

## **Doncaster and Bassetlaw Area Prescribing Committee**

### **Terms of Reference**

#### **1. PURPOSE OF THE COMMITTEE**

The Area Prescribing Committee co-ordinates the development of prescribing and medicines management across the Doncaster and Bassetlaw Health Communities by providing consistent, evidenced based advice to the Clinical Commissioning Group, hospital trusts, primary care contractors and prescriber members.

#### **2. TERMS OF REFERENCE**

##### **2.1. Overarching functions**

- 2.1.1. Provide guidance on medicines management across the health community
- 2.1.2. To act as the clinical reference group to define and refine local professional opinion on drugs, therapeutics and associated pharmaceutical issues. To communicate this opinion to commissioning colleagues and all relevant organisations or bodies
- 2.1.3. Ensure that robust standards and governance arrangements underpin area wide decision-making, advice related to medicines and traffic light status.

##### **2.2. Core business**

- 2.2.1 To forecast developments in healthcare involving medicines and provide timely, effective advice to commissioners on their local implications
- 2.2.2 Plan for and manage the introduction of new medicines and new indications for existing medicines into the local health economy along with the relevant organisation medicines committees
- 2.2.3 Co-ordinate and facilitate local implementation of national medicine related policy, e.g. NICE guidance, patient safety alerts and other national guidance as directed by the governance function of the CCGs.
- 2.2.4 Facilitate the development of and approve shared care protocols, treatment and / or prescribing guidelines and care pathways between different care environments; help to decide who prescribes and where prescribing occurs
- 2.2.5 Provide guidance on medicines management issues that have an effect on clinical practice and the overall delivery of healthcare in the local health economy, e.g. developing and keeping a formulary up-to-date; agreement of prescribing policies
- 2.2.6 To receive the recommendations of the Formulary Liaison Group for information/comment.

- 2.2.7 To oversee that its advice, if agreed, is implemented and / or endorsed by relevant organisations, for example, by an implementation and monitoring plan
- 2.2.8 Ensure patient safety is incorporated as a specific issue in all decisions and recommendations made by the APC, including the safety aspects of the way medicines are used in practice
- 2.2.9 Determine, endorse, disseminate and advise on the place in therapy of new drugs and new indications for existing drugs.
- 2.2.10 To develop and contribute to effective communication between CCGs where proposed advice might significantly impact on another locality.
- 2.2.11 To make recommendation to assist in the resolution of prescribing problems relating at the interface between primary, secondary and Tertiary care.
- 2.2.12 Co-ordinate community-wide initiatives, e.g. safety campaigns, patient awareness, medicines related admissions.
- 2.2.13 Advise on non-medical prescribing issues.
- 2.2.14 Consider changes in service delivery that impact on medicines management across the interface.
- 2.2.15 Consider social and local authority issues relating to medicines management.
- 2.2.16 Develop relationships with new and emerging organisations / groups who will have an impact on medicines management in the health community.

### **3. Membership**

The high level and nature of this committee requires representatives who are empowered to commit their organisation to prescribing policy decisions and able to address prescribing issues pertinent to their organisation

#### **3.1 Responsibility of Members**

- 3.1.1 Accept ownership of APC recommendations
- 3.1.2 Undertake work as necessary between meetings
- 3.1.3 Promote two-way communication between the APC and relevant NHS colleagues/ organisations
- 3.1.4 Organisations should have an annual attendance at APC meetings of at least 60%.

#### **3.2 Membership**

- 3.2.1 NHS Doncaster CCG GP Representative (Chair)
- 3.2.2 NHS Doncaster CCG GP Representative
- 3.2.3 NHS Doncaster CCG Head of Medicines Management
- 3.2.4 NHS Doncaster CCG MMT Senior Pharmacist or Chief Technician
- 3.2.5 NHS Doncaster CCG MMT Senior Technician (Secretary)
- 3.2.6 NHS Bassetlaw CCG Head of Medicines Management (Deputy Chair)
- 3.2.7 NHS Bassetlaw CCG GP Representative DBHFT Medical Director or deputy

- 3.2.8 DBHFT Clinical Director Pharmacy & Medicines Management or deputy
- 3.2.9 RDaSHFT Medical Director or deputy
- 3.2.10 RDaSHFT Chief Pharmacist or deputy
- 3.2.11 Non-medical prescriber representative
- 3.2.12 Local Medical Committee Representative
- 3.2.13 Local Pharmaceutical Committee Representative
- 3.2.14 FCMS Representative

Other specialist input and finance/commissioning will be invited to attend as directed by the APC agenda

#### **4. Quoracy**

The committee shall be considered quorate with a minimum of five members, of which two must be medical prescribers and a constituent CCG pharmacist.

#### **5. Accountability Arrangements**

- 5.1 The Area Prescribing Committee reports and is accountable to the NHS Doncaster CCG Quality and Safety Committee and the Bassetlaw
- 5.2 The Area Prescribing Committee is the overarching clinical reference group for all prescribing and medicines management issues across the Doncaster health communities
- 5.3 Representatives to the Area Prescribing Committee are required to fully represent their organisation view, engage appropriately with agenda setting, committee meetings and ensure timely delivery of their organisational responsibilities to support the implementation of Area Prescribing recommendations across the health community

#### **6. Managerial Arrangements**

- 6.1 NHS Doncaster CCG hosts the Area Prescribing Committee on behalf of the health communities
- 6.2 The (Vice)Chair of the APC is empowered to act under the terms of reference of the APC with delegated powers in matters of urgency
- 6.3 The Doncaster CCG and Bassetlaw CCG Heads of Medicines Management are empowered to transact the business of the APC
- 6.4 The secretarial duties associated with the APC are delivered by NHS Doncaster CCG Medicines Management Team

#### **7. Method of working**

- 7.1 Committee business will be progressed regularly, normally during the last week of every calendar month.
- 7.2 Agenda presentation
  - 7.2.1 Items for the agenda will be considered from its constituent CCGs and

Trusts, the Local Medical Committee, the Local Pharmaceutical Committee and the Formulary Liaison Group

7.2.2 Agenda items will be presented to the committee having been through a structured process. For example, in the case of a clinical guideline this may involve the work of an existing local group or specially convened sub group

7.2.3 Recommendations and issues for debate will be presented to the committee for consideration in a consistent format

7.2.4 The agenda will be circulated electronically to members and their nominated deputies electronically no later than 7 days in advance of the meeting date

7.2.5 Where practical agenda items will refer to web links or attachments rather than have embedded documents, coversheets should be included where appropriate

7.2.6 Agendas will include a brief description of each agenda item and reference to the organisation presenting

7.3 Decisions of the committee will be made by a general consensus

7.4 Minutes of the meeting will be distributed electronically no later than 7 days after each meeting

7.5 Summaries of APC outcomes will be provided after each meeting to members of the Doncaster Health Care community, including, but not restricted to

- APC members and Deputies
- General Practitioners
- General Practice Managers
- Community Pharmacies
- Neighbouring Area Prescribing Committee Secretaries

7.6 The Traffic Light System and webpage will be updated in a timely manner

7.7 Implementation of committee advice will be undertaken on behalf of the committee by appropriate Trust(s)

7.8 An annual report will be submitted to the Doncaster and Bassetlaw CCGs and posted on the webpage

## **8. Risk management**

8.1 To proactively inform the NHS Doncaster CCG Quality and Safety Committee/ Governing Body and other appropriate bodies via the Doncaster CCG Medicines Management Group and the NHS Bassetlaw CCG Quality and Patient Safety Committee/ Executive Committee and other appropriate bodies via the Bassetlaw CCG GP Prescribing Leads Group of the risk management issues in relation to prescribing and medicines management issues

8.2 To respond and take appropriate action in response to risk management issues referred to the committee by the NHS Doncaster CCG or NHS Bassetlaw CCG via the above channels.

## **9 Freedom of Information Act 2000**

9.1 The Doncaster and Bassetlaw Area Prescribing Committee observes the requirements detailed in the Freedom of Information Act 2000. Subject to the specified exemptions the APC meeting minutes, traffic light recommendations and information bulletin are made available as a general right of access.

Last reviewed: 02/2019