Drug and Therapeutics Committee
Clinical Guidelines Subgroup (CGS)
Terms of reference

The Clinical Guidelines Subgroup (CGS) is a subcommittee of the Drug and Therapeutics Committee (DTC).

It is responsible for the medicine components of all Clinical Guidelines, Integrated Care Pathways, Clinical Policies, Patient Information Leaflets and High Cost Drug Forms. The term 'clinical guideline' in this Terms of Reference refers to all of these documents.

Functions

1. To define standards for medicine components in Clinical Guidelines.
2. To establish and implement a system to record that checks and corrections have taken place in order to ensure adherence to these standards.
3. To confirm to the DTC when new or revised clinical guidelines meet these standards.
4. To identify clinical guidelines which do not meet these standards, arrange feedback to authors so that amendments can be made
5. To escalate to the DTC and Medical Director guidelines which have not been amended within reasonable time frames and when appropriate, propose risk register entry.
6. To identify key clinical guidelines which:
    - Are applicable both to primary and secondary care
    - Should be linked to the Buckinghamshire Joint Formulary
7. To work with the Formulary Management Group (FMG) in order to
    - Identify and update relevant existing clinical guidelines in response to changes in the Buckinghamshire Formulary. These will be identified by the Formulary Manager and the Guidelines Administrators and will be processed according to agreed timescales.
    - Co-ordinate clinical guideline review and approval with FMG formulary review and approval in accordance with agreed timescales.
8. To promote the review of clinical guidelines in response to NICE clinical guidelines, technology appraisals and quality standards.
9. To promote the review of clinical guidelines in response to important new evidence of drug efficacy and safety published in MHRA drug safety updates or key professional guidance
10. To recommend changes to guideline 206 Guidance on Writing a Clinical Guideline.

Membership and role of each member

- Formulary Manager (Chair). To provide the link between CGS and the FMG in relation to implementation of FMG formulary and guideline decisions. To provide the link between CGS and the DTC in relation to implementation of NICE guidance.
- Guidelines Facilitator, Clinical Audit and Effectiveness (secretary) – to liaise between guideline authors/reviewers and pharmacy to ensure all guidelines with a medicine content are checked and approved via the CGS process. To produce and distribute an agenda and action notes for all meetings.
- Medicines Information Pharmacist - to final check the medicines component of the guideline for accuracy and adherence to the group standards and to provide assurance that these standards are met.
- Senior Hospital Pharmacist to final check the medicines component of the guideline for accuracy and adherence to the group standards and to provide assurance that the document meets the standards.

- CCG Pharmaceutical Adviser – to identify guidelines which impact on primary care, ensure that these guidelines meet the above standards and identify / resolve any primary care issues that need addressing via MMJET, e.g. identifying treatments that GPs will not prescribe.
- Consultant nurse or midwife – to advise on the nursing/midwifery aspects of clinical guidelines.
- Clinician input:
  In order to invite comments and feedback from clinicians, the subgroup will send out clinical guidelines to all SDU leads well in advance of meetings. The author(s) will be invited to attend CGS to discuss specific guidelines when felt necessary.

Quorum

- Formulary Manager or Senior Hospital Pharmacist.
- Medicines Information Pharmacist or designated representative.
- Guidelines Facilitator or designated representative.

NB. If the CCG Pharmaceutical Advisor is unable to attend, comments on agenda items will be provided in advance of the meeting.

Meeting frequency

- Every month.
- When guideline workload or urgency dictates more frequent meetings, these will be arranged.

Reporting: To the DTC

Relationship with other committees

- Formulary Management Group
- Antimicrobial Review Group
- Injectables Policy Working Group
- Chiltern CCG and AV CCG Medicines Management Joint Executive Team (MMJET)
- Bucks Area Prescribing Committee

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Author/s	DTC Clinical Guidelines Subgroup
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