

Cumbria Area Prescribing Committee

TERMS OF REFERENCE

1. Name of Committee	Cumbria Area Prescribing Committee
2. Connectivity	
Reports to	NHS Cumbria CCG Outcomes & Quality Assurance Committee NCUHT: Governance Committee UHMBFT: Drug & Therapeutic Group
Committees reporting to this Group	Working groups which may be set up to fulfil the business of this committee UHMBFT Drug & Therapeutic Group NCUHT Drug & Therapeutic Committee CPFT Medicines Management Committee Palliative Care Medicines Management group
3. Chair	Bill Glendinning, Director of Pharmacy, NCUHT
Vice Chairman	Andrea Loudon, Clinical Pharmacy Lead, Cumbria CCG
Professional Secretary	Phillip Utting, Senior Technician Medicines Optimisation, NECS
Membership	UHMBFT DTG Chair and/or deputy NCUHT DTC Chair and/or deputy CPFT DTC Chair and/or deputy GP Prescribing leads (CCG Localities) and/or deputy Senior Medicines Optimisation Pharmacist, NECS and/or deputy Cumbria CCG Finance representative and/or deputy UHMBFT Chief Pharmacist and/or deputy NCUHT Chief Pharmacist and/or deputy CPFT Head of Pharmacy and/or deputy Non-Medical Prescribing representative and/or deputy Cumbria CCG Clinical Pharmacy Lead and/or deputy Lay person and/or deputy Local Pharmaceutical Committee representative and/or deputy Local Medical Committee representative and/or deputy Member of Palliative Care Medicines Management Group (when required)
4. Members should:	
	<ul style="list-style-type: none"> Commit to regular attendance of the APC to ensure continuity and balance of input into decision-

making

- Act as a representative of their organisation within the APC
- Send a nominated deputy to meetings if they are unable to attend
- Feedback all discussions and decisions to their own organisations, as appropriate
- Act as representative of the APC within their own organisation
- All members will be expected to sign up to the relevant policy on declaration and register of interests
- Members may be excluded from decision making, where declarations of interest may compromise neutrality

5. Function of Committee - Terms of Reference

OVER-ARCHING FUNCTIONS

- To ensure that processes underpinning local decision-making about medicines and treatments are consistent with the NHS constitution
- To ensure that processes and local decisions about medicines and treatments are in line with DH guiding principles for processes supporting local decision making about medicines.

CORE BUSINESS

- Plan for and manage the introduction of new medicines and new indications for existing medicines into the local health economy.
- Plan and facilitate local implementation of national policy, eg NICE guidance, MHRA safety alerts and other national guidance
- Develop and / or 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.
- Provide guidance on medicines management issues that have an effect on clinical practice and the overall delivery of healthcare in the local health economy, eg developing and keeping a formulary up-to-date; agreement of prescribing policies.
- Ensure that its advice, once agreed, is implemented and / or endorsed by relevant organisations, for example, by an implementation and monitoring plan.
- 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.

WIDER CONTEXT

- Consider funding pathways and work with commissioners and contractors to ensure that systems are in place to manage high cost medicines and / or interventions within the context of existing (and future) financial frameworks (for example PbR tariff exclusions).
- Highlight to commissioners potential impact (cost saving or cost generation) of approved medicines.
- Provide guidance for appropriate working with the pharmaceutical industry including guidance for the CCG and non-medical prescribers.
- Consider changes in service delivery that impact on medicines management across the interface.
- Consider social and local authority issues relating to medicines management.
- Monitor medicines use in the health economy and feedback to local organisations.

5. Links with Other Committees	<p>Lancashire MM Board North of Tyne APC Lothian Joint Formulary Committee NTAG (Northern Treatment Advisory Group) Infection, Prevention & Control Committee Specialist Commissioning groups Local Clinical Networks NHS England – Clinical Senate of the Area Team</p>
6. Authority	<p>The Committee's recommendations for NHS Cumbria CCG will be ratified by the Outcomes and Quality Assurance Committee</p>
7. Standard Agenda Items	<ul style="list-style-type: none"> • RAG traffic light system • Shared Care Guidelines • NICE guidelines • MHRA Drug alerts & bulletins • Prescribing Guidelines/Care pathways • Formulary/new drugs • High cost new drugs • Specialist network advice
8. Review date for Committee – Terms of reference/structure	<p>The above terms of reference should be reviewed in February 2018</p>
9. Frequency of meetings	<p>Bi-monthly</p>
10. Electronic File location (Filename and Path)	<p>P:/NECS/medicines optimisation/APC</p>
11. Quorum	<p>Two GP representatives plus one member from each of the two acute Trusts and one member from CPFT if relevant agenda items</p>