

## Appendix 1a: East Lancashire Medicines Management Board Terms of Reference

### East Lancashire Medicines Management Board Terms of Reference

#### AIM

**To act as the delegated body for approving recommendations and commissioning decisions in relation to medicines across the health economy in line with the responsibilities and terms of reference outlined below:**

- To assess the evidence and evaluate the resource implications of the use of all medicines (including unlicensed medicines) prioritised for review by the Lancashire Medicines Management Group (LMMG). Requests from health care professionals will also be prioritised and reviewed by the Lancashire Medicines Management Group (LMMG).
- To ensure that all recommendations are adequately considered at a health economy level with respect to: local clinical priorities; financial implications; clinical care pathways; service redesign issues and local demographics.
- With delegated authority from CCG Governing Bodies to develop and approve recommendations and policies on the use of medicines in both commissioning and de-commissioning of services where appropriate across the health economy.
- To provide a forum for discussion and resolution of prescribing issues at the Primary and Secondary Care interface.
- To develop, monitor and make recommendations to update the East Lancashire Joint Medicines Formulary, Joint Wound Care Formulary, anti-microbial and other relevant prescribing guidelines.
- To provide guidance on which prescribers should initiate and/or maintain prescribing of medicines through the 'Traffic Light Scheme'.
- To support a health economy approach to the implementation and monitoring of all NICE guidance relating to medicines, ensuring that all local policies and guidance is aligned accordingly.
- To support a health economy approach for approval of medicine related protocols and guidelines, shared care guidelines and integrated care pathways and ensure that recommendations can be facilitated and implemented within local infrastructures and care pathways prior to ratification by individual organisation's internal governance processes.
- To receive safety alerts through the Medicines Interface and Safety Forum from organisations such as the MHRA (e.g. Drug Safety Update) and make recommendations to the organisations in responding to and implementing relevant actions.
- To receive recommendations from the Medicines Interface and Safety Forum to improve quality of care for patients on admission and discharge by ensuring patients receive seamless care through integrated care pathways.
- To support risk management, audit and research relevant to medicines-related issues.
- To ensure that decisions of the committee are reported to stakeholder governing bodies via appropriate mechanisms.
- To identify sub groups to undertake projects as necessary.
- To receive minutes from all sub-groups for discussion and ratification where appropriate.
- To ensure compliance with the appropriate Clinical Negligence Scheme for organisations' requirements.
- To contribute to organisational assurance and evidence in relation to all medicines aspects of governance frameworks.
- To ensure communication links with the Lancashire Medicines Management Group (LMMG), Specialised Commissioning teams, Local Area Teams of the National Commissioning Board, Lancashire Care Trust DTC, the Cancer Network DTC, the Cardiac Network, CCG prescribing groups and other relevant committees where appropriate.

**Minutes from the following groups go to the MMB:**

Lancashire Medicines Management Group (LMMG)  
Pennine Lancashire Medicines Interface and Safety Forum (MISF) Lancashire  
Care Drug and Therapeutics Committee (LCFT DTC)

**Frequency of meetings:**

Minimum of 8 per year; a quorum of 6 members is required, with representatives from the three stakeholder organisations (ELHT, ELCCG and BwD CCG)

**Membership:**

Chair and vice-chair elected from the membership. Nominated deputies (with full voting powers) should be sent where members are unable to attend, other members and guests by invitation.

- One Clinical Director – ELHT
- Head of Medicines Commissioning – ELCCG; BwD CCG
- Four Practicing Consultants - ELHT
- Director of Pharmacy - ELHT
- Clinical Services Pharmacy Lead – ELHT
- Governance Pharmacy Lead
- GP Members: ELCCG X 5 members (one per locality); BwD x 2 members
- CCG – Commissioning Pharmacist
- Medicines Information Pharmacist – ELHT
- Non-medical Prescribing Lead - ELHT
- Senior Pharmacist representative – LCfT
- Patient representative

**Attendees: For specialist advice by invitation of the Chair**

- CCG Commissioning Managers
- CCG Finance Managers
- ELHT Finance manager
- Contracting representatives from constituent organisations
- CSU – by invitation
- Alternative specialists to present business cases/audits/trials where appropriate

**Organisational consciousness for ratification of recommendations:**

- The East Lancashire Health Economy Medicines Management Board will report to the Local Delivery Group (LDG) for East Lancashire CCG and the Commissioning Business Group (CBG) for Blackburn with Darwen CCG which subsequently report to the CCG Governing Bodies.
- Copies of minutes will be sent for acceptance and approval to the relevant groups outlined above on behalf of the Governing Bodies.

**REVIEW OF TERMS OF REFERENCE: Every 2 years or as required**

**Next review: September 2018**