Provincial Drugs & Therapeutics (PD&T) Committee – Policy Endorsement Guidance

Policy documents meeting the following criteria must be endorsed by the Provincial Drugs & Therapeutics (PD&T) Committee:

- Related to medication orders, distribution, and administration of drugs and parenteral nutrition.

PD&T Endorsement Process Key Messages

- Policies meeting criteria for PD&T endorsement must be formally reviewed and endorsed by the PD&T Committee. For PD&T endorsement to be considered complete, the PD&T Committee must formally review the policy and pass a motion endorsing it. Review by individual pharmacy staff or individual members of the PD&T Committee is not considered PD&T endorsement.

- PD&T may endorse policy documents but is not the final approving authority, except for policies that pertain directly to PD&T or one of its subcommittees. When requesting policy endorsement from PD&T, the policy author should identify the final approving body and, where applicable, indicate whether there are plans to provincialize the policy. It is strongly recommended that policies are provincial.

- PD&T endorses ***finalized*** policy documents, meaning the policy document must have received final Policy Office review/formatting prior to going to PD&T. The policy documents must go through all Stakeholder Review prior to going to PD&T. PD&T is an endorsing committee (prior to PMAC if required).

- PD&T will notify the Policy Office of any policy that is not supported or endorsed by PD&T.

- The Policy Office and/or the PD&T Co-Chair(s)/Lead Resource(s) may advise on what policies and content require PD&T endorsement. PD&T Co-Chair(s)/Lead Resource(s) may recommend Provincial Pharmacy Services complete a stakeholder review of the policy prior to going to PD&T for endorsement.

- The Policy Office conducts due diligence on the policy stakeholder review and endorsement. Policies related to medication orders, distribution, and administration of drugs and parenteral nutrition which do not demonstrate PD&T endorsement are subject to further examination and may be returned to the author for further review prior to submission for final approval.

- The Policy Office assists with co-ordination of stakeholder review and endorsement where needed.

- In certain circumstances, a policy document that has undergone stakeholder review or received endorsement from the Medication Management Quality Improvement Team (MMQIT) may not be required to proceed to the PD&T Committee for endorsement. Such determinations are made at the discretion of the MMQIT Chair and the PD&T Co-Chair(s).

- This guidance document applies to all divisions of Health PEI.

- This guidance does not apply to Health PEI Protocols.

Approved by PD&T on November 3, 2026

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PD&T Endorsement Steps/Checklist

- ☐ The author drafts the policy, identifies key stakeholders and consults the Policy Office on need for PD&T endorsement.
- ☐ The policy author brings the final draft to PD&T for endorsement (note: the Policy Office conducts a final review prior to sending drafts for endorsement).
- ☐ PD&T reviews the final policy draft and provides feedback or formal endorsement at the PD&T meeting to policy author. The policy author presents the final policy draft at a PD&T Committee meeting where PD&T will:
    a. make and vote on a motion to endorse (which may include minor amendments), or
    b. not make and vote on a motion to endorse but rather request changes to be made and that the policy be brought back to PD&T at a later date. Examples of possible changes include: amendments to the policy, further stakeholder review, further references/information.
- ☐ Once PD&T endorses the policy, the policy author incorporates feedback/amendments and documents PD&T stakeholder endorsement as complete in the policy document.
- ☐ PD&T Lead Resource(s) notify the policy author and the Policy Office when the policy is not endorsed.
- ☐ The Policy Office conducts final draft review prior to approval, due diligence on stakeholder review and assists with any follow-up actions as needed.
- ☐ Policy author sends policy for approval.

Definitions:

Stakeholder	Includes any person(s), group(s), and/or committee(s) who: • Represent users. • Are experts in the policy content/subject matter. • Have a vested interest in the policy development implementation and/or outcome. • Are impacted by the policy.
Stakeholder Review	A review of policy content to provide input for *informational purposes*. • Have **vested interest** in the policy and its outcomes • **Impacted by** policy • **Provide expert opinion** on content for **informational purposes**
Endorsement	A review of policy content to provide *formal support for final approval* of the policy document. • **Vets** the content and implementation considerations • **Formally supports/endorses** the content for final approval • **Ability to require policy amendments** from the originating author before approval
Approval	• Verifies the policy outlines **the right commitment for the organization** • **Is accountable** for the policy content and commitments • Ensures that **adequate consultation and endorsement** have taken place