<table>
<thead>
<tr>
<th>Title</th>
<th>Specialist Pharmacy Service Medicines Governance Do Once Secretariat</th>
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| **Objectives of the Group** | To lead on and oversee the development, ratification and release of:  
  - National Patient Group Directions (PGDs) for adoption within NHS organisations and other publically funded commissioned services based on priorities determined by the national agenda.  
  - Templates for medicines related policies for adaptation and adoption within NHS organisations and other publically funded commissioned services. |
| **Remit** | The Secretariat will:  
  - Develop and agree a workplan and workstreams for national PGDs, and medicines related policies development.  
  - Prioritise the agreed workplan and workstreams.  
  - Establish and oversee Short Life Working Groups (SLWGs) for each identified workstream. (Note it is the SLWGs who will be responsible for drafting and finalising PGD templates and medicine related policies within the timescales set out in the workplan.)  
  - To liaise with the SPS PGD Service Advisory Board to seek clinical, operational and legislative clarity on national PGDs as required.  
  - Receive and scrutinise the finalised PGDs and medicines related policies from the SLWGs. If required respond to the SLWG core members with any queries or areas for further development.  
  - Submit the finalised national PGDs and medicines related policies to the RMOC for ratification.  
  - Respond to any requests for further information from the RMOC.  
  - Receive notification of ratification from the RMOC.  
  - Upload the final national PGDs and medicines related policies to the SPS website and communicate to all NHS and other relevant publically funded commissioned services which PGDs and policies have been released.  
  - Maintain the workplan and advise the SLWGs when a PGD or policy is due for review and re-ratification. The members of a SLWG are responsible for alerting the Secretariat when there are changes in national guidance or a change to the licensing information for a medication  
  - Respond to any queries from NHS and other publically funded commissioned services with reference to the work programme.  
  - Consult with services and stakeholders who express an interest in providing feedback and comments concerning the work plan or work streams. |
## Membership

The group will consist of the following:

- Secretariat Chair (Head of SPS)
- Medicines & Pharmacy Professional Advisor, NHS Improvement
- Director, SPS Medicines Use and Safety (Deputy Chair)
- Associate Director SPS (two members)
- NHS England representative
- SPS Specialist Pharmacist PGDs
- Additional members/specialist reviewers as identified for subsequent resource development

## Quorum for decision making

Whilst the aim would always be to include all members, the quorum of the total membership required to support decision making with reference to functions and plans for the group is as follows:

- Chair or Deputy Chair
- Medicines & Pharmacy Professional Advisor, NHS Improvement
- NHS England representative
- Associate Director SPS
- SPS Specialist Pharmacist PGDs

Discussions can be face to face, via teleconferencing or virtual.

## Frequency of meetings

- The Secretariat will meet every 3 months – meetings will be planned alongside the RMOC schedule to ensure efficiency in submitting documents for ratification.
- Regular contact and updates in work plan (including circulation of all meeting papers and drafts/finalised documents for comment/review) will be undertaken electronically.
- Final PGDs and policy documents can be agreed for submission to the RMOC for ratification via email agreement or via teleconference at the discretion of the Secretariat Chair.
- Other Secretariat meetings may be arranged subject to work plans.

## Attendance at meetings

- All arranged meetings will be attended by members unless agreed otherwise with the Chair. If a member is unable to attend a meeting they will provide written comments to any papers within an agreed timeframe.
- All electronic correspondence should be responded to within the agreed timeframe stated on all correspondence requiring a response. If no response is received within the time frame it will be assumed that the member approves the content and has no comment to make.
### Duties and responsibilities
- Members are expected to attend all arranged meetings or provide written input if unable to attend.
- Members are expected to review outputs according to an agreed plan and process and to do so in a timely manner.
- Where a member repeatedly does not fulfil these criteria Secretariat members may be invited to nominate a suitable replacement candidate.
- Where a member leaves their role, Secretariat members will be invited to nominate a suitable replacement candidate if the role is not directly replaced.

### Accountability
- This work is being carried out with the agreement of NHS England and NHS Improvement and is led by the Specialist Pharmacy Service (SPS).
- The MGDO Secretariat reports to the Specialist Pharmacy Service (SPS) operational group
- The members of the Secretariat are accountable to their own professional bodies for their input and conduct.

### Governance
- The Secretariat is accountable to the RMOC for the submission of documents for ratification in line with the workplan.
- Work of the Secretariat is supported NICE Medicines Practice Guidelines 2 PGDs and national guidance relevant to each identified workstream.

### Reporting responsibilities
Where relevant members of the Secretariat will be individually responsible for informing their respective employers of their role and involvement with the group.

### Confidentiality
Secretariat activity is to be treated as confidential within the group unless there has been prior agreement with the Chair to share outputs or to consult with named, agreed stakeholders.

### Declaration of interest.
Members must complete a Declaration of Interest Form for each financial year and declare relevant interests, stating whether their interests are specific to a product or a pharmaceutical company under consideration.
Any new interests which arise must also be declared.
The Chair will consult with the group to agree whether a member who declares a relevant interest in a specific product or products could continue to work with the group for a particular piece of work or for the whole part.

### Terms of Reference
Members will agree to and abide by these Terms of Reference.

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January 2019

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Valid to December 2019