages/default.aspx](http://www.ljf.scot.nhs.uk/FormularyCommittee/FormularyApplicationForms/Pages/default.aspx)
- A non-formulary request form will be required to be completed for any patient medicine prescribed for until formulary approval given.
- Non-formulary request form (previously known as Non-approved form) will be required to be completed for each individual patient until formulary approval given. The form is available on the NHS Lothian intranet at [http://intranet.lothian.scot.nhs.uk/Directory/BoardCommittees/AreaDrugTherapeutics/Pages/TemplatesAndForms.aspx](http://intranet.lothian.scot.nhs.uk/Directory/BoardCommittees/AreaDrugTherapeutics/Pages/TemplatesAndForms.aspx)
- Applicable to new patients being initiated on a medicine not for existing patients receiving a medicine for a SMC not recommended indication.
- IPTR application form available from [http://intranet.lothian.scot.nhs.uk/Directory/BoardCommittees/AreaDrugTherapeutics/Pages/TemplatesAndForms.aspx](http://intranet.lothian.scot.nhs.uk/Directory/BoardCommittees/AreaDrugTherapeutics/Pages/TemplatesAndForms.aspx)
- ULM form is available on the NHS Lothian intranet at [http://intranet.lothian.scot.nhs.uk/Directory/BoardCommittees/AreaDrugTherapeutics/Pages/TemplatesAndForms.aspx](http://intranet.lothian.scot.nhs.uk/Directory/BoardCommittees/AreaDrugTherapeutics/Pages/TemplatesAndForms.aspx)

**Version 1.3**
Produced by NHS Lothian Medicines Information Service
October 2017