

## TERMS OF REFERENCE

Title of group / committee	<b>PHARMACOLOGICAL THERAPIES COMMITTEE</b>
Date terms of reference ratified	13/01/2017
Date of next review of terms of reference	Jan 2019

<b>1 Purpose and Aims of the Committee</b>
<p>To review arrangements for and monitor standards around medicines management.</p> <p>The Pharmacological Therapies Committee reports to the Trust Clinical Governance Committee</p>
<b>2 Core Responsibilities and Accountabilities</b>
<ol style="list-style-type: none"> <li>1. To have an overview of the development, implementation and maintenance of policies for effective and safe prescribing and administration of medicines in the Trust. To promote uniformity in the application of these policies.</li> <li>2. To evaluate new medicines and make decisions on the availability, cost effectiveness and use of medicines within the Trust. To provide and circulate information about new medicines and new indications for existing medicines relating to mental health.</li> <li>3. To advise on evidence base as it relates to appropriate, safe and economic use of medicines. To promote and audit best practice including NICE guidance and prescribing audit recommendations.</li> <li>4. To monitor and review all new and use of unlicensed medicines and expenditure.</li> <li>5. To formulate, monitor and ensure audit of prescribing documentation, policies for provision, storage and administration of medicines in order to promote patient safety and prevent abuse of medicines</li> <li>6. To interface with the Area Prescribing Committee, to contribute to the development of Shared Care Agreements between Primary and Secondary Care.</li> <li>7. To promote the reporting and review of errors in prescribing, administration, dispensing and adverse reactions. To establish policies accordingly through the operational response to NPSA medicines alerts.</li> </ol>

8. To formulate, support uptake and monitor policies in respect of non-medical prescribing and the use of patient group directions.
9. To ensure effective horizon scanning and identify future cost pressures related to medicines.

### 3 Membership

**The members** of the Pharmacological Therapies Committee are:

- Associate Medical Director / Consultant Psychiatrist (Chair)
- Consultant Psychiatrist to represent each clinical area
- Chief Pharmacist (Vice Chair)
- Deputy Chief Pharmacist
- Reaside Pharmacy Manager
- Deputy Director of Nursing
- Finance Representative
- CCG prescribing adviser from each CCG
- Clinical Governance Representative

**All members will be expected to**

- Accept the ruling and structure set out by the chair
- Ensure that mobile phones are kept silenced during the meeting
- Ensure that electrical equipment used for access to the meeting papers (iPads and laptops) are not used for other purposes (ie. monitoring email) during the meeting
- Read the papers prior to the meeting
- Participate fully in all discussions at the meeting
- Ensure that, through all discussions, the focus is on the needs of patients and quality of care
- Ensure that contributions are succinct and reflect the agenda item
- Ensure that other members are supported to make their point and that queries raised are responded to

### 4 Quorum

The Pharmacological Therapies Committee will have reached Quorum when there are at least 5 members in attendance and these will include:

- *Either* the Associate Medical Director for Pharmacological Therapies OR the Chief Pharmacist
- *And*
- Two Consultant Psychiatrists
- One Pharmacist

### 5 Attendance Levels

Committee members will be expected to attend at least eight meetings each year. This will be monitored and made available to the Committee each month

### 6 Frequency of Meetings

The Pharmacological Therapies Committee will meet at least ten times each year and normally once a month.

#### **7 Accountability Arrangements**

The Pharmacological Therapies Committee reports to the Clinical Governance Committee

#### **8 Sub Group Accountabilities and Delegated Responsibilities**

The Committee will establish both short term and long term working groups as necessary to undertake its Terms of Reference. Other Health Professionals may also be co-opted on to specific working groups of the Committee.

#### **9 Effectiveness of the Committee Function**

The Committee will monitor its compliance with the terms of reference by following an annual work plan.

#### **10 Declaration of Interest**

All members of the Committee will be expected to submit quarterly statements regarding Declarations of Interests to the Chair. In addition at each meeting every member would be expected to declare any interests relevant to the agenda. In addition any individual presenting to the Pharmacological Therapies Committee will be expected to declare all relevant interests.