**NHMC**

**National Homecare Medicines Committee**

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**TERMS OF REFERENCE**

1. **AUTHORITY**
   1. The National Homecare Medicines Committee (NHMC) ‘The Committee’ is a sub group of the National Pharmaceutical Supply Group (NPSG). NHMC will act as the national focus for all aspects related to homecare medicines services
   2. The NHMC will have a number of subgroups;
      * Homecare Supplier Engagement Subgroup
      * Homecare Digital Strategy Subgroup
      * Homecare Standardisation Subgroup
   3. These subgroups may be amended, subject to agreement by NHMC
   4. All subgroups will report to NHMC as a standing agenda item at each meeting
2. **PURPOSE**
   1. The Committee will support and advise the NHS on matters relating to homecare medicine service
   2. The Committee will ensure all supporting documents are available to the NHS and communicate changes effectively
   3. The Committee will liaise with homecare providers and the pharmaceutical industry, through their trade organisations, to support and co-ordinate development of the homecare market and best practise
   4. The Committee will provide expert support for any other matter relevant to medicine homecare services
3. **MEMBERSHIP**
   1. The membership of the Committee will consist of Regional Homecare Specialists, Regional Procurement Specialists (PMSG members), NHSE Commercial Medicines Unit (CMU), commissioners and industry (National Clinical Homecare Association (NCHA) and Association of British Pharmaceutical Industry (ABPI)) members, as follows;

* Chair
* Regional Homecare Specialists /representatives
* Pharmaceutical Market Support Group (PMSG) representative
* Scotland representative
* Wales representative
* Northern Ireland representative
* NHSE Commercial Medicines Unit (CMU) representative
* Chief Pharmacist representative
* Nurse representative
* National Quality Assurance representative
* NHSE Specialised Commissioning representative (NHSE)
* Care Quality Commission representative (CQC)
* Clinical Commissioning Group representative (NHS CC)
* Royal Pharmaceutical Society (RPS) representative
* National Clinical Homecare Association representative(s)
* Association of British Pharmaceutical Industry representative(s)
* Clinical Pharmacist representative will be invited as required
* Patient representative will be invited as required
  1. Precise membership will be at the discretion of the Chair

1. **REPORTING RESPONSIBILITIES**
   1. The Committee will report to NPSG
   2. Minutes from all meetings will be sent to NPSG and PMSG highlighting any issues for escalation
   3. The Chair of NHMC or deputy will attend NPSG and PMSG and be prepared to provide a verbal update when requested
   4. Regional representatives will work to ensure all relevant staff are signposted to the ratified minutes when available (see also 5.6).
2. **MEETING FREQUENCY AND ADMINISTRATION**
   1. The Committee will meet four times a year; March, June, September and December. Dates will be published in advance each year
   2. An agenda will be provided to the Committee no later than five working days prior to the meeting
   3. The meeting will be divided into an NHS members only section and then an ‘all members’ group section
   4. The minutes will be recorded and issued by NHSE CMU
   5. The minutes shall record the main discussion points and actions from all meetings of the Committee, including recording the names of those present and in attendance
   6. The minutes from NHMC meetings will be circulated and ratified by members of the Committee at the following meeting. The ‘NHS only’ notes will remain confidential and only circulated to NHS colleagues within the Committee
   7. Regional Homecare Specialists will be expected to provide a summary of regional homecare related activity to be included in the minutes
3. **DUTIES**

The duties of the Committee are as follows;

* 1. All members must commit to supporting the NHMC agenda and activities
  2. The role of the Committee is to support the overall delivery of the NHMC work programme
  3. All members must recognise their responsibility with regard to confidentiality which, when required, must be maintained at all times
  4. All members are expected to promote awareness of the role of NHMC
  5. All members should be encouraged to submit items for the agenda at least 20 working days in advance of the meeting

1. **MONITORING EFFECTIVENESS**
   1. The Committee will maintain a workplan plan
   2. Each Committee subgroup will maintain a workplan and action plans where relevant
   3. Once a year, the Committee will review its own performance, all workplans, action plans and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the NPSG and PMSG

Author: Jane Kelly

Date: 23rd April 2016

Updated by: Susan Gibert

Date: March 2018

Approved by NHMC: March 2018