



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 review and participate in the development of treatment pathways which involves the use of medication where appropriate.
- To foster relationships with existing (and emerging) prescribing and / or Drugs and Therapeutics Committees across the whole of the Integrated Care System.
- To promote sharing of Drug Formularies within the Health Economy and to manage the Bedfordshire and Luton Joint Primary and Secondary Formulary.
- To provide guidance on the local implementation of national guidance on the use of medicines, such as NICE and RMOG 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 three GP representatives from BCCG (to include a CCG Executive Team Member). Each should have a nominated deputy.
- Medical Director for Bedfordshire, Luton and Milton Keynes Integrated Care System (Vice Chair)
- 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

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 and vice 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 every 6 months. In addition, declarations of interest will be requested prior to the circulation of full meeting papers, when papers are circulated for 'virtual approval' and at the start of each meeting of the Committee. Committee members are expected to comply with recognised NHS Codes of Conduct and Accountability. It is essential that all Committee members comply with these requirements.

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

The Committee is decision-making (with delegated funding limits) with respect to BCCG and LCCG.

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 reported to 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. EQUALITY AND DIVERSITY

The Bedfordshire and Luton Joint Prescribing Committee commits to have due regard to Equality, Inclusion and Human Rights considerations in its decision making process.

10. 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 and approved November 2020

N:\Medicines Management\JPC\TOR\Current TOR and Committee Member JD\JPC Terms of Reference and Committee Member Job Description Revised and Approved by chairman's action November 2020.docx

JOB DESCRIPTION**POST: COMMITTEE MEMBER, BEDFORDSHIRE AND LUTON JOINT PRESCRIBING COMMITTEE****JOB PURPOSE:**

To represent their organisation/locality on the Committee, provide input into the Committee and Champion/communicate the output of the Committee. Committee members are expected to take a strategic role when inputting into the Committee and feeding back Committee decisions to their respective organisations to ensure implementation of JPC recommendations.

ACCOUNTABLE TO:

Bedfordshire and Luton Joint Prescribing Committee

RESPONSIBILITIES:

- To attend Committee meetings regularly to represent the views of their respective organisation or group (E.g. GPs represent their locality; Acute Trust Representatives represent their Trust; CCG representatives represent the CCG etc).
- To read all papers in advance of the meeting and seek the views of other members of their organisation/locality where appropriate.
- To come to the meetings prepared with all documents and ready to contribute to the debate.
- To ensure that they have a deputy who is available to deputise when they are unable to attend a meeting where possible. (This applies to Committee members who are required for quoracy as per the Terms of Reference).
- To commit to work outside the meeting (e.g. subgroup membership) where appropriate.
- To have the authority to make clinical and commissioning (where appropriate) decisions on behalf of their constituent organisations or professional groups.
- To respond to consultations on specific papers when asked to do so and consult more widely within their organisation/locality.
- To communicate and champion the output of the Committee within their organisation/locality where appropriate.
- To contribute to the Committee agenda setting.
- To declare any financial or personal conflicts of interest at the start of each meeting, when asked to consider an issue virtually and every 6 months in writing.

TIME COMMITMENTS & REMUNERATION

GP/chair remuneration – funded on a sessional basis at an agreed hourly rate.

Other Committee Members – funded by the organisation that they represent.