

BSW APC: BaNES, Swindon & Wiltshire (BSW) CCG, Avon & Wiltshire Mental Health Partnership NHS Trust (AWP), Royal United Hospitals Bath NHS Foundation Trust, Great Western Hospitals NHS Foundation Trust Salisbury NHS Foundation Trust, Virgin Care, Swindon Community Health Services, Wiltshire Health & Care.

APC technical group – Terms of Reference

Purpose

To support the APC in its duties including:

- Administrative support to the APC
- Maintaining and developing the BSW formulary, shared care agreements and prescribing guidelines

Overseen by the BSW APC Lead clinical effectiveness pharmacist (formulary) the Group will:

- Systematically work to update the BSW Formulary
- Review NICE TAs, ensure that comments are sought from relevant specialists, assess whether prescribing guidance/pathway/shared care agreement is required as well as identify any commissioning issues that will need resolving via CAEG/QPAC.
- Review MHRA Drug Safety Updates and ensure they are actioned and signposted from the netformulary.
- Review any issues of concern raised via ad-hoc BSW formulary e-mail enquiries.
- Make recommendations to the APC to reconcile legacy discrepancies from the redundant formularies including:
 - drug choice
 - traffic light status
 - shared care agreements
 - prescribing guidance
- Develop, review and update local guidelines for safe and cost-effective use of medicines
- Triage contentious or expensive agenda items (>£100k per annum) to CCG finance/trust budget holders for prioritisation and financial approval.
- Receive new drug applications and complete the Medicines Evaluation Checklist
- Work with local clinicians and formulary teams to develop shared care agreements as necessary
- Work with local clinicians and formulary teams to develop prescribing guidelines as appropriate
- Annual horizon scan for drugs prescribed in primary care
- Produce APC annual report
- Prioritise, produce and implement the APC work plan to address any areas identified which may have significant clinical or financial impact on the Area health economy.
- To agree a standard format for the formulary.
- Maintain a process for requests for new inclusions
- Maintain a process for timely update of the Formulary.
- Maintain a process for linking formulary recommendations to primary care GP prescribing systems, secondary care prescribing systems and newsletters.
- To consult and engage local specialists in the review of each section of the formulary and in the review and production of medicines guidelines.
- To support the review of adherence to the formulary and local medicines guidelines.

Document details

Reference:	Document Name	Date of Approval	Review Date	Version
BSWAPC-003	APC Technical Group ToR	11/12/2020	30/04/2022	1

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- To ensure that any recommendations taken to the APC are consistent with the principles contained in the NHS Constitution.
- Process appeals/ re-submissions and gather further information that APC might require.
- Review non-formulary requests across sectors to decide whether formulary applications or changes to the formulary might be required.
- Communicate to all APC member bodies to make them aware of updates and changes to the formulary on a monthly basis post meetings.

Membership

- APC Lead clinical effectiveness pharmacist (formulary)
- APC Formulary Pharmacist (or equivalent)
- Formulary pharmacists and pharmacy technicians from all key APC stakeholders (and others when required, e.g. Wiltshire Health & Care, Virgin, AWP). Membership is specific to individuals, but members who are unable to attend will be expected to send a nominated deputy where possible.

The Group routinely obtains expert advice from Clinicians as part of the document development and stakeholder consultation processes.

Frequency of Meetings

Meetings will be held once a month, two weeks before the APC meetings.

Reporting Mechanism

The APC Technical Group will report directly to the BSW APC.

Review

The Committee will regularly review its performance, its membership and these Terms of Reference, and agree any amendments it considers necessary to ensure it continues to discharge its business effectively. The Committee will advise partner organisations and the APC of the outcomes of its regular review of its performance, and of the amendments it intends to make to its Terms of Reference, and will consider feedback from partner organisations and the APC.

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