

BEDFORDSHIRE AND LUTON JOINT PRESCRIBING COMMITTEE (JPC) TERMS OF REFERENCE

1. PURPOSE OF THE JOINT PRESCRIBING COMMITTEE

- To promote rational, evidence-based, high quality, cost-effective medicines optimisation across the whole of the Health Economy for Bedfordshire and Luton residents.
- To include all providers and all stakeholders (including patients).
- To provide county wide prescribing advice to GPs, CCGs and Trusts (Acute/Mental Health/Community Health Services).
- To collaborate with other neighbouring Health Economies in line with service redesign and developing care pathways.
- To make recommendations to assist in the resolution of problems relating to prescribing arising at healthcare interfaces(e.g. primary/ secondary care)
- To assess (utilising existing reviews where possible) the clinical effectiveness, safety and cost-effectiveness and relative priority of all medicines of significant clinical and financial impact. This will be assessed using an agreed ethical framework and will result in the development of policies for their use (if appropriate) in Bedfordshire and Luton.
- To foster relationships with existing (and emerging) prescribing and / or Drugs and Therapeutics Committees.
- To promote sharing of Drug Formularies within the Health Economy.
- To provide guidance on the local implementation of national guidance on the use of medicines, such as NICE guidance.
- To ratify the recommendations of relevant subcommittees.
- To promote and facilitate seamless care relating to medicines optimisation across interfaces in the local health economy. This will include participation in the development of integrated care pathways and production of shared care guidance as necessary.
- To ensure that NICE Technology Appraisal Guidance (in relation to drugs) is discussed and noted before passing to the appropriate organisation for ratification and implementation.

2. MEMBERSHIP

This is representative of all relevant parties, including:

Trusts (Bedford Hospital; The Luton and Dunstable Hospital; ELFT {Mental Health}):

- Three Medical Directors or their nominated representatives
- Three Trust Chief Pharmacists or their nominated representatives

Community Healthcare Services:-

- One representative (medical, pharmaceutical or nursing) from each Community Healthcare Service (Luton and Bedfordshire)

Primary Care:

- One GP representative from LCCG and four GP representatives from BCCG (to include a CCG Executive Team Member). Each should have a nominated deputy.
- LMC representative
- LPC representative
- Public Health Specialist.
- A Head of Prescribing and Medicines Management (or nominated representative) from each CCG
- Professional Secretary to the Committee (Pharmaceutical Adviser working on behalf of Bedfordshire and Luton CCGs) or nominated deputy
- Finance Representative from the CCGs (if required)

Lay Representation

- A Lay Representative from Bedford, Central Bedfordshire and Luton (from Health watch or equivalent Body)

Meeting Chair

Currently this is a former GP member of the Committee (retired). In the absence of the nominated chair, any voting member of the Committee may deputise.

In addition to regular committee members, other clinicians are invited to attend as necessary to provide expertise, necessary to the deliberations of the Committee.

The **Committee** will be **quorate** to make recommendations if the following are Committee members are present:-

- Three medically qualified doctors, of whom at least two should be practising general practitioners.
- Two clinicians from Secondary Care (of whom at least one should be a pharmacist)
- One CCG Head of Medicines Management
- Professional Secretary to the Committee

N.B. All of the above representatives must have a nominated deputy.

If the meeting is not quorate, the meeting can still go ahead at the Chairs discretion, but any decisions made must be confirmed with Committee members prior to issue.

3. RELATIONSHIP TO OTHER BODIES

The Bedfordshire and Luton Joint Prescribing Committee makes recommendations to the whole Health Economy (CCGs and Trusts) about the effectiveness, cost-effectiveness and relative priority for funding of medicines.

4. MEETINGS OF THE BEDFORDSHIRE AND LUTON JOINT PRESCRIBING COMMITTEE

Meetings take place bimonthly, and last approximately two and a half hours.

5. CONFLICT OF INTEREST

Each member of the Committee will be required to complete a written declaration annually. In addition, declarations of interest will be requested at the start of each meeting of the Committee. Committee members are expected to comply with recognised NHS Codes of Conduct and Accountability.

6. OUTPUT AND COMMUNICATION

Recommendations from the JPC are presented as bulletins. They are produced in a uniform style, sequentially numbered and accumulated into a series of recommendations. Revised bulletins are issued when these are reviewed. The current New Drug Bulletin template is attached as appendix 1.

JPC recommendations are summarised and issued in the form of a Newsletter to all GPs, Community Pharmacists, Committee Members and any other healthcare professional who has asked to receive a copy of the recommendations. JPC Bulletins/information (to include notes of meetings) produced from September 2012 may be accessed via a Public Facing website (unless there are confidentiality issues).

It is the responsibility of all Committee members to ensure that they communicate the JPC recommendations in an appropriate manner to the organisation that they represent.

7. SUPPORT ARRANGEMENTS AND SETTING THE AGENDA

BCCG administratively supports the Committee.

All the organisations represented on the Committee will be able to request agenda items for discussion at the meeting. The agenda for future meetings will, as far as possible, be decided by the Committee itself.

Specialists are invited to attend meetings to present a case for a new medicine wherever possible.

8. NATURE OF RECOMMENDATIONS AND REPORTING MECHANISMS

Recommendations made by the Committee are presented to Bedfordshire and Luton CCGs for ratification in accordance with CCG procedures.

Where rapid evidence reviews are required between JPC meetings, these may be produced and interim position statements issued by the relevant CCG Prescribing Committee, prior to formal discussion at the next JPC meeting.

Some papers may receive virtual consideration by the Committee. Recommendations agreed by this process will need to be ratified at a full Committee meeting before they are issued.

JPC recommendations are also discussed by Trust Drug and Therapeutics Committees within Bedfordshire and Luton. As representatives from these Trusts participate in the JPC decision-making process, it is expected that the JPC recommendations, once approved by the CCGs, will be adopted by CCGs and Trust Drug and Therapeutics Committees within Bedfordshire and Luton.

Recommendations made by the Joint Prescribing Committee are arrived at after careful consideration of the evidence available. Healthcare professionals are expected to take it fully into account when exercising their clinical judgement. However, the JPC guidance does not override the individual responsibility of healthcare professionals to make decisions appropriate to the circumstances of the individual patient, in consultation with the patient and/or guardian or carer.

9. APPEAL PROCESS

The JPC is willing to re-consider recommendations made if new significant drug information on efficacy, safety or cost is provided to the Committee. If an appeal against a recommendation is made on the basis that due process has not been followed, this will be referred to the Hertfordshire Medicines Management Committee (HMMC) for consideration. The HMMC will not re-review the evidence presented, but will consider if due process has been followed. It will be for the JPC to reconsider its recommendations (or otherwise) in the light of any HMMC recommendations re process followed.

Revised June 2017