NHS FIFE AREA DRUGS & THERAPEUTICS COMMITTEE

1 Role

To provide clinical and professional advice and leadership to NHS Fife Board, to ensure patient-centred, safe, clinically effective and cost effective medicines use and medicines governance, in all care settings.

2 Remit

2.1 To advise, lead on and provide support for, the strategic direction of all aspects of medicines use and governance in all care settings by a multidisciplinary approach which recognises the important contribution that doctors, nurses, Allied Health Professionals, pharmacists and dentists make to the clinical management of patients. Ensure that such issues are also considered within wider strategic planning carried out by the NHS Fife Board.

2.2 To facilitate and support multi-stakeholder engagement on all medicines related issues within all care settings to develop policies, guidance and systems for the safe and secure prescribing, administration, ordering, supply and disposal of medicines and medicines governance systems which take account of safety, clinical-effectiveness and cost-effectiveness.

2.3 To lead, direct, maintain and publish the NHS Fife Formularies and associated guidance documents including the main drug formulary, the e-Formulary, the Minor Ailments Service Formulary, the Wound Care Formulary, the Antibiotic Formulary etc. This function will be delivered through the appropriate sub groups.

2.4 To develop and administer processes for the introduction of new medicines and the use of medicines that falls outwith routine practice or guidelines eg non-formulary drugs, unlicensed indications, off-label use, patient access schemes (PAS), Peer Approved Clinical System (PACS) etc.

2.5 To support NHS Fife Board in the delivery of a comprehensive approach to national policy regarding medicines, linking with regional and national groups where appropriate.

2.6 To receive and respond to advice from external agencies such as the Scottish Medicines Consortium (SMC), Healthcare
Improvement Scotland (HIS), Scottish Intercollegiate Guidelines Network (SIGN), National Institute for Healthcare and Clinical Excellence (NICE), the Patient Access Scheme Assessment Group (PASAG), the Medicines and Healthcare Regulatory Agency (MHRA) and the Yellow Card Centre. Where necessary and appropriate review NHS Fife practice and supporting documentation such as formularies, guidelines and policies.

2.7 To publish the local response to SMC published advice within 30 days of the SMC advice being issued, on the NHS Fife website, in a manner that is easily accessed by the public and patients. In the exceptional occasion when this timescale may not be met, a decision will be reached virtually ensuring that 4.2 is applied. Where the initial local response is not definitive, then the final response should be published within 90 days. The local response should include the reasons for the decisions.

2.8 To develop an internal and external communications strategy for patients, the public and healthcare staff in relation to medicines and publish relevant information in an accessible formats. To work closely with e-Health to deliver the communications strategy.

2.9 Provide an annual report to NHS Fife Clinical Governance Committee.

2.10 To monitor, report on and influence clinical practice in relation to prescribing and medicines management to assess compliance with relevant formularies and guidelines and performance in relation to clinical and cost effective prescribing.

2.11 To advise NHS Fife on the clinical and financial implications of the introduction of new drugs and related emergent technologies.

2.12 To develop and disseminate information and advice on prescribing and medicines management which takes account of current evidence and best practice, to health care professionals, patients and the public.

2.13 Liaise and work with undergraduate and postgraduate tutors to facilitate local educational initiatives to improve medicines use and governance.

2.14 To lead and direct the work of NHS Fife groups involved in specific aspects of prescribing, medicines management and medicines governance, for example:
   • Antimicrobial Management Team
   • Code of Practice - Medicines Group
3. **Reporting and Responsibility Arrangements**

3.1 ADTC will report to NHS Fife Board via the Clinical Governance Committee. Minutes are sent to the Strategic Management Team for information.

3.2 The Director of Pharmacy is responsible for medicines governance with a line management responsibility from the Director of Pharmacy to the Board Executive Medical Director.

3.3 Minutes of meetings will be approved at the subsequent meeting by the Committee. Minutes will then be distributed to:
- NHS Fife Clinical Governance Committee
- Strategic Management Team.

3.4 The approved minutes of the ADTC will be posted on the NHS Fife ADTC website [www.fifeadtc.scot.nhs.uk](http://www.fifeadtc.scot.nhs.uk/)

4. **Membership**

4.1 Area Pharmaceutical Committee representative
- Chair of the Antimicrobial Management Team (Microbiologist)
- Chair of the Non-Medical Prescribing Group
- Chair of the Prescribing and Formulary Development Group (GP)
- Chair of the Prescribing Efficiency Group (GP, Community Services CD)
- Chief Pharmacist - Community Services - currently represented by Primary Care Development Pharmacist, K/L Community Services
- Chief Pharmacist - Acute Services
- Clinical Director - GNEF Community Services - currently represented by Primary Care Development Pharmacist, G&NEF Community Services
- Clinical Director - K/L Community Services
- Clinical Director - D&WF Community Services
- Clinical Director, Planned Care, Acute Services (Gynaecologist)
- Clinical Representative, Anaesthetics
4.2 The meeting will be deemed quorate with at least 4 of the following present: Chair
- Consultant in Pharmaceutical Public Health
- Director of Pharmacy
- Executive Board Medical Director
- One Community Services Representative
- One Clinical Representative
- One Acute Services Division Representative
- Principal Pharmacist - Clinical Effectiveness

5 Frequency of meetings

Every two months

Date approved: February 2014
Review Date: February 2016