

Appendix 1: Guidance for Completing the Kent and Medway Joint Medicines Formulary – SBAR Form

This form should be used when submitting new or amended clinical pathways, prescribing guidance or options appraisals to the Kent and Medway Integrated Medicines Optimisation and Prescribing (IMaP) Group for be recommended to the Integrated Medicines Optimisation Committee (IMOC) for approval.

Its purpose is to:

- summarise the work undertaken
- demonstrate engagement
- provide the information required for governance and decision-making

General Guidance

- **Submit this form together with all supporting documentation.**
Do **not** embed documents within the form - attach them separately.
- **Use the underlined headings as a guide.**
They indicate the type of information that should be included.
Headings may be kept or removed as appropriate for your proposal.
- Complete the form as fully as possible to avoid delays in review.
- Send the completed form to the ICB Medicines Optimisation Team:
kmicb.medicinesoptimisation@nhs.net

Authoring clinician, pharmacist or technician details

Designation: State your job title.

Organisation: Enter the name of the NHS organisation you work for. The author must work within the NHS.

Situation

Use this section to explain why the document has been produced.

Include:

- Reason for the document: What issue, change, or request prompted its development?
- Why are we here? Provide a short problem statement or need.
- What are we asking? Specify the decision, approval, or recommendation you want from the committee.
- Governance history: State whether this has been considered by any other internal provider groups or governance committees, or whether there is a plan for such discussions.

Background

Provide the essential context.

Include:

- Whether the proposal is nationally or regionally driven (e.g., new NICE guidance, regional initiatives).
- Whether an existing service, guideline, or pathway already exists and what the current arrangements are.

Existing Guidance

List all relevant guidance and policies.

Include:

- **National guidance:** e.g., NICE, Royal College recommendations, national clinical standards.
- **Local guidance:** existing ICS/ICB policies, local trust guidelines, current formularies.
- Any other policies relevant to the proposal.

Assessment

Engagement Summary Table

Complete the table with all comments received from providers, specialists, primary care and other organisations impacted by your proposal.

Engagement

Describe how stakeholder engagement was undertaken.

Summarise:

- How the proposal aligns with local health priorities.
- Key stakeholder views.

Financial Implications

Outline the financial impact of the proposal, including:

- Expected cost increases or savings.
- Budget impact for providers and the ICB.
- Any additional resource implications.

Benefits for Patients

Describe the anticipated benefits, such as:

- Improved outcomes.
- Better patient experience.
- Enhanced access or reduced variation.

Patient Safety

Identify:

- Any safety concerns.
- Evidence supporting safety.
- Risk mitigations or monitoring requirements.

Equality and Equity Issues

Assess whether the proposal:

- Has any impact on protected characteristics (Equality Act 2010).
- Affects health inequalities or service equity - positively or negatively.
- Requires mitigations or adjustments to reduce inequality.

Environmental Impact

Consider impacts such as:

- Packaging, waste generation, and disposal.
- Storage or transport requirements.
- Whether the proposal offers a positive or negative environmental change compared with current practice.

Formulary Considerations

Specify:

- Any recommended formulary additions or amendments.
- Whether any RAG (Red/Amber/Green) classifications are affected.
- Cross-references to the KM Joint Formulary if applicable.

Recommendation

Provide a concise statement of:

- The decision you are asking the committee to make.
- Changes requested (e.g., formulary addition, pathway approval).
- Key points supporting your recommendation.
- Any implementation requirements (training, communications, monitoring).