

WEST KENT, NORTH KENT and MEDWAY ANTIMICROBIAL STEWARDSHIP GROUP
TERMS OF REFERENCE

Constitution

The West Kent, North Kent and Medway Antimicrobial Stewardship Group (WnkMASG) is constituted at the request of the West Kent Clinical Commissioning Group (WK CCG) Quality Committee and the Kent and Medway Infection Prevention Control and Antimicrobial Stewardship Committee (KIPCAS). The constitution is as laid down in these terms of reference.

Authority

The group is authorised by the all stakeholder healthcare organisations and the WK CCG Quality Committee, to investigate any matter within these Terms of reference.

Purpose

The group is responsible for ensuring the implementation of a co-ordinated West, North Kent and Medway wide response to the UK National Antimicrobial Strategy (DOH 2013) and the National 5 year Action Plan 2019-2024, and any associated guidelines.

In addition the group will deliver an effective West Kent, North Kent and Medway wide strategy to promote the rational, high quality, safe and cost effective prescribing of antimicrobial agents within the West Kent, North Kent and Medway Healthcare Economy. Benefits will include:

- Optimal patient treatment
- Reduction of health care associated infections (HCAIs)
- Avoidance of development of antimicrobial resistance
- More cost effective antimicrobial prescribing
- Avoidance of unnecessary prescribing
- Reduced harms from side effects and ADRs

Specifically in supporting the delivery of the 5 main strategic aims:

- 1) improve the knowledge and understanding of AMR for the local health economy through better information, intelligence, supporting data and developing more effective early warning systems to improve health security,
- 2) conserve and steward the effectiveness of existing treatments through improving infection prevention and control and development of resources to facilitate optimal use of antibiotics across the local health economy,
- 3) stimulate the use of diagnostics across the local area by promoting investment and engagement in their use.
- 4) ensure appropriate antimicrobial use to optimise patient outcomes and to reduce the risk of adverse events and antimicrobial resistance.
- 5) To promote and support patient pathways, diagnostics and other therapies that prevent antibiotic use

Membership and Attendance

- WK CCG Lead Antimicrobial Prescribing Advisor
- WK CCG Head of Infection Prevention and Control
- NK CCGs representation
- Medway CCG representation
- WK CCG GP
- WK CCG NMP
- WK CCG GP Practice Pharmacist
- Acute Trust Consultant Microbiologist
- Acute Trust Antimicrobial Pharmacist
- Public Health Head of Quality , Infection Prevention and Control
- KCHFT Chief Pharmacist or representative
- Out of Hours Provider
- Dental Practitioner
- Layperson

The group may co-opt other members to join the group, as deemed necessary by the group.

The membership of the Group shall be kept under regular review to ensure that it best reflects the requirements of governance within the CCG.

Members may nominate two named deputies in case of absence for representation at the meetings

Quoracy

The Group quorum shall be at least 50% of the membership organisations and a chair/nominated deputy.

Frequency of Meetings

The Group shall meet every 3 months or with lesser frequency as shall be agreed from time to time.

Urgent business that requires immediate attention shall be managed as is deemed appropriate in consultation with the Chairman of the Group. Extraordinary meetings may be called only by agreement with the Group Chairman.

Secretariat

Meetings will take place at Wharf House unless otherwise informed. The WK CCG or Quality Team will provide the minute taker. The Group shall be supported by the secretariat which shall include:

- Releasing notice of the meetings
- Agreement of the agenda with the Chairman and collation of papers
- Forwarding agenda and relevant papers to the Group or person required to attend, no later than 5 working days before the meeting
- Recording of the minutes and matters arising and any key topics to be carried forward
- Recording any conflicts of interest declared and minute them accordingly

Duties

- Improving infection prevention and control across West Kent, North Kent and Medway both through enhanced dissemination and implementation of best practice and better use of data and diagnostics.
- Optimise prescribing practice through a pan-West Kent, North Kent and Medway antimicrobial stewardship programme that promotes rational prescribing.
- To provide professional and evidence based advice on diagnostics
- To improve professional education and training
- To promote public engagement in order to improve clinical practice and promote wider understanding of the need for more sustainable use of antibiotics.
- Improve access to and use of surveillance data through new arrangements that facilitate greater consistency and standardisation of the data collected across West Kent, North Kent and Medway and encourage improved data linkage
- To provide central point for advice on antimicrobial use across the West Kent , North Kent and Medway Healthcare Economy.
- Strengthen collaborative working between healthcare organisations and healthcare professionals operating within the West Kent Health economy.
- To prepare an Antimicrobial Stewardship (AMS) strategy for West Kent for approval by the WK CCG Quality Committee and revise and submit the strategy for approval as necessary.
- To develop an action plan to meet the objectives of the AMS
- To have an oversight and professional advice on all sectors of the West Kent Healthcare Economy antimicrobial guidance.
- To monitor and report on compliance with strategy.
- To draw up annual audits plans to monitor implementation of strategy and related policy.
- To report on its work to the WK CCG Quality Committee at least twice a year.

- To produce an annual work plan which reflects both local and national priorities for antimicrobial usage
- To receive reports from each provider on antimicrobial usage and use this data to inform future work plan and strategy.
- To produce an annual AMS report and submit to the WK CCG Quality Group

Reporting arrangements

The group will report into the WK CCG Quality Committee and KIPCAS.

Each stakeholder will report into this group via any formal antimicrobial/medicines optimisation/governance groups within their organisations.

Reviews of Terms of Reference

The Group`s Terms of Reference shall be reviewed annually.

Process for monitoring compliance with all of the above

The function of the Group and adherence to its Terms of Reference shall be monitored by the Chairman at each meeting.

The WK CCG Quality Committee shall provide oversight via receipt of the Group`s minutes and annual reports.