ANSWER TO QUESTION 329



TERMS OF REFERENCE

Drugs and Therapeutics Committee(DTC)

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Version	**Date**	**Comments**
1.0	2015	Amended with changes to membership and committee processes
1.1	2018	Amended with changes to Membership and processes
2.1	2022	Amended further to reflect new committee structure and properly align with new role.
3.1	2022	Added role re use of IVIG approvals
3.2	2024	Changes to membership

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Terms of Reference

Drugs and Therapeutics Committee

AIMS

1.0 Aims

The Drugs, Therapeutics and Medicines Risk Committee exists to review and control all aspects of medicine usage relating to safety, efficacy and patient acceptability.

It will maintain a list of medicines and guidance which will be known as the GHA formulary.
The purpose of the medicines risk management committee is to ensure that:

- GHA wide systems are in place to ensure quality and safety at every part of the Medicines Management process
    - Procurement
    - Storage
    - Supply
    - Prescribing
    - Dispensing
    - Preparation
    - Administration
    - Monitoring
- Risk management strategies are in place to minimise risk of medicines to patients
- Clear roles and accountability for all GHA staff involved in the Medicines Management process
- Make recommendations to the GHA Executive Team on all aspects of Medicines Risk Management

The committee will do this by ensuring that evidence based practice is delivered, that systems and processes are in place to identify, evaluate and reduce clinical risks, and that the Executive committee and the Board are provided with assurances that optimal clinical outcomes are being achieved.

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CONSTITUTION

2.0 Membership

2.1 The membership of the Drugs, Therapeutics and Medicines Risk Committee will comprise of**:**

Chief Pharmacist (Chair)
Head of Hospital Pharmacy
Clinical Pharmacist Prescription Pricing Advisory Unit,
One Representative of Lead, General Practitioner
Consultant Physician
Director or Deputy Director Finance
Consultant Intensivist & Anaesthetist
Consultant Psychiatrist
Consultant Surgeon
Public Health Director
Director of Nursing Services and Representative
One member of AHPs
NCHD
Non-Medical Prescribing Lead
Paramedic

In Attendance
Invited representative – as appropriate

2.3 Other GHA officers or clinicians may be asked to attend when the Committee is discussing drugs relevant to specialties that are not represented on the Committee

2.4 The Committee chair will be the Chief Pharmacist

2.5 The committee will elect a vice chair from within its membership

2.6 Administrative support for the Committee will be provided by the pharmacy team and the Medical Directors Office

3.0 Quorum:

3.1 The quorum for meetings of the Committee shall be 3 clinician (medical, nursing, allied health professional) members and 2 members from pharmacy:

- One of chair/vice chair/ other senior committee member
- One other clinician (medical/nursing/allied health professional)
- One other pharmacist

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4.0 Frequency of meetings - Monthly or ad-hoc when deemed needed.

5.0 Declaration of interests

5.1 All Committee members must declare any conflict of interests, should they arise, and exclude themselves from the meeting for the duration of that specific item.

DUTIES AND RESPONSIBILITIES

6.0 Purpose

6.1 The purpose of the Committee is to maintain the Gibraltar Health Authority (GHA) formulary. The formulary is a list of drugs that can be prescribed by clinicians working for the GHA and that are stocked in pharmacy and can be prescribed on GPMS. The formulary also includes protocols and guidelines advising on the use of these medicines in the GHA.

6.2 Provide leadership to ensure that systems and processes are in place throughout the organisation to support medicines risk management and ensure the medicines management process is underpinned by safety, process, and quality, clarity of role and responsibility and training.

6.3 Ensure that quality issues and risks are identified and that appropriate action is taken to respond to risks identified.

6.4 Encourage the development of good practice in relation to medicines management and patient safety across clinical networks

6.5 To act as the 'panel' for the approval of long term use of IVIG

7.0 Duties

7.1 To consider applications for the use of new medicines by clinicians working for the GHA

- To determine whether these new medicines are safe, effective and acceptable to patients
- To determine whether new medicines improve safety, effectiveness, outcomes or acceptability of treatment compared to existing medicines on the formulary

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7.2 To review existing medicines on the GHA formulary and consider removal of medicines:

- Where new safety concerns are raised;
- Where more effective or acceptable alternatives are available;
- Where equally safe/effective/acceptable medicines are available that are more cost effective.

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7.2 To consider individual medicines in the context of complex disease management by developing pathways and guidelines. This purpose may be achieved by commissioning and supporting specialty user groups and reviewing guidelines produced by these groups.

7.4 To take information from other national and local groups into account during decision making including:

- NICE
- Scottish Medicines Consortium
- Cancer Drugs Fund (CDF)
- New Medicines Fund (NMF announced 6th June 2022)
- All Wales Medicines Strategy Group (AWMSG)
- Specialist Pharmacy Service (SPS)
- London New Drugs Group
- London HIV Drugs & Treatment Group
- London Cancer Network
- Formulary Committees from associated hospitals (UK only)
- South West London and St George's Mental Health Trust
- Moorfields Eye Hospital.
- Commissioning Criteria Policy for the therapeutic use of Immunoglobulin England 2021

7.5 To take account of the impact across the health economy, including primary and intermediate care when making decisions.

7.6 To make the formulary available to clinicians in the GHA through the intranet and other means and to promote good quality and cost effective use of drugs within the GHA.

7.7 **The Committee will:**

1. Develop, review and approve the required policies and procedures to support the safe use of medicines.

2. Oversee the implementation of the requirements for medicines risk management set out by various external standards and agencies: Standards for Better Health Annual Health check, NHSLA Integrated Risk Management Standards, DH NPSA alerts and prepare an annual report for the Executive Committee

3. Commission medication safety related audits across the GHA and collate results to give internal assurance of compliance with risk and safety requirements. Provide reports on assurance/areas of concern identified in the audits to the Governance Team of the GHA

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4. Ensure provision of training and awareness raising of medicines risk management amongst all staff groups.

5. Monitor and ensure implementation of GHA wide training needs analysis for staff in relation to aspects of medicines risk management and statutory training requirements.

6. Ensure communication of all high-level medication risks and those requiring funding to mitigate risk exposure to the GHA Executive Committee

7. To receive medication risk related and medication safety incident reports as required and monitor the implementation of action plans and recommendations. Provide exception reports on any areas of concern/non implementation of recommendations to the Governance Team of the GHA

8. Analysis of information, reports and recommendations provided by external accreditation bodies, to ensure implementation and assurance of internal control in designated areas. Provide exception reports of compliance/non implementation with recommendations to the GHA Executive Committee

9. Review reports and recommended actions from feeder committees/working groups giving direction as required.

10. The Committee will review and evaluate its terms of reference, performance and attendance on an annual basis.

AUTHORITY AND ACCOUNTABILITY

8.0 Accountability

8.1 The Committee is accountable to the GHA Executive Committee

9.0 Authority

9.1 The Committee is authorised to investigate any activity within its terms of reference. It is authorised to seek and may secure the information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

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9.2 The committee has the decision making power for effective and safe use of medicines within the GHA

10.0 Reporting

10.1 The Chair of the Committee shall present a report to the GHA Executive Committee annually, drawing to the attention of that committee any issues that require disclosure as part of the GHA assurance framework

10.2 The committee will report its actions back to the main committee for full ratification at the next full meeting

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MONITORING

11.0 Monitoring Effectiveness

11.1 In order to support the continual improvement of governance standards, sub-Committees of the GHA Board and executive Committees are required to annually:

- Complete a self-assessment of the effectiveness of the Committee
- Review the terms of reference for the Committee, reaffirming the purpose and objectives
- Prepare an annual work-plan