CONSTITUTION AND TERMS OF REFERENCE

Drugs and Therapeutics Committee

1. Constitution

The membership of the Committee will be:-

- Medical Director (Committee Chair)
- Chief Pharmacist (Deputy Committee Chair)
- Senior Pharmacist
- Medicines Information Pharmacist
- Associate Director of Professional Standards and Patient Experience
- GP Prescribing Lead NHS Bolton
- Heads of Divisions or nominated deputies
- Deputy Divisional Accountant
- Associate Director of Operations
- Consultant Anaesthetist
- Consultant Physician
- Provider Lead Pharmacist
- Head of Medicines Management NHS Bolton
- MSK Pharmacist, Provider Arm
- Senior Nurse, District Nursing
- Clinical Workforce Development Manager & Non-Medical Prescribing Lead
- GP Prescribing Lead
- Personal Assistant to the Chief Pharmacist (Committee Secretary)

The Committee will be quorate when six members attend including one pharmacist and one consultant medical representative are in attendance.

Any clinician applying for a new drug must be present at the Drugs & Therapeutics Committee meeting or send a suitable clinical representative. If not in attendance the application will not be discussed.

The following may be invited from time to time as requested:

- Any health professional with an interest in an agenda item
- Member of Executive Board
- Other observer with good and relevant reason.

2. Status

The Committee will be accountable to the Executive Board of the Bolton NHS Foundation Trust.
The Committee will have executive authority over the choice of drugs used in the Trust. This will take full account of individual clinical circumstances, changes in clinical practice and clinical preference which may occasionally occur. Any requests for new drugs will be subject to appropriate procedures.

The Committee will have access to all data relating to drug usage within Bolton NHS Foundation Trust.

The Committee will liaise with other relevant bodies whenever issues of common interest arise.

3. **Frequency of Meetings**

The committee will meet every two months. Extra meetings may be called by the Chairman as necessary.

The agenda and relevant associated papers will be circulated approximately two weeks prior to the meetings in order that consultation and discussion may occur with medical and nursing colleagues.

4. **Terms of Reference**

The Committee will serve to:

- Assess and advise the Trust on the impact of new drug technologies on service delivery and assess the financial implications.

- Manage the introduction of new drugs into the Bolton NHS Foundation Trust and ensure links with other relevant bodies. This will include implementation of a procedure for the introduction of new drugs to the Trust.

- Scrutinise statements of case and decide the relevance of applications for the Trust and health economy around the introduction of new therapies / drugs / NICE compliance.

- In the light of information supplied make recommendation for approval on the impact of such introductions, in terms of activity, finance, working practices, clinical impact, training and skills.

- Be responsible for clinically approving the introduction of new medicines into the Trust. (Where such decisions have a significant financial impact across the PCT decisions will be made in conjunction with the Clinical Standards Board).

- Monitor and evaluate drug usage within Bolton NHS Foundation Trust in respect of efficacy, safety and cost against the projections made at the time of approval.

- Recommend funding for the introduction of new products/therapies against the earmarked allocation of funding set aside principally relating to NICE compliance or in those situations where this is inappropriate identify alternative appropriate route for implementation e.g. commissioning process/local development planning (LDP).
• Refer clinical risks associated with non-compliance with NICE or other national recommendations to the Risk Assessment Group and/or the Clinical Governance & Assurance Committee (or CSQIC).

• Commission, monitor and maintain a register of guidelines and policies relating to the safe and cost effective use of drugs via Senior Pharmacists.

• Liaise with commissioners on medicines related matters which influence patient care. Act as the representative body of Bolton NHS Foundation Trust in any dealings regarding the development of medicines related policies/guidance.

• Ensure systems are in place for the preparation of Patient Group Directions.

5. **Circulation of Minutes**

- Committee Members
- Associate Directors of Operations
- Clinical Leaders
- Heads of Divisions
- Senior Pharmacists
- Medical Staff Committee Chairman
- Clinical Standards Board