

## Portsmouth Hospitals NHS Trust

### FORMULARY AND MEDICINES GROUP

#### Constitution and Terms of Reference

1.	<p><b>Purpose</b></p> <p>The purpose of the Formulary and Medicines Group (FMG) is to promote the safe, efficacious, cost-effective and evidence-based use of drugs. It will achieve this by maintaining a formulary of medicines for prescribing, by providing expert advice, critically appraising and approving guidelines and policies that include medicine use.</p>
2	<p><b>Communication</b></p>
2.1	TBA
3	<p><b>Objectives</b></p>
3.1	<p>Reviewing business cases from other healthcare organizations, NICE guidance, obtaining local clinical interpretation and agreeing detail of approval process (style of business case etc.)</p>
3.2	<p>Identifying the need for independent appraisals of new medicines or class reviews of medicines.</p>
3.3	<p>Identifying the need for and supervision of preparation of shared care guidelines</p>
3.4	<p>Identifying the need for and supervision of preparation of drug therapy/bedside guidelines</p>
3.5	<p>Linking with wider health economy to commission independent appraisals, class reviews identified above.</p>
3.6	<p>Monitoring the use of one-off requests for specific patients and recommending the preparation of business cases for any used more than three times in a year.</p>
3.7	<p>Horizon scanning to identify new drugs with potential implications for the District Prescribing Formulary. Classification of new drugs into “traffic lights” system to establish whether shared care guidelines etc are required as part of any business planning process.</p>
3.8	<p>Receiving feedback from the Research Ethics Committee concerning the outcome of any clinical trials that would feed into processes identified in 3.7 above</p>
3.12	<p>Working with the Drug Purchasing Team to identify the potential for therapeutic tendering for groups of medicines for use in secondary care but with due regard to influence and effects on primary care prescribing</p>

<b>4</b>	<b>Responsibility and Accountability</b>
4.1	Medical Director, Portsmouth Hospitals NHS Trust
4.2	<p>Scope of authority</p> <p>The Group shall:</p> <p>(a) agree policies on behalf of the Trusts for controlling the use of medicines within the Trusts, including such items as: approve documents providing information, advice or instruction on medicine-related issues for circulation to Trust staff via the appropriate management structure. Approval will include the consideration and definition of the time until review and the frequency of audit, where applicable.</p> <p>(b) appoint sub-groups to report on the above and any other medicine-related topic</p> <p>(c) maintain the District Prescribing Formulary within the Hospital, notifying the Area Prescribing Committee of any changes agreed</p> <p>(d) admit no item on to the District Formulary until the financial implications within the Trusts have been fully satisfied either by Directorates, Contact Reference Groups or by Primary Care Trust funding</p> <p>(e) review and approve protocols for new products, and protocols for new indications for existing products, prior to their introduction or to the submission of their business case for funding by Primary Care Trusts</p> <p>(f) review the auditing by Directorates or Care Groups of the use of medicines to ensure that they are used in accordance with agreed protocols and Formulary recommendations</p> <p>(g) propose two members from Portsmouth Hospitals NHS Trust as representatives to the Area Prescribing Committee, subject to the Medical Director's approval and formal appointment</p> <p>(h) jointly manage a fund for newly marketed medicines in conjunction with the Medical Director and Area Prescribing Committee</p> <p>(i) review its constitution and terms of reference at least every two years</p>
<b>5</b>	<b>Constitution</b>
5.1	<p>Meetings</p> <p>The Group shall normally meet every two months, or otherwise as the Chairman directs for special reasons.</p>
5.2	<p>Quorum</p> <p>The quorum for a formal meeting to conduct business shall be four clinicians and four other members. In the absence of this quorum on the day, the Chairman may decide to hold an informal meeting or to cancel the meeting.</p>
5.3	Cancellation of meetings in advance

	The Chairman may decide to cancel a forthcoming meeting if a quorum is unlikely or if there is insufficient business to warrant a meeting. The Secretary will ensure that all members are notified of an advance cancellation.
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5.4	<p><b>Chairman's action</b></p> <p>The Chairman may act by discretion on the Group's behalf on any medicine-related issue requiring immediate decision, subject to discussion and approval at the next meeting.</p>
5.4	<p><b>Co-option</b></p> <p>The group may co-opt individuals for advice on particular topics as and when necessary. Such co-optees should attend for as many meetings as is necessary, being present for as long as the topic under consideration is discussed.</p>
5.5	<p><b>Notes of meetings</b></p> <p>Notes of meetings shall be circulated within 10 days after the meeting to:</p> <ul style="list-style-type: none"> <li>Group members</li> <li>Clinical Directors and their Operational Managers in Portsmouth Hospitals</li> <li>Medical Directors for each Trust</li> <li>Pharmacy Services Manager and senior managers</li> <li>Chief Nurse for each Trust</li> <li>Portsmouth Area Prescribing Committee Chairman</li> </ul> <p>And posted on the Formulary and Medicines web page</p>
5.6	<p><b>Disciplinary powers</b></p> <p>The Group shall have no power to reprimand or discipline any individual in respect of any of its auditing functions, but may make recommendations to the Medical Director, appropriate Clinical Directors or managers.</p>
5.7	<p><b>Decisions</b></p> <p>The Group shall decide by consensus. In the absence of consensus, the decision may (at the Chairman's discretion) be made by majority vote.</p>
5.8	<p><b>Venue</b></p> <p>Meetings shall normally be held at Queen Alexandra Hospital unless otherwise determined for special reasons.</p>
<b>6</b>	<b>Membership</b>
6.1	<p>Two clinicians from each division from Portsmouth Hospitals NHS Trust appointed by the Divisional Clinical Director (one of whom is Chair of Formulary Committee) This representation by clinicians will reflect a spread of Specialties, rather than rigid adherence to the Divisional constituents,</p>

	<p>One nominated representative from the Chemotherapy User Group.  Up to two nurses appointed by the Director of Nursing  One clinician and one pharmacy manager from Ministry of Defence Hospital Unit to be appointed by the Medical Director,  Portsmouth Hospitals Clinical Director Medicines Management and Pharmacy,  Three Clinical Pharmacy Managers appointed by the Portsmouth Hospitals Clinical Director Medicines Management and Pharmacy (one of whom is secretary of Formulary and Medicines Group.  Clinical Directorate Pharmacist/Formulary Pharmacist appointed by the Portsmouth Hospitals Clinical Director Medicines Management and Pharmacy.  Management representatives are welcome to attend by arrangement</p>
6.2	<p>Chairperson</p> <p>The Group's Chairperson shall be agreed by the membership, subject to review every three years.</p>
6.3	<p>Other members may be co-opted into the group.</p>
6.43	<p>Re-appointments</p> <p>All appointments shall be reviewed every two years by the appointing persons. Members shall be eligible for re-appointment if they wish.</p>
6.5	<p>Temporary absences</p> <p>In the temporary absence of the Chairman, a meeting may be chaired by a nominated member. In the temporary absence of the Secretary, a pharmacist group member will be appointed to deputize.</p>
6.6	<p>Long term absences</p> <p>In the event of long term absence or inability to act of the Chairman, a replacement member shall be appointed to the Group. In the event of long term absence of a member, the relevant appointing person shall appoint a deputy.</p>
6.7	<p>Resignations</p> <p>Any post falling vacant by resignation shall be subject to re-appointment by the relevant appointing person.</p>
<b>7</b>	<b>Review</b>
7.1	<p>These terms of reference will be reviewed on or around 31<sup>st</sup> March 2009, or in the event of further management changes.</p>