

SOUTH WEST LONDON MEDICINES OPTIMISATION GROUP

Terms of Reference

Title	South West London (SWL) Medicines Optimisation Group
Purpose	<ul style="list-style-type: none"> Identify opportunities for Medicines Optimisation across SWL and facilitate implementation of agreed plans Develop monitoring arrangements and effectiveness measures against the main priorities of the SWL Medicines Optimisation Group Provide a forum for informed discussion between clinicians from both primary and secondary care on medicines management and optimisation issues Ensure equity of access to medicines for patients across SWL as per NHS Constitution and identify and manage implications of any significant changes in practice Ensure that robust standards and governance arrangements underpin SWL wide commissioning arrangements, decision-making / advice related to medicines as per NHS Constitution Provide timely specialist advice and recommendations on medicines and associated pathways used by Acute Trusts as required and at the interface to the 6 SWL Clinical Commissioning Groups (CCGs) and NEL Commissioning Support Unit (NEL) as appropriate
Membership	<ul style="list-style-type: none"> Acute NHS Trust Chief Pharmacists or nominated deputies with decision making capabilities CCG Chief Pharmacists or nominated deputies with decision making capabilities Mental Health Trust Chief Pharmacist or nominated deputy with decision making capabilities (SWLStG MH Trust, SLAM) Community NHS Trust Chief Pharmacist or nominated deputy with decision making capabilities serving SWL CCGs Nominated representative from NEL Contracting Team Representative from London Regional Medicines Optimisation Committee <p>Associate members:</p> <ul style="list-style-type: none"> Surrey & Sussex Lead Commissioning Pharmacist or representative Consultant Pharmacist for Cardiovascular Disease, South London Representative from Specialist MI Service or nominated deputy Public Health representative <p>Multidisciplinary input and patient and public engagement is sought through and the responsibility of constituent organisations represented on the SWL Medicines Optimisation group.</p>
Chair	SWL Lead Commissioning Pharmacist, NEL (Deputy Chair: CCG Chief Pharmacists)
Secretary	SWL Commissioning Pharmacist, NEL
Responsibility of members:	<p>All members are required to:</p> <ul style="list-style-type: none"> Take ownership of decisions made by the SWL Medicines Optimisation Group Undertake work as necessary between meetings in a timely manner Promote two-way communication between the SWL Medicines Optimisation Group and relevant NHS colleagues/organisations Take specific views from the SWL Medicines Optimisation Group, back to own organisation for comment and feed responses back as appropriate in a timely manner Ensure implementation of decisions made by SWL Medicines Optimisation Group in the organisation they are representing Submit required reports (e.g. Medicines Incidents Reports) within agreed timescales Commit to regular attendance of SWL Medicines Optimisation Group to ensure continuity and balance of input into decision making Be an enthusiastic, motivated and active participant in the committee Declare, prior to each meeting and annually, any outside interests which might have a bearing on actions, views and involvement in discussions with the committee
Quorum	<ul style="list-style-type: none"> Chair, 3 CCG representatives and 3 provider organisations representatives Decision making will be dependent on 80% of quorate members agreement
Frequency of meetings	At least every quarter or more frequently if needed (as determined by its output). Usually every 2 months

Duties – decision making	<ul style="list-style-type: none"> • Develop and approve SWL Interface Prescribing Policy and SWL Commissioning Principles for PbR Excluded Drugs/Devices • Ensure that systems are in place to manage high cost medicines and/or interventions within the context of existing (and future) financial frameworks (including for example the development of tick box forms to manage PbR tariff exclusions) • Plan for and manage the introduction of new medicines and new indications for existing medicines into the local health economy • Coordinate SWL wide implementation of national policy as appropriate e.g. NICE guidance, patient safety alerts and other national guidance, e.g. Better Care, Better Value Indicators • Develop and approve shared care prescribing guidelines, treatment and / or prescribing guidelines and care pathways between different care environments; help to decide who prescribes and where prescribing occurs (including oncology drugs) • Consider and approve any recommendations on medicines advice contained in protocols, treatment and/or prescribing guidelines and care pathways produced by other relevant groups • Input in the development and approval of health community wide processes for dealing with Individual Funding Requests • Co-ordinate community-wide initiatives as appropriate, e.g. safety campaigns, patient awareness, medicines related admissions
Duties – advisory	<ul style="list-style-type: none"> • Highlight and advise commissioners on potential impact (cost saving or cost generation) of approved medicines • Advise on financial resource implications for medicines across the health community • Provide advice and direction on medicines management issues that have an effect on clinical practice and the overall delivery of healthcare in the local health economy, e.g. prescribing policies • Make recommendations to commissioners about medicines linked to new interventions • Provide guidance for appropriate working with the pharmaceutical industry • Support the commissioning process in managing medicines issues for the new and emerging organisations / groups who will have an impact on medicines management in the health community to ensure that robust standards and governance arrangements are in place • Consider and advise on changes in service delivery that impact on medicines management and optimisation across the interface • Consider and advise on social and local authority issues relating to medicines
Duties – monitoring	<ul style="list-style-type: none"> • Ensure that its advice, once agreed, is implemented and / or endorsed by relevant organisations, for example, by an implementation and monitoring plan • Ensure patient safety is incorporated as a specific issue in all decisions and recommendations made by the SWL Medicines Optimisation Group, including the safety aspects of the way medicines are used in practice • Compare medicines use in the health community and feedback to local organisations
Accountability	<p>For decisions and advice:</p> <ul style="list-style-type: none"> • Chair of CCG Medicines Management or equivalent committees • Chair of Acute Trusts / Community Services Drug and Therapeutics or equivalent committee <p>For operational aspects: NEL</p>
Reporting responsibilities	<p>SWL CCG Medicines Management (or equivalent) Committees</p>
Appeals	<p>Any appeals against joint decisions made by the SWL Medicines Optimisation Group should be directed at and processed by the constituent organisations represented on the SWL Medicines Optimisation Group. An explanation as to the rationale of the decision will also be provided by the SWL Medicines Optimisation Group via the meeting minutes.</p>
Scope	<p>The SWL Medicines Optimisation Group operates on behalf of the following organisations:</p> <ul style="list-style-type: none"> • NHS Croydon CCG • NHS Kingston CCG • NHS Merton CCG • NHS Richmond CCG • NHS Sutton CCG • NHS Wandsworth CCG • St. George’s University Hospitals NHS Foundation Trust • Epsom and St. Helier University Hospitals NHS Trust • Croydon Health Services NHS Trust • Kingston Hospital NHS Foundation Trust • Royal Marsden NHS Foundation Trust • South West London and St. George’s Mental Health Trust

	<ul style="list-style-type: none"> • SLAM • Moorfield's Eye Hospital NHS Foundation Trust • Hounslow and Richmond Community Healthcare NHS Trust • Central London Community Healthcare NHS Trust • Other Community Service providers serving SWL CCGs
Key links	<ul style="list-style-type: none"> • Regional Medicines Optimisation Committees • NHS England • London New Drugs Group • Neighbouring Medicines Management Committees/Area Prescribing Committees or similar
Practical aspects	<ul style="list-style-type: none"> • Agenda items and associated appendices need to be received 10 days prior to the next meeting • Agenda and associated appendices will normally be distributed 7 days prior to the next meeting • Agenda items can only be included if: <ul style="list-style-type: none"> ○ There is a nominated person who is able to present it ○ It contains new information not previously discussed

Approval Date: 22 November 2018

Review Date: November 2020 (or earlier if indicated)