

Terms of Reference

Name of Committee/Group	The Sheffield Area Prescribing Group
Type of Committee/Group	Sub-group of the Pharmacy and Prescribing Commissioning Group (PPCG).

1. Purpose of Committee/Group	<p>The Sheffield Area Prescribing Group (APG) is a sub-group of the Pharmacy and Prescribing Commissioning Group (PPCG).</p> <p>The APG will make recommendations on prescribing practice in Sheffield taking into consideration current evidence, NICE guidance and detailed consideration of new treatment options.</p> <p>Where commissioning changes are indicated these will be highlighted to PPCG with a request for approval.</p> <p>Through its membership it will also influence prescribing policy in the three foundation trusts—Sheffield Teaching Hospitals (STHFT), Sheffield Children’s Foundation Trust (SCFT) and Sheffield Health and Social Care (SHSC) and primary care.</p>
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2. Authority/Accountability	The group is accountable to the PPCG
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3. Objectives of Committee/Group	<ol style="list-style-type: none"> 1. To promote integrated patient centred prescribing practice, including medicine related aspects of NICE guidance, quality standards and health technology assessments. 2. The APG will operate within the terms of NHS Sheffield CCG guidance on conflict of interest 3. To develop and agree joint prescribing practices and oversee their implementation across the Sheffield health community. 4. To review new drugs and undertake assessment of new products and to advise relevant organisations on best local prescribing practice, including consideration of clinical effectiveness, clinical safety and cost-effectiveness. 5. To support and oversee the work of the Formulary Subgroup (FSG) and approve the output where appropriate. The remit of the FSG is determined by the APG. 6. To work with the STH Medicines Management & Therapeutics Committee, the SHSC Medicines Optimisation Committee and the SCH Drugs and Therapeutics Committee and others to promote joint working across primary and secondary care. 7. To develop strong relationships within the local health and social care economy to promote safe and effective medicines optimisation across Sheffield. 8. To promote the development of appropriate shared care protocols and prescribing guidelines relating to the use of individual drugs or therapeutic areas; to cover prescribing needs of the population and make best use of resources. In so doing,
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identify and take account operational and resource requirements of general practice and hospitals so that patient care remains safe and effective. To take ownership of these; to review them regularly to ensure that they remain fit for purpose.

9. To oversee the work of the CCG Medicines Safety Group and approve the output where appropriate.
10. To oversee the work of the South Yorkshire Blueteq group and approve output or provide advice where appropriate
11. To manage prescribing issues that occur between primary and secondary care; to identify areas of concern or aspects of medicines safety and to communicate the strategic approach to managing these across the health community in Sheffield
12. To consider outputs from the Regional Medicines Optimisation Committees (RMOCs) to improve and standardise current prescribing practices and guidelines.
13. Where possible work across Integrated Care System (ICS) [Rotherham](#), [Doncaster](#), [Barnsley](#) on areas of mutual interest and benefit
14. To consider the environmental impact of prescribing decisions, such as waste, efficiency and carbon footprint.
15. Ensure that any **equality or diversity** implications are considered as part of the decision making of the group.

4. **Membership**

Note: Members should be referred to by title not name. Chair of Committee/Group should be stated. Minute taker should be stated either as member or in attendance. Each organisation to ensure that at least one member attends and to nominate a deputy wherever practical and possible.

1 *Clinical* representative to act as the chair and if a deputy is required an APG member will be co-opted as and when required.

3 NHS Sheffield CCG medicines optimisation representatives

2 non-medical prescribers

1 representative from Sheffield Local Medical Committee

1 representative from Community Pharmacy Sheffield

2 GP representatives from primary care in Sheffield

2 representatives from Sheffield Teaching Hospitals Foundation Trust (1 pharmacist & 1 clinician preferably from MMTc)

2 representatives from Sheffield Children's Foundation Trust (1 pharmacist & 1 clinician preferably from DTC)

2 representatives from Sheffield Health and Social Care Foundation Trust (1 pharmacist

& 1 clinician preferably from MOC)

1 lay member

1 Healthwatch member

Other interested parties who receive papers and minutes but do not attend e.g. from Clinical Audit and Effectiveness

Co-option

Other members can be co-opted as and when appropriate.

5. Attendees

Note: Attendees should be referred to by title not name. Minute taker should be stated either as member or in attendance.

6. Quorum

The quorum for the APG will be 7 which must include at least:-

- 1 NHS Sheffield CCG member
- 1 Primary care representative
- 1 Secondary care representative

In the event that a meeting is or becomes non-quorate any decisions made will need to be ratified by the group as a whole either via email or at the next meeting.

In the event a paper or decision needing to be approved in-between meetings, virtual agreement can be made if there is consensus from the following people and a clear audit trail in place.

- The chair of the group (or delegated representative),
- CCG Head of Medicines Optimisation or deputy

All interim decisions should be shared and minuted at the following meeting.

Co-option

Other members can be co-opted as and when appropriate.

Working practices

- NHS Sheffield CCG will provide administrative and secretarial support, including the agenda and servicing of the group.
- All members will conform to the Nolan principles
- All members will be required to submit formal declarations of interests on an annual basis,-CCG employees will be expected to make timely and detailed declarations of interest in accordance with the CCG policy using the approved form available. In addition, any changes to the declarations will be requested and recorded at each meeting. Each member should declare any interests which are relevant to the business of the meeting, whether or not those interests have previously been declared. In the event of a declared conflict of interest, concerning any item(s) on the agenda, the group will decide whether an

	<p>individual should be involved in discussions and or decisions concerning the item(s) after carefully considering the declared conflict of interest.</p> <ul style="list-style-type: none"> • The group will ensure the effective running of appropriate sub-groups including the formulary sub-group, medicines safety group and SY Blueteq meetings. • Minutes and outputs of the APG will be published on the NHS Sheffield CCG website. • Agreed updates will be shared with primary care via the APG update bulletin and APG learning lunches • Details of the meetings will be reported to the PPCG via monthly updates. Minutes will be made available to other APCs across South Yorkshire and Bassetlaw. They will also be shared with local representative groups and Sheffield foundation trusts.
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7.	Frequency and Notice of Meetings
	Note: Include frequency of meetings and agenda and papers
	The group will meet either face to face or virtually on the third Thursday of every month, except in December and August. The dates of the meetings will be published 6 months in advance. The papers will be circulated in advance of the meeting. In order to maximise clinical input and enhance the efficiency of the group; virtual working will be utilised where necessary and comments from non-attenders will be given full consideration.

8.	Minutes and Reporting Arrangements
	Note: Detail Governing Body/Committee/Group/Individual reporting to. Also state which of minutes/action points/assurance to be given to which Governing Body/Committee/Group.
	Minutes of the meetings will be reported to the PPCG. Agenda and minutes will be distributed for information to the registered list of interested parties.

9.	Meeting Effectiveness Review

10.	Review to be conducted by Committee/Group Chair	
	Date Committee/Group established	
	Terms of Reference to be reviewed	January 2023
	Date of last review	January 2022