

**Medicines Commissioning Group***Draft Terms of Reference***1. Purpose**

- 1.1. To develop local prescribing strategy based on clinical and cost-effectiveness that takes into account available resources, local priorities, guidance from NICE and other national policies, and engagement with patients and clinicians with the purpose of contributing to addressing health inequalities and improving health outcomes in Eastern and Coastal Kent NHS.
- 1.2. The group will consider recommendations or submissions made by the following groups/committees for the introduction of new medicines or medicine policies into Kent and Medway and make timely decisions as to whether to adopt such recommendations on behalf of Eastern and Coastal Kent NHS (ECK NHS) based on assessment of the evidence base and availability of funding:
 - 1.2.1. Kent and Medway Area Prescribing Committee (APC)
 - 1.2.2. South East Coast Health Policy Support Unit Policy Recommendations Committee (HPSU)
 - 1.2.3. Kent and Medway Cancer Network (KMCN)
 - 1.2.4. South East Coast New Cancer Drugs Committee (SECNDC)
 - 1.2.5. Kent and Medway Partnership Trust (KMPT)
- 1.3. The group will consider requests from East Kent Hospitals University NHS Foundation Trust (EKHUFT) and Medway NHS Foundation Trust (MFT) to fund non-Payment by Results drugs determined by their Drugs and Therapeutics Committees as subject to funding by ECK NHS. If the request has implications for all Kent and Medway, a business case will be submitted to the APC.
- 1.4. The group will receive reports of new drugs prior to launch and consider the cost implications for ECK NHS (horizon scanning). Horizon scanning will be used to identify cost pressures and funding required for the following year's annual planning round.
- 1.5. The group will identify on-going funding issues arising from Individual Funding Request (IFR) decisions, requesting business cases to be submitted and/or developing local policy if appropriate.
- 1.6. The group will manage the High Cost Drug (HCD) budget and approve business cases for new high cost drugs, previously identified through horizon scanning, for which funding has already been identified. If a new high cost drug is requested 'in-year', for which funding has not been identified, the group will agree funding on the basis of prioritisation, de-commissioning of other medication and within the context of the overall HCD budget. If resources within the HCD budget are insufficient to fund a drug that is considered to have a robust evidence base and offer value for money, a business case will be submitted to the Commissioning Delivery Group.
- 1.7. Information on new drugs for primary care prescribing will be considered by the group and a Red/Amber/Green (RAG) status assigned to advise primary care prescribers on the recommendation of ECK NHS concerning the new drug. This will contribute towards the development of a PCT formulary for primary care prescribing.
- 1.8. The group will receive regular reports to ensure NICE guidance and the group's decisions are implemented, to monitor prescribing across the primary/secondary care interface and to identify

trends, drivers and costs in order to inform lead commissioners as part of programme budgeting and make recommendations concerning the management of financial risk in this area.

2. Membership of the Group

- 2.1. One Non-Executive Director as Chair
- 2.2. Head of Cancer, Long Term Conditions and Therapies Commissioning
- 2.3. Assistant Director for Medicines Management
- 2.4. Head of Medicines Commissioning
- 2.5. Finance representative
- 2.6. One GP or primary care clinical representative
- 2.7. One Acute Hospital Trust representative
- 2.8. Kent and Medway Partnership Trust representative
- 2.9. Others may be co-opted to offer expert advice when required (e.g. other lead commissioners)
- 2.10. Public or patient representative

3. Governance and Accountability

- 3.1. The group is accountable and reports to:
 - 3.1.1. Patient Safety and Care Quality (PSCQ)
 - 3.1.2. Strategic Planning and Delivery Committee for financial implications for Eastern and Coastal Kent NHS (ECKNHS).
- 3.2. 'Conflict(s) of interest' will be a standing agenda item and will be declared at the start of each meeting. Any member with a conflict of interest will take no part in discussion or decision about an agenda item affected by their conflict of interest.
- 3.3. Decisions are made by the process of consensus voting.

4. Key Relationships

- 4.1. The group will need to ensure appropriate working relationships and communication with:
 - 4.1.1. Kent and Medway Area Prescribing Committee (K&M APC)
 - 4.1.2. Kent and Medway Cancer Network (KMCN)
 - 4.1.3. East Kent Hospitals University NHS Foundation Trust Drugs & Therapeutics Committee (EKHUFT D&T)
 - 4.1.4. Medway NHS Foundation Trust Drugs & Therapeutics Committee (MFT D&T)
 - 4.1.5. South East Coast New Cancer Drugs Committee (SECNCD)
 - 4.1.6. Kent and Medway Partnership Trust (KMPT)
 - 4.1.7. South East Coast Health Policy Support Unit (HPSU)
 - 4.1.8. Eastern and Coastal Kent NHS Individual Funding Request (IFR) Panel
 - 4.1.9. Others? E.g. PBC groups

5. Quorum

- 5.1. For the group to be quorate there should be a total of six members present that must include the following:
 - 5.1.1. Chair (or deputy)
 - 5.1.2. One lead commissioner
 - 5.1.3. One clinical representative
 - 5.1.4. One Medicines Management representative
 - 5.1.5. One finance representative
- 5.2. If the group is not quorate then agreement from group members not present must be sought on any decisions made

6. Schedule of Meetings

- 6.1. The group will meet approximately every month although this can be varied by agreement.
- 6.2. The agenda will be set by Assistant Director of Medicines Management or Head of Medicines Commissioning.
- 6.3. It is intended that the agenda and meeting papers will be distributed one week prior to the meeting and unconfirmed minutes shall be made available within two weeks of the meeting.

7. Chairing of the Group

7.1. The group will be chaired by...for a term of...

7.2. The deputy chair will be...

8. Review of Terms of Reference

8.1. These terms of reference will be reviewed at least annually by the group.

9. Confidentiality

9.1. The minutes of the group, unless deemed exempt from the Freedom of Information Act 2000, shall be made available to the public via ECK NHS website.

Robert Brown
Medicines Management
22 December 2009

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