

June 2012

1. A copy of Southend Hospitals new Medicine Formulary

Please find enclosed the Southend Hospital's Formulary - 7th Edition which is the most recent version. Please note this formulary is currently under review.

(a copy of this document can be made available on request)

2 A list of the names and roles of the Drug and Therapeutics Committee members

Please see below copy of the South East Essex Medicines Management Committee Terms of Reference. We do not provide names of individual committee members as these may be subject to change.

**South East Essex
Medicines Management Committee**

Committee Status	
Reporting to	Southend University Hospital NHS Foundation Trust ABUD + Seniors meeting Advisory to – SE Essex PCT
Purpose	To produce a statement of intent for medicines management activities covering a three year period and to record progress at each meeting. The Chair is to ensure that the Terms of Reference of the Committee are met.
Membership	<p>Consultant members representing the Trust Directorates of:</p> <ul style="list-style-type: none"> Medicine Accident and Emergency Surgery Theatres & Critical Care Oncology Obs & Gynae Paediatrics MSK Ophthalmology <p>Consultant Microbiologist Junior Medical Staff representative Non-medical prescriber Director of Pharmacy Clinical Lead/Formulary Pharmacist</p> <p>Senior Nurse Manager Finance representative Patient representative Prescribing Leads for PCTs Pharmacy Advisers for PCTs</p> <p>Chair: The Chair of the committee is chosen from Trust members of the committee. The appointment is subject to the approval of the Service Delivery Board.</p> <p>The Deputy Chair of the committee is chosen from the members of the Committee.</p> <p>The Director of Pharmacy or nominee will act as secretary to the Committee</p> <p>Officers will serve for a minimum of 3 years with a possibility of re-election at the end of this term.</p>
Quorum	3 Clinicians 1 Southend Hospital Pharmacist

Members duties	<ul style="list-style-type: none"> • To review, endorse and approve Medicines Management Policies in line with the Trust policy for the development, approval, implementation and management of all policy documents. • Approval of mechanisms for prescribing and medicines management, including ensuring appropriate training is provided. • To review drug developments – new medicines, new indications and forecast future medicines requirements Consider acceptance of medicines therapy developments <ul style="list-style-type: none"> - New medicines proposals - Review of agreed local assessments
Required frequency of attendance by members	Minimum of 2 meetings a year
Frequency of Meetings	Six times a year
To receive reports from	<ul style="list-style-type: none"> • Medication & Risk Management Action Group • The committee will also receive a yearly report from the Medication Incident Review Group.
Public admission	Not open to public admission
Meeting administration	<p>The agenda will be prepared by the Secretary with invited input from committee members.</p> <p>Items for inclusion in the Agenda should be submitted a minimum of two weeks prior to the meeting.</p> <p>The agenda will be distributed to members of the committee one week prior to the meeting. Minutes of the meetings will be distributed to all members within one month of the meeting.</p> <p>The date for the next meeting will be arranged and distributed to all members with the minutes.</p>
Committee's Duties /Objectives	<ul style="list-style-type: none"> • In considering medicines therapy developments the Committee seeks to confirm that the new treatment: <ul style="list-style-type: none"> has benefit to the patient with proven advantages over existing therapy has clinical trial results which support its use for the planned indications for treatment is considered best practice by leading consultants in the field is in current use in other leading centres can be controlled by the Trusts formulary management system under an agreed protocol. • The results of new medicines/indications consideration will be communicated to those who made the submission, and to the appropriate Associate Director where funding is likely to be an

	<p>issue.</p> <ul style="list-style-type: none"> • Medicines subject to approval by the Cancer Network Tumour Board will be reviewed by the Chair, Director of Pharmacy and Formulary Pharmacist and reported to the Committee. • Consideration of NICE guidance, in relation to medicines, and confirmation of Trust response. • Harmonisation of prescribing policy and best practice across primary and secondary care. • Facilitation and co-ordination of shared care guidance for certain specific medicines, the prescribing of which, is initiated in one sector and continued in the other. • Approval of use of medicines for unlicensed indications. • Review of medicines expenditure against budget, by directorate • Provision of advice for prescribers including preparation of the medicines formulary • Approval of prescribing protocols: patient group directions medicines use protocols e.g. pre-operative prophylaxis • Use of chairman's action where medicines use approval is required urgently, with ratification at the next meeting. • Regulation and monitoring non-medical prescribing. • Review of trends of reported medication incidents and errors, and recommendation of strategies to minimise further incidents and errors.
Training	None
Monitoring and review	<p>The Committee's Terms of Reference will be subject to annual review.</p> <p>The Committee will undertake an annual review of its performance, via self-assessment by its members.</p>