Policy

Any drug or chemical to be used therapeutically, but which has not been approved for general use in Canada, must obtain authorization for use from the Special Access Programme (SAP) of Health Canada when used for inpatient and outpatient services.

SAP drugs are authorized as a patient specific medication when a suitable alternative is not on the Canadian market. These products will be designated as an "investigational drug".

Procedure

Approval

Prescribers

1. The Special Access Request Form A (Patient Specific Request), available online at the Health Canada website; must be completed for each patient of intended use and faxed to the Special Access Programme without a cover sheet (613-941-3194). A copy of this form must also be forwarded the Pharmacy Department.

2. If the request is urgent, the prescriber must follow-up with the Special Access Program via telephone during office hours (Monday-Friday, 0830-1630 EST). 613-942-2108. A message can be left after hours and the Programme will try to respond promptly.

3. For SAP future use requests, complete the Special Access Request Form B (Future Use Request) and faxed to the Special Access Programme without a cover sheet (613-941-3194).

4. Appropriate patient consent obtained.

Receiving And Storage

Prescribers

1. The prescriber must notify the SAP Programme or supplier to ship all drugs to the Pharmacy Department

2. The Pharmacy Department must be notified of any impending shipments, and include:
   name of drug, name of manufacturer, and name of prescriber.

   ATTN: Pharmacy Department (SAP DRUG)
   Children’s and Women’s Health Centre of British Columbia
   4500 Oak St
   Vancouver BC, V6H 3N1

Pharmacy

1. All stocks of drugs are maintained in the Pharmacy Department. No stock of these drugs may be maintained on the nursing units or outpatient clinics without Pharmacy’s approval.

2. A listing of all SAP drugs being used in the hospital is maintained.

3. A monograph on the drug is prepared and distributed to other members of the medical and nursing staff as required.

4. An adequate system of stock control for the drugs is in place. This system will be developed in cooperation with the physician.
5. Separate and proper storage areas are provided for SAP drugs and documentation of receipt and issue of these drugs are maintained.

**Dispensing And Documentation**

**Prescribers**

1. The requesting prescriber of the SAP drug supply must be responsible for prescribing the drug.

2. The prescription is written in the patient’s chart or on an outpatient prescription.

**Pharmacists**

1. When an initial prescription is received, confirmation is needed that the prescriber has received SAP approval for the drug.

2. Dispense as a patient-specific prescription.

3. Fill out appropriate documentation for quantity dispensed.

**Nursing**

1. Process order as a patient-specific medication.

**References**

Clinical Services Unit- Pharmaceutical Sciences Policy and Procedure. 14.1 Special Access Programme (SAP) Drugs Approval. VCH- Vancouver Acute. Last revised March 5, 2008


**Version History**

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