

Coventry & Warwickshire Area Prescribing Committee (APC)

Terms of Reference



Mission Statement

To provide strategic leadership and advice, and to monitor resulting outcomes, on the safe, effective and efficient management of medicines within local health organisations and across organisational interfaces, taking into account the impact on the entire health community of Coventry and Warwickshire and its stakeholders

Authority

These Terms of Reference have been developed over a number of years since the inauguration, in 2008, of the successor Area Prescribing Committee to the original committee which ceased meeting in 2005.

Initial versions were developed during set up meetings and through virtual discussions involving all key primary and secondary care, commissioning and provider, stakeholder representatives and Local Medical Committees and Local Pharmaceutical Committees.

Further amendments have been made over the intervening years following additional discussions at meetings to ensure that the document appropriately reflects the work of an area-wide committee which continues to develop its roles and functions within a changing NHS environment.

Key functions

The Coventry & Warwickshire APC will:

1. promote equity of access to medicines across our health community, where there are multiple care providers and there is increasing organisational autonomy
2. promote patient safety:
 - a. through providing tools to improve compliance
 - b. by educational campaigns aimed at individual health professional groups, organisations and the public
 - c. through assisting in the implementation of national patient safety programmes
 - d. encouraging the provision of accurate information on medicines when patients move across boundaries
3. be a definitive clinical decision making body that is both empowered and efficient within its remit, as agreed with commissioners

4. focus on end outcomes rather than processes per se, though encourage defined processes where healthcare would benefit
5. have a consistent approach to value for money and opportunities for investment and disinvestment
6. effectively deliver public awareness campaigns and messages
7. promote clinical engagement
8. monitor the impact of its decisions within its member organisations

Objectives

1. To provide a consensus view, based on available evidence of the place in therapy of new drugs and existing drugs for new indications, likely to impact on the Coventry and Warwickshire locality, and ensure this view is disseminated to stakeholders
2. To promote seamless medicines management across organisational boundaries
3. To consider the cost-effectiveness of existing treatments and make recommendations for prescribing change where appropriate
4. To forecast developments in medicines-related healthcare and provide effective leadership in managing change
5. To facilitate the development and delivery of plans for the introduction of new treatments and national guidance including horizon scanning and service re-design.
6. To make recommendations to assist in the resolution of problems relating to prescribing at the primary/secondary care interface and the community pharmacist.
7. To provide advice on the governance aspects of medicines in relation to service redesign
8. To establish sub-groups (when needed) to ensure specified actions are delivered and implemented
9. To have a targeted audit programme to monitor and audit the implementation of key decisions and feedback progress
10. To provide a forum for the discussion and ratification of medicines related guidelines/pathways relevant to interface prescribing

11. To provide guidance on medicines management issues that have an effect on clinical practice and the overall delivery of healthcare in the local health economy

12. To maintain the framework for shared care agreements and ensure that shared care agreements across Coventry and Warwickshire are kept up to date

Membership

Full members			
Post type	Organisation		
Drug & Therapeutics Committee Chairs	UHC&W NHS Trust	P	2 ^o
	George Eliot Hospital NHS Trust	P	2 ^o
	South Warwickshire General Hospitals NHS Trust	P	2 ^o
	Coventry & Warwickshire Partnership Trust	P	2 ^o
Commissioners - Clinical	Coventry & Rugby CCG x 2	C	1 ^o
	Warwickshire North CCG x 2	C	1 ^o
	South Warwickshire CCG x 2	C	1 ^o
Lead Pharmacists	Coventry & Rugby CCG	C	1 ^o
	Warwickshire North CCG	C	1 ^o
	South Warwickshire CCG	C	1 ^o
	Coventry & Warwickshire Partnership Trust x2	P	2 ^o
	UHC&W NHS Trust	P	2 ^o
	George Eliot Hospital NHS Trust	P	2 ^o
	South Warwickshire General Hospitals NHS Trust	P	2 ^o
Nurse representatives	Secondary care	P	2 ^o
	Community	P	2 ^o
Local Medical Committee Representative	Coventry LMC	IC	1 ^o
	Warwickshire LMC	IC	1 ^o
Local Pharmaceutical Committee Representative	Coventry LPC	IC	1 ^o
	Warwickshire LPC	IC	1 ^o
Lay members	X 2		
Academic sector	X1		
Non-voting members			
Clinical support to APC	X 1		
Administration Support	X 1		

Total Membership: 27 plus two non-voting support members

Commissioner Representatives (C) = 9

Provider Representatives (P) = 11

Independent Contractors (IC) = 4

Other = 2

Chairman and Vice – Chairman

The Chairman shall be elected from within the core membership of the Committee and consideration should be given to the appointment of a senior representative who has strong qualities and is able to command the respect of their peers.

The Committee will review the Chairman and Vice-Chairman positions annually to ensure that these key roles continue function as necessary in maintaining the APC's standing.

Both Chairman and Vice-Chairman will be selected for a two year term and one should be from secondary care and one from primary care (For the purposes of the Coventry & Warwickshire APC Coventry & Warwickshire Partnership Trust is deemed to be a secondary care Trust).

Within the two year term the Chair and Vice-Chair will rotate office after one year unless the Committee agree that maintaining the *status quo* is appropriate at the time of review.

Quoracy

The meeting will be quorate if six or more members are present comprising at least one doctor and one pharmacist from both primary and secondary care (For the purposes of the Coventry & Warwickshire APC, Coventry & Warwickshire Partnership Trust is deemed to be a secondary care Trust)

Voting rights

Proposals will be carried by a simple majority of a quorate meeting. In the circumstance of a tied vote the Chairman would have the casting vote.

Frequency of meetings

The Coventry & Warwickshire APC will meet bimonthly on the third Friday of the month

Accountability

The Committee is accountable to the respective Trust Boards of the stakeholder organisations responsible for delivering healthcare in Coventry & Warwickshire.

Declaration of interests

All APC members will complete an annual declaration of interests for submission by January 31st each year. If there are changes to any member's interests in the interim which may affect any particular APC discussion this must be declared at the time.

Responsibilities of APC members

Accept ownership of APC decisions

Undertake work as necessary between meetings

Promote two-way communication between the APC and relevant NHS colleagues / organisations

Take specific views, from the APC, back to your own organisation for comment, and then to feed back the responses to the APC, as appropriate

Commit to regular attendance of APC meetings, sending an appropriate deputy when necessary, to ensure continuity and balance of input into decision-making

Be a committed, motivated and active participant in the committee

Declare prior to each meeting any outside interests, which might have a bearing on your actions, views and involvement in discussions within the committee

Reporting mechanisms

Minutes of meetings will be forwarded to the respective Trust Boards, LMCs, Commissioning Groups and LPCs.

Decisions will also be communicated to practitioners through the stakeholder organisations' Medicines Management Teams or Drug & Therapeutics Committees as appropriate.

The Committee will maintain other information dissemination strategies including an APC website and newsletter.

Review

The Terms of Reference and membership of the Committee, will be reviewed in the first instance six months after the first meeting and then annually.