Background
In March 2018 NHS Improvement and Specialist Pharmacy Service (SPS) began to explore working together on a Medicines Governance Do Once (MGDO) programme that would be recommended in the forthcoming Carter report (published May 2018). This paper summarises the work undertaken and the progress made.

Establishment of the MGDO Secretariat
The MGDO Secretariat has been established and comprises of members from NHS Improvement and SPS. The group is responsible for the delivery of the programme. Terms of reference have been agreed and the group will meet formally on a quarterly basis beginning in January 2019. In addition the group will convene informally on a monthly basis to ensure that this fast moving programme is progressing as per the agreed work plan.

Establishment of Governance Processes and Regional Medicines Optimisation Committees (RMOC) agreement
The MGDO Secretariat has established a governance structure and processes to underpin the work. The programme was agreed by the RMOC in September 2018. The RMOC agreed to provide oversight to the programme and endorse the outputs. The governance structure can be seen in Figure 1.

![Diagram showing the governance structure](image)

Figure 1
SME = Subject Matter Expert
Patient Group Direction (PGD) work stream
In the first year of the programme the work has focussed on PGDs.

- **Relationship with PGD Service Board**
  We have agreed the relationship that the current PGD Service Board will have with the work programme. As a result of these discussions, the PGD Board has been renamed as the PGD Service Advisory Board. This reflects the advisory nature of the Board and clarifies that this Board is not responsible for the ratification of national PGDs.

- **Removal of unnecessary PGDs**
  We were aware of many organisations using PGDs where they are not required by legislation. We have written a guidance paper on the alternative mechanisms that can be used. This is currently out to comment with the PGD Advisory Board. It will then go out to comment to a cohort of Chief Pharmacists from acute, mental health and community health services (CHS) organisations. The anticipated publication date is Spring 2019.

- **Process for PGD development, review and authorisation**
  The first draft has been developed and this describes the process and the roles and responsibilities of all stakeholders. The anticipated publication date is Spring 2019.

- **Short Life Working Group (SLWG) Assurance Framework**
  At the suggestion of the antimicrobial stakeholder group we have developed a draft SLWG Assurance Framework to support the development of the PGDs and ensure all national guidance is adhered to.

- **Ambulance trust work stream**
  This is the most developed work stream. We have had excellent engagement with all stakeholders including the Ambulance Pharmacist Network (APN), Joint Royal Colleges Ambulance Liaison Committee (JRCALC) and National Ambulance Service Medical Directors (NASMed).
  Following the call for good practice examples, SPS has drafted six PGDs; the first two are currently with the SLWGs and the core members will be discussing comments in early January, with the expectation that these will be published in Spring 2019.

- **Antimicrobial work stream**
  The stakeholder group has had an initial meeting and a further meeting is planned for 30 January. Following a call for good practice examples SPS has drafted PGDs to support two care pathways – Lower UTI and Meningococcal Sepsis (four PGDs in total). We had some difficulties in getting medical expertise involved in the stakeholder group, but this has now been resolved. We envisage that the SLWGs for these care pathways will commence work in Spring 2019 and work towards publication in early Summer 2019. Further work streams will be agreed at the January stakeholder meeting.

- **Contraceptive and sexual health work stream**
  SPS has begun to produce draft PGDs based on the pan London sexual health and family planning PGD templates as these are recognised exemplars but have now expired. We have yet to set up the stakeholder group for this work stream, but intend to do this once the preliminary work of drafting the PGDs is completed.

- **New PGD work streams**
  We have begun preparatory work to determine the next priority areas for national PGDs and will develop this further in 2019/20

**Policies work stream**
The policies work stream will begin in 2019/20. We were waiting for the publication of the RPS Safe and Secure Handling of Medicines (SSHM) before commencing the scoping work. SSHM was published December 2018 and we will begin to scope the project in more detail in the coming months.

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January 2019