

## Terms of Reference

### Portsmouth and South East Hampshire Area Prescribing Committee

#### Membership

CCG GP Prescribing Lead (Chair)

Director of Professional and Clinical Development, NHS Portsmouth Clinical Commissioning Group (Vice-chair)

General Practitioner appointed by NHS Portsmouth CCG

General Practitioner appointed by South Eastern Hampshire CCG

General Practitioner appointed by Fareham and Gosport CCG

Medicines Management Lead for South Eastern Hampshire CCG

Medicines Management Lead for Fareham and Gosport CCG

Medical Director of Portsmouth Hospitals NHS Trust

PHT Director of Medicines Management and Pharmacy

Specialist Pharmacist for Commissioning

Three clinician representatives from Portsmouth Hospitals NHS Trust nominated by the Medical Director to include the chair of the PHT Formulary and Medicines Group

Clinical Pharmacy Manager nominated by PHT Director of Medicines Management and Pharmacy

Formulary Pharmacist (secretary)

Chief Pharmacist Southern Health NHS Trust (or nominated deputy)

Chief Pharmacist Solent NHS Trust (or nominated deputy)

Local Pharmaceutical Committee Chief Officer (or nominated deputy)

Local Medical Committee representative

Public Health representative nominated by Portsmouth City Council or Hampshire County Council

Lay member

Nursing representative

Finance representative

#### Accountability

The Committee will be accountable to the Boards of the constituent organisations through their respective Chief Executives or CCG Accountable Officer.

#### Reporting arrangements

The Committee shall report to all constituent organisations by way of an Annual Report produced by 30<sup>th</sup> June annually.

#### Purpose

To promote evidence-based, safe and cost-effective use of medicines within the local health economy

To promote a consistent approach to prescribing and medicines management within the local health economy.

To provide advice and guidance to NHS organisations and health professionals within the local health economy on prescribing and medicines-related issues.

To provide a forum for informed discussion between primary and secondary care; structured to ensure that the implications of any significant changes in practice related to medicines are defined and understood.

#### Functions

- Plan for and manage the introduction of new medicines and new indications for existing medicines into the local health economy including advising on appropriate prescribing responsibility within primary and secondary care

and advising commissioners and/or providers as appropriate about the cost implications of such new medicines or indications.

- Maintain and review the Portsmouth and South East Hampshire Prescribing Formulary including approving class reviews of medicines when necessary.
- Plan for and facilitate local implementation of national policy and guidelines related to medicines e.g. NICE and other national guidance, including assessment of the impact for the local health economy.
- Ensure that medicines recommended within NICE Technology Appraisals are added to the formulary and made available for prescribing within 90 days of the publication of the TA.
- Have regard to and advise constituent organisations on the impact of medicines-related guidance issued by local priorities committees, when established, and refer topics to these committees for consideration as appropriate.
- Note recommendations issued by the Basingstoke, Winchester and Southampton District Prescribing Committee and support collaborative working between committees.
- Consider and approve mental health medicines and related guidance from mental health provider organisations for use in the local health economy.
- Ratify recommendations from the DPC on the content of the wound management formulary without further consideration, unless specific concerns are raised that warrant referral back to the DPC.
- Approve shared care protocols, prescribing guidelines and care pathways that apply to prescribing across primary and secondary care.
- Review new safety information and alerts related to medicines and advise on action to be taken as necessary.
- Provide guidance on medicines management issues that have an effect on clinical practice and the overall delivery of healthcare across the local health economy.
- Make recommendations to commissioners about medicines linked to new interventions.
- Highlight to commissioners potential impact (cost-saving or cost-pressure) of approved medicines including those that are excluded from the Payment by Results Tariff.
- Note medicines-related commissioning policies issued by NHS England in relation to specialised services commissioning
- Approve audit requirements associated with introduction of new medicines or new uses of medicines and receive audits of prescribing to ensure that any conditions associated with formulary approval are being adhered to.
- Link with other existing groups with regard to medicine management issues (e.g. PHT Formulary and Medicines Group, Hampshire Medicines Safety Group, Joint Wound Formulary Group, Diabetes sub-group, Solent NHS Trust, Southern Heath NHS Foundation Trust and individual CCG Medicines Management Committees.)
- Develop relationships with new and emerging organisations/groups that will have an impact on medicine management in the local health community.
- Produce an annual report by 30th June each year.

## **Administration**

- Meeting to be chaired by appointed Chair or vice-Chair. In the absence of both the Chair and Vice-chair the meeting may be chaired by a GP member or CCG pharmacist.
- Formulary pharmacist to act as secretary; to agree agenda before each APC meeting in consultation with the Chair.
- Agenda and associated papers to be circulated to all APC members electronically one week before the meeting.
- Clinicians may attend the meeting in support of formulary applications but will be asked to leave before any decision is taken. The secretary will arrange a designated time for clinicians to attend in advance of the meeting.
- The committee will endeavour to reach decisions by consensus where possible. If a vote is required all full members have the right to vote.
- Decisions on formulary status will be communicated to applicants within ten working days of the committee meeting. The decision may include requirements for audit or any other conditions required by the committee.
- Terms of Reference, the notes of each meeting and annual reports will be published.
- Members will be required to complete an annual declaration of interests and the Chair will request any additional declarations at the beginning of each meeting. (Relevant declarations include remuneration for work undertaken, sponsorship for attendance at meetings or other events, shareholdings or directorships, where there is a commercial relationship that may result in a conflict of interest with the work of the committee).
- A meeting will be considered quorate if all of the following are present:
  1. Two clinicians (one of whom must be a GP)
  2. One pharmacist
  3. A representative from primary care
  4. A representative from secondary care
  5. A representative from two CCGs and Portsmouth Hospitals NHS Trust
- Terms of reference will be reviewed every two years.

## **Frequency of meetings**

The 3<sup>rd</sup> Friday of every other month (6 meetings per annum).

Approved: August 2015

Date of next review: August 2017