

SECTION 4: PRESCRIBING MANAGEMENT GROUP AND SUBGROUPS

4.3: PRESCRIBING MANAGEMENT GROUP: PRIMARY CARE (PMG:PC)

OBJECTIVES:

- To ensure quality, safe, cost effective and consistent prescribing practice across Health and Social Care Partnerships (HSCPs) within NHS Greater Glasgow & Clyde.
- To provide NHSGGC with a framework to support the local delivery of the pharmacotherapy service in accordance with the MOU which supports workforce planning, embeds appropriate governance arrangements and maintains the successful initial momentum.

TERMS OF REFERENCE:

The Prescribing Management Group: Primary Care (PMG:PC) will focus on a range of key areas in support of the above objective.

FUNCTIONS:

1. Financial planning for prescribing management

- Agree an annual projection of savings opportunities and cost pressures, including appropriate consultation with Managed Clinical networks or other specialists. The outcomes of such investigations will be provided to the HSCP Chief Financial Officers for approval and to Board PMG.
- PMG:PC will review expenditures and trends for prescribing costs, volumes and other national and local indicators in primary care. Significant variances and exceptions will be highlighted and action plans developed in line with agreed strategic action plans / targets on cost effective prescribing
- Receive reports on local and national prescribing issues including forecasts of future prescribing trends and impact of new medicines which inform the forecasting process
- Agree and recommend strategic plans to improve the cost effective prescribing of medicines and non-medicines and to address the cost-pressures that have been identified
- Communicate to relevant stakeholders e.g. HSCPs and PMG Acute the key actions that are required to manage the Primary Care prescribing budget appropriately
- Provide a forum for cross HSCP communications on medicines and non-medicines, providing a regular report to the Board PMG
- Guide HSCP Prescribing Committees to ensure the importance of cost-effective prescribing is promoted locally to clinicians

2. Pharmacotherapy Services

- Continue development and implementation of a pharmacotherapy service in support of the GMS contract which is consistent with the Memorandum of Understanding and transformation of GP role into Expert Medical Generalists.
- Develop standards / guidance on models of practice that support individual GP practices, clusters and HSCPs and allow for local adaptation taking account of populations and priorities
- To develop model of pharmacy support in primary care on a population basis including staffing levels and skill mix which covers all aspects of the primary care pharmacy service.
- Develop job descriptions considering roles, responsibilities, skills and competencies of pharmacists and pharmacy technicians linking with workforce planning locally and nationally
- Ensure primary care pharmacy models have taken due consideration of governance, supervision, education, clinical accountability, professionalism, infrastructure support and links with community pharmacy services

3. Good practice guidance and safe use of medicines

- To provide a forum for approval of guidelines affecting primary care prescribing on behalf of Area Drugs and Therapeutics Committee

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- Ensure appropriate liaison with the LMC in respect of strategic issues which impact on GP practices
- Provide forum for strategic development and management of good practice across HSCPs.
- Provide a forum for Prescribing Leads to discuss strategic prescribing issues raised at HSCP prescribing committees, practice visits and through other forums within HSCPs
- Provide interface and forum for joint working with mental health PMG and acute PMG
- To strategically identify and agree areas of joint working between acute, mental health and primary care for development to improve clinical and cost effective prescribing.

COMMUNICATIONS:

- HSCP Chief Officers, Clinical Directors and Chief Financial Officers are represented on the membership and receive all papers.
- Minutes will be sent to Prescribing Management Group for the Health Board, Acute Services and Mental Health, to the Primary Care Programme Board and to other committees as appropriate (including LMC).

MEMBERSHIP:

The membership will reflect the range of professional, management and finance personnel who are involved in primary care pharmacy services and prescribing management. The membership will be multidisciplinary and will represent all HSCPs. There will also be representatives from the Acute Services PMG, Mental Health PMGs, Nursing Management, the LMC, the Area Pharmaceutical Committee and the Primary Care Programme Board. There must be staffside representation for pharmacists and pharmacy technicians working in primary care. Members will be asked to provide a deputy if unavailable for a meeting.

- The Chair will be appointed by the Clinical Director group with the ratification by the HSCP Chief Officers. This will be reviewed at intervals of no longer than 3 years.
- The Chair will report to the Chair of Prescribing Management Group (PMG).
- The Chair and vice chair will be member of the Board-wide PMG.
- Professional secretariat supplied by the Central Prescribing Team.

SUB-GROUPS:

The committee will have a sub-group with terms of reference and a defined membership to consider operational issues regarding prescribing which will regularly report to main committee.

When required short life working groups will be formed from the membership of the PMG:PC and other stakeholders with a clear remit and defined time-lines.

FREQUENCY OF MEETINGS

Meetings will take place every second month.

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APPENDIX 1: PMG:PC MEMBERSHIP (DECEMBER 2019)

TITLE	MEMBERSHIP CAPACITY
HSCP Clinical Director	Chair
Lead Clinician for Prescribing Services	Central Prescribing Team / Vice Chair
Lead for Medicines Management Resources	Central Prescribing Team
Lead Clinical Pharmacist – Glasgow City HSCP North East Sector	Prescribing Lead
Lead Clinical Pharmacist – Glasgow City HSCP North West Sector	Prescribing Lead
Lead Clinical Pharmacist – Glasgow City HSCP South Sector	Prescribing Lead
Lead Clinical Pharmacist – Renfrewshire HSCP	Prescribing Lead
Lead Clinical Pharmacist – West Dunbartonshire HSCP	Prescribing Lead
Lead Clinical Pharmacist – East Renfrewshire HSCP	Prescribing Lead
Lead Clinical Pharmacist – Inverclyde HSCP	Prescribing Lead
Lead Clinical Pharmacist – East Dunbartonshire HSCP	Prescribing Lead
Community Pharmacy Contractor Representative	CPS GGC
Pharmacist staff representatives x 2	Prescribing Support Pharmacists
Pharmacy Technician staff representatives x 2	Prescribing Support Technicians
Primary Care Programme Board representation x 2	Clinical Director Primary Care Contracts
Prescribing Governance & Interface Pharmacist	Acute Services PMG
Medical Prescribing Advisor	Prescribing Lead
GP/LMC Representative x 2	LMC Representative
HSCP Chief Officer	HSCP Chief Officer
Lead Pharmacist, Community Pharmacy Development	Community Pharmacy
Head of Finance – Family Health Services	Finance
HSCP Chief Finance Officer	Finance
Professional Nurse Advisor	Nursing
Non-Medical Prescribing Lead	Nurse, AHP
Pharmacist, Mental Health	Mental Health PMG Representative
Secretarial Support	Central Prescribing Team