

MKCCG Prescribing Group

Terms of Reference

Purpose

To act as the body authorised to ratify medicines policy on behalf of NHS Milton Keynes Clinical Commissioning Group (MKCCG) and its member practices and to provide advice to the CCG, GP practices and primary care health professionals on medicines related issues.

To link with other agencies and groups such as the hospital, community health services, prison and council, to work towards coherent local prescribing and medicines optimisation policies.

Activities

- To ratify prescribing policy on behalf of MKCCG and member practices and to advise them on prescribing policy matters which relate to primary care
- To advise on CCG/MKUHFT/CNWL-MK joint prescribing policies
- To approve the content of Prescribing Incentive Schemes
- To advise GP Commissioners and CCG Senior Management Team on the cost-effective use of prescribing resource and receive feedback on prescribing performance indicators, including QIPP
- To review information on the cost and effective use of medicines within the Milton Keynes health economy and provide advice to prescribers on best practice
- To provide a primary care view to the MK Prescribing Advisory Group
- To advise on the content of the Milton Keynes Joint Trusts Formulary and the associated website
- To provide a forum for debating and advising on medicines management issues including local aspects of national initiatives
- To provide a forum for debating GP-pharmacy and other inter-professional issues
- To provide a forum for discussing and advising on prescribing and medicines management issues across the primary/secondary care/ community care interfaces
- To encourage joint working with the prison pharmacy
- To advise prescribers and managers on the prescribing implications of NICE Guidance and other national policy
- To advise on the work plan of the Pharmaceutical Advisers and neighbourhood Pharmacists
- To note the content of Patient Group Directions for use within primary care
- To disseminate information on good prescribing practice.

Reporting mechanisms

- The MKCCG Board, MKUHFT Medical Director and MK Prescribing Advisory Group to receive minutes for information
- Minutes and agenda to be made available to members of the public according to NHS MK policy on freedom of information; minutes to be posted on the FormularyMK website
- The MKCCG Prescribing Newsletter carries a section on reports from the group on significant issues
- Prescribing Annual Report
- Members to feedback to their colleagues at their discretion and formally through Cluster wide Team meetings

Meetings

Meetings will normally be held bi-monthly on the first Wednesday of every second month, starting at 7.30am. Between meetings, consultations may take place via email and decisions can be made providing they reflect the opinion of the majority of the group (minimum 2 pharmacists – one of whom must be a pharmacist employed by NHS MKCCG and 3 GPs.)

Membership of the group

NHS MKCCG Head of Prescribing & Medicines Management
 NHS MKCCG Senior Medicines Management Technician
 6 General Practitioners
 1 NHSE Clinical Pharmacist
 Chief Pharmacist or representative, MKUHFT
 Chief Pharmacist or representative, CNWL-MK. To also represent Woodhill Prison
 Community Pharmacist
 Patient representative
 CNWL Nurse representative

Quorate

2 pharmacists – one of whom must be a pharmacist employed by NHS MKCCG
 3 general practitioners
 If meetings are not quorate decisions will be circulated by email for ratification.

Term of Office

The Chair will be appointed by the Group and will serve initially for 1 year. The Chair may be re-appointed for a further term with the agreement of the Group. The Chair will normally be a GP.

Review

The Terms of Reference will be reviewed every 2 years.

Date approved: March 2019

Date of review: March 2021