

**KENTUCKY BOARD OF PHARMACY  
Protocol Review Committee**

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Meeting ID: 863 8571 5033

Passcode: 714051

**February 6, 2024  
1:00 p.m. – 3:00 p.m.**

**Agenda**

- I. Call to Order
- II. Minutes
- III. Review of Draft Template and Addendum
- IV. Review and Update of Board Authorized Protocols
  - a. Acute Influenza Chemoprophylaxis - Continued
  - b. Self-Care Conditions Protocol Diabetes Testing Supplies
  - c. Self-Care Conditions Protocol Diabetes Testing and Injection Supplies
  - d. Paxlovid Protocol
- V. Adjournment

**KENTUCKY BOARD OF PHARMACY**  
**Via Zoom**  
**PROTOCOL REVIEW COMMITTEE**  
**February 6, 2024**  
**1:00 p.m.**  
**MINUTES**

Members present: Cassandra Hobbs, Joel Thornbury, Emily Gatewood, and Dr. Ronald “Brent” Wright.  
Members absent: James Hallahan. Staff present: Executive Director Chris Harlow, Deputy Executive Director Juliana Swiney, Executive Assistant Nikki Holiday. Board members present: Jonathan Van Lahr

**CALL TO ORDER:** Chairperson Cassandra Hobbs called the meeting to order at 1:05 p.m.

**MINUTES:**

**Action:** Emily Gatewood motioned to accept the minutes from the December 19, 2023 meeting. Cassandra Hobbs seconded, and the motion passed.

Joel Thornbury gave a review of his report to the Board of Pharmacy meeting on January 24, 2024. Joel provided the Board with an update of the work the Committee has been doing on the headers/footers/formatting so they can be standardized in all of them going forward as they are updated. He said the report was well received and the Board approved the two protocols presented to them. Those two protocols were Acute Group A Streptococcal Pharyngitis and Acute Influenza Infection antiviral Therapy.

**REVIEW OF DRAFT TEMPLATE (HEADERS AND FOOTERS) AND ADDENDUM/SIGNATURE PAGE**

The Committee reviewed the example provided by James Hallahan. He used the Tobacco Cessation Therapy Protocol as an example with added headers that include the pharmacy name and pharmacy permit number. There was discussion about who bears various responsibilities in regard to the protocol. The committee had lengthy discussion about what should be included on the addendum/signature page, including the pharmacist’s name, license number, type and date of training, and signature. There was also discussion about what to call this page. Does it need to be called an addendum or a signature page? The Regulation requires that any pharmacist participating in a protocol must sign the protocol. The Regulation does not require the Board to know each pharmacist participating in a protocol but requires which pharmacy permits are utilizing what protocols. However, upon inspection of a pharmacy, documentation must be on hand that includes the signatures of every pharmacist participating in each protocol.

During this discussion, questions were asked about the number of pharmacists and protocols. The following information was provided to the Committee:

- There are currently 405 protocols that have been submitted to the Board’s Protocol Registry. (This is not the number of pharmacy permits utilizing protocols, but the number of protocols submitted to the Board. A pharmacy permit may have one or more protocols.)
- There are 12,196 Kentucky-licensed pharmacists.
- Of those, 6,308 reside in Kentucky.

It was also suggested that language be added to the document to ensure that the pharmacist signing the protocol is fully aware of the responsibilities that come along with participating in the protocol and fully cognizant of what they are signing.

Emily Gatewood started on a draft signature page and shared it with the group and stated she would finish it up and send it to Board staff/Chairperson. Joel Thornbury asked for some specific language to be added to ensure the pharmacist is fully cognizant of what they are signing. Juliana Swiney told the group she would have our General Counsel draft some legal language when she reviews the signature page.

Cassandra Hobbs suggested tabling this document until the next meeting to give General Counsel the opportunity to review and provide feedback/language for it.

**Acute Influenza Chemoprophylaxis (Continued):** Juliana Swiney shared her screen and made changes as the group went through the protocol. The updated version with the tracked changes is attached for reference on this item. The Committee got through the Healthcare Institutional Settings section of the protocol.

Dr. Wright requested that when the protocols are presented to the Committee in the meeting materials that they be in the new format. This will help the Committee know how they want the protocol presented as they make changes. Other members agreed.

The Committee discussed the inclusion and exclusion criteria and the wording pertaining to the criteria section. These sections were updated as reflected in the attached tracked changes version of the protocol. It was suggested to ask the pharmacies who are using this protocol how and if they utilize the institutional or long-term care sections of the protocol.

**NEXT MEETING:** March 5, 2024 from 1:00 p.m. to 3:00 p.m.

**ADJOURNMENT:** Cassandra Hobbs motioned to adjourn the meeting. Joel Thornbury seconded, and the meeting adjourned at 2:50 p.m.