

Portsmouth Hospitals NHS Trust  
 Portsmouth City PCT  
 Fareham and Gosport PCT  
 East Hants PCT

## **ROLE, MEMBERSHIP AND PRINCIPAL FUNCTIONS OF GUIDELINES AND MEDICINES MANAGEMENT COMMITTEE**

### **Introduction**

It has been agreed that the Medicines Management Committee will be set up as part of the action plan to achieve the recommendations of the CHI report for GWMH. This paper defines the role membership and principal functions of the committee, which will be a sub-committee of the Area Prescribing Committee and will, in addition, report back to the CHI Implementation Action Group

### **Role Summary**

#### Accountability

Accountable to the above Trust Boards through the Area Prescribing Committee, the CHI Implementation Action Group, PHT Governance Sub-committee and proposed health economy- wide governance committee

#### Purpose

To review guidance on treatment with medicines and monitor ways in which medicines are managed.

#### Membership

##### *Portsmouth Hospitals NHS Trust*

Principal Pharmacist PCT Services  
 Elderly Services Pharmacist  
 Pharmacy Services Manager (Secretary of APC)  
 Formulary/Guidelines Pharmacist

##### *Primary Care Trusts*

Medical Director  
 2 GPs Fareham and Gosport PCT  
 1 GP East Hants PCT  
 1 GP Portsmouth City PCT  
 Pharmaceutical Advisor(s) from each PCT  
 Service Manager GWMH

### Principal Functions

1. Agreeing requirements for treatment/prescribing guidelines for patients in PCT secondary care environment by:
  - Identifying current guidelines
  - Establishing timetable for audit/review of treatment/prescribing guidelines
  - Reviewing pathways for agreement of policy/guidance and agreeing route for communication to interested parties
2. Reviewing and approving draft treatment/prescribing guidelines for patients in PCT secondary care environment, in particular:
  - Reviewing treatment in 6 key areas by 30<sup>th</sup> June 2003.
3. Reviewing and approving systems for medicines management in PCT secondary care environment.
  - Receiving reports of audits of compliance with treatment/prescribing guidelines and assessing prescribing in relation to patient dependency.
  - Receiving retrospective audit of diamorphine prescribing on Sultan Ward to ensure current guidelines implemented.
  - Agreeing system for routine monitoring and audit of narcotic analgesics including baseline audit of all CD prescribing at GWMH.
  - Audit of prescribing and use of medicines with potential for misuse across the health economy.
  - Receiving audit of quality and legibility of prescribing to facilitate discussion between medical staff and GPs
4. Agreeing training requirements for prescribers as new treatment/prescribing guidelines are developed to ensure integration into PCT training programmes.

Jeff Watling

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