

**East Hants PCT  
Fareham and Gosport PCT  
Portsmouth City PCT  
Portsmouth Hospitals NHS Trust  
Royal Hospital, Haslar  
Portsmouth & SE Hampshire LM Committee  
West Hampshire NHS Trust**

**Draft notes of Guidelines and Medicines Management Subcommittee,  
Finchdean House, Tuesday 13<sup>th</sup> May 2003.**

**AGENDA**

1.03.1 Present: Mrs P Diaper, Code A, Dr I Reid, Dr N Leukowicz, Code A,  
Code A, Code A, Code A, Code A, Dr E Fellows,  
Mr J Watling

Apologies for absence      Dr M Davis, Dr A Holden, Ms F Cameron

Election of chairman

Agreed that Dr I Reid should chair the meeting after this first meeting. JJW to continue to convene and act as secretary.

1.03.2 Membership and Principal Functions.

The membership of the sub-committee was approved but Code A would also represent Fareham and Gosport PCT. Two nurses should be invited: one from a community hospital and one community nurse. HB and KH agreed to approach their respective PCTs for suitable nominations.

The principal functions of the sub-committee were expanded to include the review of medicines use in the wider sense (see amended version attached).

1.03.3 Policy for the production of Drug Therapy Guidelines, associated pharmacy work instruction and form.

JJW explained that this policy had been introduced after some discussion to avoid the need to publish each guideline in a standard Portsmouth Hospitals Policy format, which was agreed, by the pharmacists who have used it, to produce documents, which were "reader unfriendly." The associated pharmacy work instruction and form would ensure that each guideline was produced by a small group of interested parties with support from a guidelines project manager (not always the proposed Drug Therapy Guidelines Pharmacist). The work would be supported by a rigorous and documented production process, which would stand the scrutiny of clinical or external audit and produce a structured, succinct and reader friendly Drug Therapy Guideline.

There was some discussion concerning patient involvement and representation. Agreed to ask the Patient Experience Council to review Drug Therapy Guidelines as they are produced. Also to ask the GWMH CHI Implementation Group for a view on how to achieve patient involvement in their circumstances.

1.03.4 Proposed route for approval of drug therapy guidelines.

Three issues were discussed:

- identifying the Drug Therapy Guidelines to be produced
- standardisation of approval
- dissemination/education process

Agreed that in addition to the approval process described in the PHT policy any Drug Therapy Guideline involving patients in community hospitals or primary care, should be approved by each PCT's Clinical Governance/Risk Management Committee. The issues of preparation and approval of Drug Therapy Guidelines should be discussed by IR, JJW, KH and Paul Edmonson-Jones to agree unification across local health economy. Individual PCT representatives to agree production and approval process with their own PCTS to ensure that it is clearly understood and supported.

#### 1.03.5 Proposed job description for Drug Therapy Guidelines Pharmacist

Following previous correspondence on this issue, the proposed job description for this post was approved.

#### 1.03.6 Proposed Drug Therapy Guidelines

There was a wide-ranging discussion concerning immediate priorities. The following four topics were agreed as high priority

- confusion in the elderly
- fluid replacement in the elderly
- sedation in terminal illness
- pain control in the elderly

It was agreed that the latter should consider the following and may need to be more than one guideline

- assessment of pain,
- formulary management
- syringe drivers
- non terminal care
- terminal care

The following headings were also thought worthy of consideration in each guideline, in addition to those listed in the pharmacy work instruction:

- formulary
- prescribing
- supply
- administration/patient use
- monitoring and clinical review

Agreed also that the guidelines project manager for each guideline should seek feedback from members on the scope of the Drug Therapy Guideline before actually starting preparation.

#### 1.03.7 Any other business

Concern had been expressed throughout the meeting at the number of Drug Therapy (and other) Guidelines, which were being produced without approval through any formal process. Agreed that a draft notice should be prepared, prior to the next meeting, to publicise the work of the sub-committee and describe the need for formal approval of Drug Therapy (and other) Guidelines prior to them being followed in the local health economy.

1.03.8 Proposed future working of the sub-committee.

Agreed to meet again in two months, thereafter to work largely electronically, meeting up to four times per year or as required, to achieve principal functions

1.03.9 Date of next meeting Tuesday 15<sup>th</sup> July Large Function Room, Second Floor, Finchdean House. Lunch will be provided.