

SECTION 2.1: AREA DRUG AND THERAPEUTICS COMMITTEE (ADTC)

REMIT:

The Area Drug and Therapeutics Committee (ADTC) provides leadership for the medicines agenda across the full NHS Greater Glasgow & Clyde (GG&C) system on behalf of the NHS Board. In doing so, it supports and works with national bodies e.g. Scottish Medicines Consortium (SMC), National Institute for Health and Clinical Excellence (NICE), Healthcare Improvement Scotland (HIS), Scottish Intercollegiate Guidelines Network (SIGN) etc. Its work covers a range of strategic, operational, professional and financial aspects of medicine management. The overall aim is to provide a strategic lead to promote good quality and cost-effective prescribing throughout NHS GG&C (Acute Services, Partnerships and Primary Care) in balance with other healthcare interventions.

FUNCTIONS:

The core functions of the Area Drugs and Therapeutics Committee will be to:

- promote the safe, effective and efficient use of medicines to maximise health gain;
- develop co-ordinated policies and treatment guidelines for the optimal use of medicines;
- address strategic issues which relate to prescribing practice and medicines management;
- advise on the introduction of new medicines and monitor their utilisation;
- develop and maintain the NHS Greater Glasgow & Clyde Formularies and Therapeutics Handbook;
- liaise with Managed Clinical Networks and other specialist clinical interest groups to influence and seek advice on aspects of prescribing practice
- monitor critical incidents relating to medicines and disseminate knowledge gained from lessons learned;
- review and monitor safe medication practices and promote implementation to improve patient safety;
- encourage participation in the 'Yellow Card' scheme for reporting of adverse drug reactions;
- promote, support and monitor the development of non medical prescribers, including co-ordination of a systematic process to improve access to medicines through Patient Group Directions;
- adopt, implement and monitor strategies that support the optimal use of antimicrobial agents;
- encourage research and audit on cost effective use of medicines;
- develop a system for managing risks identified with the work of the Committee;
- co-ordinate a comprehensive approach to addressing national policy documents relating to medicines;
- provide timely communication of ADTC policy and decisions to health professionals.

To fulfill this remit the Committee is supported by a number of Sub-Committees:

- (a) Formulary and New Drugs
- (b) Medicines Utilisation and Prescribing Education
- (c) Safer Use of Medicines
- (d) Non-Medical Prescribing
- (e) Antimicrobial Utilisation
- (f) Communications.

These Sub-Committees have supplementary Terms of Reference and some also have additional lines of accountability beyond the ADTC.

SECTION 2: AREA DRUG AND THERAPEUTICS COMMITTEE AND SUBCOMMITTEES

MEMBERSHIP:

The ADTC will have a Chair, two Vice Chairs and a wide ranging membership, with representation from:-

Directorates:

- Emergency Care & Medical Services
- Rehabilitation & Assessment
- Surgery & Anaesthetics
- Women & Children's Health
- Regional Services

Primary Care:

- General Practitioners
- Prescribing Advisors

Chairs of Sub-Committees

Clinical Pharmacologist

Antimicrobial Management Team

Nursing

Pharmacy & Prescribing Support Unit:

- Acute Services
- Primary Care
- Medicines Information
- Public Health
- Prescribing Support
- Non-medical Prescribing

Clinical Governance

Clinical Specialists (as appropriate)

Hospital Prescribing Adviser

Chair

The Chief Executive (CE) appoints the ADTC Chair for a three-year term of office. One of the 2 Vice Chairs will normally be considered for this role, as follows:

- If a single expression of interest is received, endorsement by the CE is the final step.
- If two expressions of interest are received, the Head of Board Administration (or nominee), in consultation with the Head of PPSU, will establish a fair and equitable process for a final decision.
- If the Chair requires to be drawn from the membership of the ADTC, the Head of Board Administration (or nominee), in consultation with the Vice Chairs and the Head of PPSU, will establish a process for the election.

The position of ADTC Chair may be renewable for a second three year term. Subsequently, reappointment may be considered but should not occur before another term of office has been completed by another Chair.

Vice Chairs

The Chair, in consultation with the ADTC Executive and the Head of PPSU, should appoint two Vice-Chairs from the ADTC membership who should ideally come from different areas of clinical practice (i.e. different therapeutic specialties, different care settings or different professions). The Head of Board Administration (or nominee), in consultation with the Head of PPSU, will establish a process for this election (see Appendix 1 attached).

The position of ADTC Vice Chair constitutes a three year term of office which may be renewable for a second three year term. Subsequently, reappointment may be considered but should not occur before another term of office has been completed by another Vice Chair.

Sub-Committee Chairs

There will also be a process for election of the Chairs of the ADTC Subcommittees. These appointments will normally be drawn from the Subcommittee membership. These positions also constitute a three year term of office which may be renewable for a second three year term. Subsequently, reappointment may be considered but should not occur before another term of office has been completed by another Chair.

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The Head of Board Administration (or nominee), in consultation with the Head of PPSU, will establish a process for this election (see Appendix 2 attached).

Executive

The ADTC Executive comprises Chair, Vice-Chairs, Prescribing Advisors (Hospital and Primary Care), Head of Pharmacy and Prescribing Support Unit (PPSU), PPSU Lead for Advisory Committees and co-opted Sub-Committee Chairs as required.

Membership

One member may represent more than one part of the organisation. Broad geographical representation is desirable. Other members may be co-opted to reflect organisational structures within NHS GG&C. The above list is not intended to exclude from membership any individual with particular interest or expertise. Whenever a membership vacancy arises, the Chair or Vice Chair(s) should identify a replacement and should forward this nomination for approval by the ADTC Executive.

A normal term of office for Committee Members will be three years, but with the option to continue for two further terms of office thereafter, or longer at the discretion of the ADTC Executive. It is anticipated that there will be regular rotation of membership to provide a balance of experience on the Committee.

A small number of NHS GG&C posts will be aligned with permanent membership of the ADTC, including the following or their nominees:

- Head of the Pharmacy & Prescribing Support Unit
- PPSU Lead for Medicines Information
- Formulary Management Pharmacist
- PPSU Lead for Clinical Governance
- PPSU Lead for Prescribing Support
- PPSU Lead for Acute Services
- PPSU Lead for Non-medical Prescribing
- Hospital Prescribing Adviser.

QUORUM:

A quorum of the Committee will be one third of its membership and should always include either the Chair or a Vice Chair.

MEETINGS:

Meetings will be convened bi-monthly (typically the second Monday of the even months). The Chairman has the authority to change the dates with appropriate advance notice.

NOTICE OF MEETINGS:

Secretariat support to the Area Drugs and Therapeutics Committee will be provided by NHS Greater Glasgow and Clyde staff. The agenda and papers for the meetings will be issued one week in advance of the meeting date.

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ACCOUNTABILITY:

Overall accountability is to the Chief Executive of NHS Greater Glasgow & Clyde, via the Board's Medical Director. In addition ADTC will provide regular reports to the Prescribing Management Group on medicines management and financial implications of its decisions.

MINUTES:

The membership will be responsible for approval of the ADTC minutes at the subsequent meeting. Minutes will be distributed (once approved) to the undernoted:-

- Chief Executive
- Director of Public Health
- Secretary, Area Medical Committee
- Head of Clinical Governance
- Chair, Prescribing Management Group
- Chairs of Divisional Prescribing Management Groups
- CH(C)P Prescribing Leads / Clinical Directors

The approved minutes will be made available on the NHS Greater Glasgow and Clyde website (www.ggcformulary.scot.nhs.uk).

APPENDIX 1

**NHS GREATER GLASGOW AND CLYDE
Area Drug and Therapeutics Committee**

Process for selection of Vice Chair appointments

The ADTC is an advisory committee to the NHS Board. The Terms of Reference indicate there should be two Vice Chairs, ideally each representing a different area of clinical practice (i.e. different therapeutic specialties, different care settings or different professions). When the position of Vice Chair requires to be filled the following process should apply:-

- (a) All Members should be notified of the vacancy, together with information about the responsibilities, time commitment and role in support of the ADTC Chair and ADTC Executive.
- (b) The Head of Board Administration (or nominee) will invite all Members to express an interest in applying for the position. This can be a self nomination or a nomination on behalf of another member, with that member's support.
- (c) A timescale of 15 working days will be set between the announcement inviting nominations to the deadline for receipt. Nominations should be submitted in confidence to the Head of Board Administration (or nominee). Subsequently, all nominations will be passed to the ADTC Chair, who will liaise with the remaining ADTC Vice Chair and the Head of PPSU.
- (d) Where only one Member has expressed an interest, the Chair and remaining Vice Chair will consider their relevant experience and thereafter make a recommendation to the Head of Board Administration (or nominee) to endorse any decision to appoint to the position.
- (e) If two or more Members express an interest in the position, the Chair will inform them both accordingly and will advise about a criteria based approach to reach a recommendation (e.g. this may include time served as ADTC member, experience on ADTC Executive, leadership in ADTC policy matters, participation on ADTC Sub-Committees, SMC / NDC membership). This exercise will be taken by a 'virtual panel' consisting of the Chair, Vice Chair and a third member of the ADTC Executive as deemed appropriate by the Chair.
- (f) The final recommendation will be submitted by the Chair to the Head of Board Administration (or nominee) who will then formally notify the successful candidate.

APPENDIX 2

**NHS GREATER GLASGOW AND CLYDE
Area Drug and Therapeutics Committee**

Process for selection of Sub-Committee Chair appointments

The ADTC is an advisory committee to the NHS Board. The Terms of Reference indicate there should be a Chair for each Sub-Committee, each representing a different aspect of the work of the parent committee. When the position of Sub-Committee Chair requires to be filled the following process should apply:-

- (a) All Members of the relevant Sub-Committee should be notified of the vacancy, together with information about the responsibilities, time commitment and role in support of the ADTC and ADTC Executive.
- (b) The Head of Board Administration (or nominee) will invite all Members to express an interest in applying for the stated position. This can be a self nomination or a nomination on behalf of another member, with that member's support.
- (c) A timescale of 15 working days will be set between the announcement inviting nominations to the deadline for receipt. Nominations should be submitted in confidence to the Head of Board Administration (or nominee). Subsequently, all nominations will be passed to the ADTC Chair, who will liaise with the ADTC Vice Chairs and the Head of PPSU.
- (d) Where only one Member has expressed an interest, the Chair and one of the Vice Chairs will consider their relevant experience and thereafter make a recommendation to the Head of Board Administration (or nominee) to endorse any decision to appoint to the position.
- (e) If two or more Members express an interest in the position, the Chair will inform them both accordingly and will advise about a criteria based approach to reach a recommendation (e.g. this may include time served as ADTC member, experience on ADTC Executive, leadership in ADTC policy matters, participation on ADTC Sub-Committees, SMC / NDC membership). This exercise will be taken by a 'virtual panel' consisting of the Chair, Vice Chair and a third member of the ADTC Executive as deemed appropriate by the Chair.
- (f) The final recommendation will be submitted by the Chair to the Head of Board Administration (or nominee) who will then formally notify the successful candidate.