

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2015-210
September 17, 2015

SUBJECT: Establishment — District of Columbia Healthcare Alliance Pharmacy and Therapeutics Committee

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia pursuant to section 422(2) of the District of Columbia Home Rule Act, approved December 24, 1973, 87 Stat. 790, Pub. L. 93-198, D.C. Official Code § 1-204.22 (2014 Repl.), it is hereby **ORDERED** that:

- I. **Establishment:** There is hereby established in the Department of Health Care Finance (DHCF), the District of Columbia Healthcare Alliance Pharmacy and Therapeutics Committee (**Committee**).
- II. **Mission:** The Committee shall, with the approval of the Director of DHCF, develop and maintain the District of Columbia Healthcare Alliance Drug Formulary for the District of Columbia Healthcare Alliance Program. The Committee shall also recommend policies and best practice approaches that would help evaluate and select drugs of proven safety and therapeutic benefits and make them available to beneficiaries of the District of Columbia Healthcare Alliance Program.
- III. **Composition:**
 1. The Committee shall be composed of the following twenty-one (21) members, who shall be appointed by the Director of DHCF:
 - a. The Medical Director of DHCF, who shall serve as the chairperson of the Committee and shall be a non-voting member of the Committee; except that the Medical Director may vote when there is a tie vote among the voting members of the Committee;
 - b. The DHCF Healthcare Delivery Management Administration (HCDMA) Director, who shall serve as the vice chairperson of the Committee and, in the absence of the Medical Director, shall serve as the chairperson of the Committee;
 - c. Four (4) physicians practicing in the District of Columbia and providing services to District of Columbia Healthcare Alliance beneficiaries;
 - d. Three (3) employees of the Department of Health Care Finance;

- e. The medical director and the pharmacy manager of each of the three (3) managed care organizations (MCOs) providing services to District of Columbia Healthcare Alliance beneficiaries. The Director of DHCF, in appointing these members, shall designate one (1) representative of each MCO as a voting member of the Committee and one (1) representative of each MCO as a non-voting member of the Committee;
- f. Two (2) employees of the pharmacy benefit manager (PBM) that administers the prescription drug program for the DC Healthcare Alliance;
- g. Two (2) employees of the Department of Health's pharmaceutical warehouse; and
- h. Two (2) representatives from the District of Columbia Pharmacy Providers Network (DCPPN), both of whom shall serve as non-voting members of the Committee.

IV. **Conflict of Interest:** Each member of the Committee shall sign a conflict of interest statement delineating his or her economic or other relationships (for example, contracts, employment, grants, etc.) with entities that may be affected by formulary decisions. If a conflict of interest arises for any Committee member regarding an entity potentially affected by a drug coverage decision, the member shall immediately disclose the conflict and recuse himself or herself from deliberation and debate and from making recommendations and from participating in the decision-making process related to any matter related to the conflict of interest.

V. **Terms:**

- 1. The Director of DHCF shall appoint the four (4) physician members of the Committee to serve for terms of three (3) years; The Director of DHCF shall appoint members to fill the remainder of unexpired terms as vacancies occur. No physician member of the Committee shall be appointed for more than three (3) terms.
- 2. The other members of the Committee shall serve at the pleasure of the DHCF Director; provided, each such member shall serve only during his or her incumbency as an employee or representative of the agency or entity for which he or she was appointed.
- 3. The Committee may establish subcommittees when deemed necessary to provide technical or professional support to achieve the Committee's purpose. Non-members may be appointed to subcommittees with the approval of the Medical Director of DHCF.

VI. **Meetings:**

1. The Committee shall meet at the call of the chairperson. Meetings shall be held at least once quarterly.
2. Each Committee member shall receive written notice of the date, time, place, and agenda of a scheduled meeting not less than fourteen (14) days before a meeting.
3. The presence of fifty percent (50%) or more of the voting Committee members shall constitute a quorum for the purpose of the Committee taking official action.
4. Interested parties shall have the opportunity to provide written comments on all Committee actions after such actions are made public.

VII. **Compensation:** All members of the Committee shall serve without additional compensation.

VIII. **Duties:** The Committee shall:

1. Develop and maintain the District of Columbia Healthcare Alliance Drug Formulary for the District of Columbia Healthcare Alliance pharmacy management system, with the approval of the DHCF Director;
2. Monitor the District of Columbia Healthcare Alliance pharmacy management system with approval by the DHCF Director;
3. Review utilization of pharmaceuticals that are included in the District of Columbia Healthcare Alliance Drug Formulary and pharmaceuticals that are not included in the District of Columbia Healthcare Alliance Drug Formulary to ensure drugs of proven cost-effectiveness are available and used by beneficiaries of the District of Columbia Healthcare Alliance program;
4. Recommend and promote the safety, effectiveness, and affordability of Food and Drug Administration (FDA) approved drugs for the District of Columbia Healthcare Alliance by ensuring that the development and management of the District of Columbia Healthcare Alliance Drug Formulary is based on established clinical evidence and appropriate utilization management programs;
5. Review all requests for formulary changes, new drugs, existing drug classes, new clinical indications, therapeutic advantages, new chemical entities, and new safety information using established evidence for efficacy, safety, and quality to accommodate beneficiaries' needs and advances in pharmacotherapy while preventing unnecessary duplications of the same basic drug or its combination in the District of Columbia Healthcare Alliance Drug Formulary;
6. Provide recommendations regarding policies and procedures related to the process of formulary development, review, and change;

7. Support educational programs promoting appropriate drug use and formulary implementation; and
 8. Identify problems with formulary development and management programs and propose ideas that help resolve identified problems and accomplish the objectives of the District of Columbia Healthcare Alliance program.
- IX. **Administration**: DHCF shall provide administrative support to the Committee.
- X. **Applicability Date**: The Committee shall begin operating in accordance with this Order after the Committee members have been sworn in.
- XI. **EFFECTIVE DATE**: This Order shall be effective immediately.


MURIEL BOWSER
MAYOR

ATTEST:


LAUREN C. VAUGHAN
SECRETARY OF THE DISTRICT OF COLUMBIA