

SECTION 2: AREA DRUG AND THERAPEUTICS COMMITTEE AND SUBCOMMITTEES

SECTION 2.4: NON-MEDICINES UTILISATION SUB-COMMITTEE

REMIT:

The aim of the non-medicines utilisation sub-committee is to promote high-quality, cost-effective prescribing of non-medicines (e.g. medical devices, wound, stoma, urology, and nutritional products) in line with the principles of Realistic Medicine across NHSGGC. The work of the non-medicines utilisation sub-committee covers a range of strategic, operational, professional and financial aspects of non-medicine prescribing.

FUNCTIONS:

The functions include:

- **Non-Medicine Formularies** - Developing, reviewing, updating, ratifying, implementing changes to and monitoring adherence to NHSGGC Non-Medicines Formularies
- **Non-Medicines Prescribing Guidelines** – commission, review and act as the approving group on behalf of ADTC for non-medicines prescribing guidelines in accordance with the NHS GGC Clinical Guidelines Framework
- **Non-Medicines Prescribing Governance** - support specialist groups to both obtain relevant formulary adherence data and undertake review of prescribing trends (including ensuring that recommended products are supplied in appropriate quantities and at suitable intervals to meet patients' clinical needs).

To fulfil this remit, the Committee is supported by several specialist groups:

- Wound Formulary Development Group
- Chronic Venous Insufficiency (Vascular)
- Urology Steering Group
- Local Stoma Forum – Prescribing Subgroup
- Nutrition specialist group

These specialist groups have supplementary Terms of Reference and some also have additional lines of accountability beyond the ADTC.

MEMBERSHIP:

- Chair – Senior Pharmacist from within Pharmacy Services: Primary Care
- Deputy Chair
- Non-Medical Prescribing Lead
- Chair of Wound Formulary Development Group
- Chair of Compression Therapy Implementation Group
- Chair of Urology Steering Group
- Representation from NHSGGC Local Stoma Forum
- Representation from NHSGGC Nutrition Specialist Group
- Representation from NHSGGC Podiatry Service
- General Practitioner (representing the Local Medical Committee)
- General Practitioner
- Practice Nurse
- Dietetic Manager, Pharmacy Services
- Professional Nurse Advisor/Senior Nurse (Primary and Acute Care)
- Medicines Policy and Guidance Team representative
- Non-Medical Prescribing Co-ordinator (admin)

A single individual may be appointed to fulfil more than one designated member role (above) within the committee, where appropriate.

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Additional representation:

- Other specialist areas as required e.g. Diabetes, Dermatology, etc

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 non-medicines utilisation sub-committee. A normal term of office for Chair and Vice Chair 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.

FREQUENCY OF MEETINGS:

Meetings will be convened quarterly. The Chair has the authority to change the dates with appropriate advance notice.

QUORUM:

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

ACCOUNTABILITY:

The sub-committee reports directly to the Area Drug and Therapeutics Committee (ADTC), providing 6 monthly written reports to the committee.

DISTRIBUTION OF MINUTES:

- HSCP Prescribing Leads - circulated by the Committee's administrative support
- Specialist groups chairs for onward distribution within specialties

Minutes may also be made available at the discretion of the Chair. Please request from ggc.prescribing2@nhs.scot