

Surrey & North West Sussex Area Prescribing Committee (APC)

Surrey (East Surrey CCG, Guildford & Waverley CCG, North West Surrey CCG, Surrey Downs CCG & Surrey Heath CCG), Crawley CCG and Horsham & Mid-Sussex CCG

Terms of Reference

Purpose

- Promote equity of access to medicines across our health community where there is increasing organisational autonomy and multiple care providers
- Ensure decisions around funding medicines and treatments are rational and transparent, in accordance with the NHS Constitution.
- Foster engagement in medicines management issues at the highest level within related organisations.
- Promote patient safety:
 - through assisting in the implementation of national patient safety programmes
 - encouraging the provision of accurate information on medicines
- Have a consistent approach to value for money and opportunities for investment and disinvestment
- Make recommendations on commissioning policy for medicines in member organisations
- Monitor the impact of its decisions within its member organisations
- Help to ensure that the requirements of healthcare monitoring organisations are met, particularly with respect to timeliness and equity of access to new medicines and formulary development / management To promote seamless medicines management across organisational boundaries

Objectives

- To recommend, based on available evidence, the place in therapy of new drugs and existing drugs for new indications, likely to impact on the member organisations, and ensure this view is disseminated to stakeholders.
- To advise on the management of medicines excluded from PbR tariff that are commissioned by the Clinical Commissioning Groups, including arrangements for adding medicines in year if necessary. PbR tariff exclusions that are commissioned by specialised services at the NHS Specialised Commissioning fall outside of the scope of this network.
- To consider the cost-effectiveness of existing treatments and make recommendations for prescribing formulary changes where appropriate
- To facilitate the development and delivery of plans for the introduction of new treatments and implementation of national guidance. To provide guidance on medicines management issues that have an effect on clinical practice and the overall delivery of healthcare in the local health economy
- Maintain oversight of member organisations' prescribing guidelines, clinical pathways formularies.
- Advise on the appropriate methods of supply and procurement of medicines and other prescribable items
- To make recommendations to assist in the resolution of problems relating to prescribing at the primary/secondary/specialist care interface (work via a sub-group if required)
- To devise and agree the framework for essential shared care agreements, including developing (via a sub-group) and approving essential shared care agreements.
- To establish sub-groups (when needed) to ensure specified actions are delivered and implemented.
- To have a targeted audit programme to monitor and audit the implementation of key decisions and feedback progress.

Chair

The Chair and Vice Chair of the committee will be elected by the membership. The Chair shall be elected from the membership and consideration should be given to a senior representative who has strong qualities and is able to command the respect of their peers.

Both Chair and Vice-Chair will be selected for a two year term and one should be from secondary care and one from primary care. Within the two year term the Chair and Vice-Chair will rotate office after one year.

Membership, delegation and probity

Members: Organisation represented & role	
Clinical Commissioning Groups (CCG): East Surrey, Guildford & Waverley, NW Surrey, Surrey Heath, Surrey Downs, Crawley, Horsham & Mid Sussex	Prescribing Lead for each CCG (including CCG locality when applicable) or nominated representative
Primary Care Pharmacists for the member CCGs	Associate Director of Medicines Optimisation NW Surrey CCG
	Associate Director of Medicines Management G&W CCG
	Associate Director of Medicines Management Surrey Downs CCG Hosted Team – representing Surrey Heath
	Lead Primary Care Pharmacist Surrey Downs CCG
	Lead Primary Care Pharmacist East Surrey CCG
	Head of Medicines Management Crawley CCG, Horsham & Mid-Sussex CCG
Ashford & St Peter's Hospitals NHS Foundation Trust	Prescribing Advisor Crawley CCG, Horsham & Mid-Sussex CCG
Ashford & St Peter's Hospitals NHS Foundation Trust	Chief Pharmacist or Formulary Pharmacist
	Medical Director / Chair of Drugs Committee or nominated Consultant
Surrey & Sussex Healthcare NHS Trust	Chief Pharmacist or Formulary Pharmacist
	Medical Director / Chair of Drugs Committee or nominated Consultant
Royal Surrey County Hospital NHS Foundation Trust	Chief Pharmacist or Formulary Pharmacist
	Medical Director / Chair of Drugs Committee or nominated Consultant
	Medical Director / Chair of Drugs Committee or nominated Consultant
Epsom & St Helier University Hospitals NHS Trust	Chief Pharmacist or Formulary Pharmacist
	Medical Director / Chair of Drugs Committee or nominated Consultant
Kingston Hospital NHS Trust	Chief Pharmacist or Formulary Pharmacist
	Medical Director / Chair of Drugs Committee or nominated Consultant
Surrey & Border Partnership NHS Foundation Trust	Chief Pharmacist or Formulary Pharmacist
	Medical Director / Chair of Drugs Committee or nominated Consultant
Sussex Partnership Foundation Trust	Chief Pharmacist or Formulary Pharmacist
	Medical Director / Chair of Drugs Committee or nominated Consultant

Queen Victoria Hospitals NHS Foundation Trust	Chief Pharmacist or Formulary Pharmacist
	Medical Director / Chair of Drugs Committee or nominated Consultant
Nursing representative	Nurse Prescriber
Local Medical Committee	Nominated representative
Local Pharmaceutical Committee	Nominated representative
Lay Member	Patient representation

Associate members (agenda will be distributed to these members but they will not routinely attend meetings and are non-voting members): organisation represented & role

Member CCGs	Finance representatives
North East Hampshire & Farnham CCG	Associate Director of Primary and Planned Care
Frimley Park Hospital NHS Foundation Trust	Chief Pharmacist and Formulary Pharmacist
Surrey County Council	Public Health Consultant
West Sussex County Council	Public Health Consultant
Central Surrey Health	Executive Lead for long term care
Central Surrey Health	Chief Pharmacist
First Community Health & Care	Head of Medicines Management
Sussex Community Trust	Chief Pharmacist or Deputy

The membership will take account of professional and organisational representation as well as involving other stake holders.

The membership is outlined above. Each constituent organisation will nominate their own representatives and named deputies and notify this to the committee secretary

All full members will have voting rights where a vote is required, although the committee will aim to reach decisions by consensus opinion wherever possible. If voting is required consideration needs to be given to the proportional representation of voting members between commissioners: providers and adjustment made if there is a disparity.

Responsibilities of APC members:

- Accept ownership of APC decisions
- Undertake work as necessary between meetings
- Promote two-way communication between the APC and relevant NHS colleagues / organisations
- Take specific views, from the APC, back to your own organisation for comment, and then to feed back the responses to the APC, as appropriate
- Commit to regular attendance of APC meetings, sending an appropriate deputy when necessary, to ensure continuity and balance of input into decision-making
- Be a committed, motivated and active participant in the committee
- Declare prior to each meeting any outside interests, which might have a bearing on your actions, views and involvement in discussions within the committee.

The Chair will ask members to declare their interests and ensure that declarations are formally recorded. Interests that must be declared include:

- Remuneration such as expenses or remuneration for work undertaken. The source of remuneration must be declared from any organisation or individuals with whom NHS Trusts have a commercial relationship, relevant to the work of the committee.
- Sponsorship such as attendance at meetings and conferences
- Individual shareholdings in relevant companies.

If a conflict of interest is established, the member shall withdraw from the meeting and play no part in the relevant discussions or decision (see Declaration of Interest Policy)

The APC values clinician input and welcomes their attendance at the meeting. Due to limited meeting room capacity, we would recommend the nomination of one clinician to represent the group when presenting a paper. Presenting clinicians will not have APC voting rights.

Clinical experts attending the meeting will be asked to declare any interests relating to the item for which they have been invited, this will normally be done in advance of the meeting.

Members are expected to attend at least 75% of committee meetings in one year and also to send suitable directorate representation for the meetings they are unable to attend. A register of attendance at the committee will be maintained and reviewed by the committee on a 6 monthly basis.

All individuals attending a meeting, whether as a member or in attendance, must declare any potential conflicts of interest. It will be for the chair of the meeting to decide how this is managed, including asking the individual to withdraw from the meeting in some cases where issues are discussed or decisions taken.

Frequency of meetings and quorum arrangements

The Area Prescribing Committee will meet on the first Wednesday of each month from 2.45pm – 5pm. The meeting will be considered quorate if all of the following are met:

- Representation from at least 50% of CCGs
- Representation from 50% of the remaining constituent organisations.

Appealing APC decisions

The Area Prescribing Committee is a recommendatory body. Reconsideration of applications will not be considered unless additional information that may influence the decision is provided. If provided, this additional information will be taken to the APC along with the original paper for reconsideration. A process is in place for consideration of appeals.

The ratifying CCGs will need to consider having their own individual appeals process regarding implementation of APC recommendations.

Model agenda / annual reporting

Minutes of meetings will be forwarded to the APC members within 5 working days of the meeting for comment. APC members will be given 5 working days to make any comments. Final minutes will then be sent out to APC members who are responsible to forward them as appropriate to respective Boards of the stakeholder organisations for ratification.

Recommendations will also be communicated to practitioners through the stakeholder organisations' Medicines Management Teams or Drug & Therapeutics Committees as appropriate.

Accountability / dependencies with other committees and group (formal and informal)

The Area Prescribing Committee is an advisory committee. CCGs and stakeholder organisations, will take the policy recommendations made by the APC, through their internal governance processes for ratification

Process for Monitoring Effectiveness of the Committee in relation to expectations set out in the terms of Reference.

The agenda and minutes of the meeting will be audited annually to ensure there is evidence the committee executed its duties as stipulated in its terms of reference and met the minimum data set of the NHSLA standard 1.1.3.

NHSLA standard	Method of review of effectiveness	Lead	Frequency of review
Duties of the committee	Review of TOR	Chair	Annually
Reporting arrangements into high level committees(if appropriate) and Board	Review of TOR	Chair	Annually
Membership including nominated deputy	Review of TOR	Chair	Annually
Required frequency of attendance.	Attendance figures	Chair	6 monthly
Quoracy of meeting	Review of minutes	Chair	Per meeting

Date and Review

The Terms of Reference will be reviewed at least annually (next review agreed to be April 2020)

Controller:	Linda Honey, David Heller, Clare Johns
Version:	8
Date:	November 2019
Update	April 2020