

SECTION 2: AREA DRUG AND THERAPEUTICS COMMITTEE AND SUBCOMMITTEES

SECTION: PATIENT GROUP DIRECTION SUB-COMMITTEE

ROLE:

To advise in the development of practice and policies that support improved access to medicines, treatment and supply under the NHS, using Patient Group Directions (PGDs). This includes advice and development, approval, review, usage and monitoring of PGDs for any clinical area where supply or administration of a medicine is made by appropriately qualified healthcare workers without a prescribing qualification.

TERMS OF REFERENCE:

The core function of the PGD Sub-Committee will be to:-

- Inform the ADTC Therapeutics Sub-committee on the use of PGDs
- Ensure that there are systems in place to continually review update, develop and distribute PGDs in use within NHS Greater Glasgow and Clyde, taking into account new legislation and changes in practice.
- Examine all new PGDs for content and make relevant recommendations to PGD development groups regarding areas that will ensure that the PGD is safe and effective for use.
- Approve and ratify PGDs and keep the ADTC Committee informed of the PGDs which have been ratified.
- Maintain a governance framework for PGDs across NHS Greater Glasgow and Clyde.
- Review and locally approve national PGDs as appropriate.
- Maintain a process to identify the need for new PGDs and advise accordingly.
- Manage the distribution of PGDs for use.
- Ensure that any PGD submitted for advice and approval meets the following criteria:
 - Clinical appropriateness
 - Accuracy of content, evidence based and reflects best clinical practice
 - A robust peer review process must have been undertaken
 - Assurance has been given regarding the requirement for the ongoing need for the PGD
 - The PGD must meet both legal and ethical requirements, such that NHS Greater Glasgow and Clyde can accept vicarious liability.
- Monitor the maintenance of a master index of PGDs.
- Support regular audit of the use and management of PGDs across NHS Greater Glasgow and Clyde.
- Provide peer review on national template PGDs when required.

The remit will be reviewed every 2 years.

EXECUTIVE AND MEMBERSHIP:

- Medical Representative (Chair)
- Non Medical Prescribing Lead – NMPAs
- Director of Nursing representative
- NMP prescribing adviser (nurse)
- Senior Prescribing Adviser (pharmacist)

SECTION 2: AREA DRUG AND THERAPEUTICS COMMITTEE AND SUBCOMMITTEES

- Allied Health Professional representative
- Senior Pharmacy staff – Acute Services, Medicines Policy & Guidance team, Mental Health, Public Health, Primary Care and Community Pharmacy
- Membership from the following clinical specialities/areas:
 - Sexual Health
 - Emergency Department
 - Minor Injury Unit
 - Ophthalmology

Additional membership will be sought for specific clinical areas when PGDs relevant to that setting are requested or reviewed.

All members to ensure that they have signed an updated Declaration of Interest

ATTENDEES:

Representatives from the ADTC Committee or any sub-committees of the ADTC

FREQUENCY OF MEETINGS:

2 monthly.

It may occasionally be necessary to approve PGDs by email consultation when the need for approval is urgent.

ACCOUNTABILITY:

Area Drug and Therapeutics Committee

DISTRIBUTION OF MINUTES:

Area Drug and Therapeutics Committee