

Nottinghamshire Area Prescribing Committee

NOTTINGHAMSHIRE JOINT FORMULARY GROUP TERMS OF REFERENCE

Purpose of the Group

- To make recommendations to the APC for the inclusion of medicines* in the Nottinghamshire Joint Formulary and classification of these medicines within the Nottinghamshire Traffic Light System.
- To carry out independent reviews of clinical evidence and cost effective data to facilitate the APC's decisions on medicine submissions.
- To develop and maintain the Nottinghamshire Joint Formulary and to respond to suggestions of changes to the wording and to agree how best to maintain and update the formulary.
- To carry out horizon scanning and inform the APC of potential changes to existing licenses or new drug moieties that could affect future treatments and have financial impact for the Nottinghamshire Health Community.
- To develop, maintain and make recommendations to the APC on guidelines & treatment pathways where they include medicines* and may impact on the Nottinghamshire Joint Formulary.

Objectives

- To make evidence based, informed recommendations to the APC for the inclusion of medicines in the Nottinghamshire Joint Formulary and classification of these medicines within the Nottinghamshire Traffic Light System.
- To operate within the Framework for Managing Medicines across the Nottinghamshire Health Community
- To develop and maintain a joint formulary between the Clinical Commissioning Groups (CCGs) and organisations which provide NHS services within the Nottinghamshire Health Community. Official reviews of each formulary section will be carried out when necessary.
- To utilise independent reviews, or carry out independent reviews if not available in order to make evidence based, informed recommendations. The review should take in to consideration factors outlined within the Framework for Managing Medicines across the Nottinghamshire Health Community
- Examine the clinical and cost effectiveness of preparations within particular clinical areas and make recommendations to the APC on medication of choice'.
- To carry out horizon scanning and make recommendations to the APC on the place in therapy as well as formation, development and implementation of plans for the introduction of new treatments where there is likely to be significant budgetary, service or practice impact.
- To make recommendations to the APC regarding MHRA and other alerts regarding the safety of medicines.

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- To make recommendations to the APC to assist in the resolution of problems relating to prescribing at the interface between primary, secondary, tertiary and social care.
- To make recommendation to the APC when appropriate on shared care agreements, prescribing guidelines and medicines within care pathways.
- To make recommendations to APC in a timely manner regarding local, regional and national changes in NHS policy that will affect prescribing and medicines management locally e.g. NICE technology appraisals, NICE guidance.

Working Arrangements

Membership

Secondary care clinicians (DTC Member)

Secondary care senior pharmacists (MI/formulary/Chief Pharmacist)

Primary care GPs (Prescribing leads/APC members)

Primary care pharmacists

Nurse Non-Medical Prescriber when possible

Specialist Interface and Formulary Pharmacists

Organisations represented.

- Greater Nottingham Clinical Commissioning Partnerships**
- Mid Nottinghamshire Clinical Commissioning Group***
- NUH
- SFHT
- NHCT

NHCT representation includes Community General Healthcare Services.

Member Responsibilities

- Represent the views of their constituent organisations and professional groups.
- Ensure adequate consultation has been undertaken within their organisation where appropriate.
- Commit to attend meetings regularly.
- Nominate a deputy if they cannot attend.
- Contribute to agenda items.
- Commit to work outside the meeting where required.
- Come to meetings prepared with all documents and ready to contribute to the debate.
- Declare any financial or personal conflicts of interest on an annual basis and at the start of each meeting.

Chair

The Chair will rotate each time according to a pre-agreed rota

A written report will be provided by the Interface and Formulary Pharmacists on an annual basis which will be incorporated into the APC annual report.

Quorum

The meeting will be deemed quorate when there is representation from NUH, SFHT, NHCT, Greater Nottingham Clinical Commissioning Partnerships and Mid

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Nottinghamshire Clinical Commissioning Group. This group must contain at least one medical member to be quorate.

Relationships and Accountability

The JFG is a sub-group of and accountable to the Nottinghamshire Area Prescribing Committee

Administration

- Meetings will take place bi-monthly.
- The administrative and secretarial services to the Committee will be provided by NHS Mansfield & Ashfield CCG Shared Medicines Management team.
- Meeting agenda and papers will be circulated to members one week prior to each meeting.
- Minutes of the meeting will be circulated to members within two weeks of each meeting.
- The venue for the meeting will be chosen which is accessible for the whole health community to ensure attendance by all members of the committee.

*NB the formulary includes dietetic products, dressings, medical devices (where these can be prescribed on FP10) and not just medicines in the traditional sense of the word.

**includes NHS Nottingham North & East CCG, NHS Nottingham West CCG & NHS Rushcliffe CCG and NHS Nottingham City CCG.

*** includes NHS Newark & Sherwood CCG and NHS Mansfield & Ashfield CCG.