

Royal National Orthopaedic Hospital NHS Trust

Drugs and Therapeutics Committee

Terms of Membership

Membership of the RNOH Drugs & Therapeutics Committee (DTC) includes representatives from clinical divisions and specialities in the Trust (senior clinicians, senior nursing, and finance) as well as from the local primary care organisations. For RNOH staff, membership to the DTC is restricted to personal recommendations from a Medical Director.

Members of the DTC are responsible for representing their peers, fully participating in the activities of the group and communicating back to those they represent. All members (and organisations that they represent) will actively promote and adhere to the RNOH Formulary.

The tenure of membership for the Chair, Vice-Chair and clinician representatives from each speciality area is 2 years after which renewal may be possible. Persons filling other roles such as Chief / Principal Pharmacist, Director / Deputy Director of Nursing, Head of Operations etc. are eligible to hold permanent membership whilst in post.

1. Committee Membership

Role

Chair (Consultant)
Vice-Chair (Consultant)
Secretary (Chief / Deputy Chief Pharmacist)
Principal Pharmacist, Formulary
Principal Pharmacist, Clinical Services
Consultant, Clinical Pharmacology
Consultant, Microbiology
Consultant, Pathology
Consultant, Rheumatology
Consultant, Surgery
Consultant, Theatres (Spinal Injury Unit)
Director of Nursing
Deputy Director of Nursing
Clinical Nurse Specialist (Non-Medical Prescriber)
Director of Operations
Head of Operations, Clinical Support Services
Lead Business Analyst (Finance)
Head of Financial Management & Planning
Patient Safety Manager
General Practitioner, NHS Barnet
PCT Prescribing Advisor, NHS Barnet
Lay Member

2. Associate Membership

The Trust Medical Director will be included within all official correspondence.

Specialists who provide service to RNOH who hold a formal contract with another NHS Trusts (e.g. RFH, BCF, and Whittington) may be invited to co-opt membership when such items arise on the agenda.

3. Nominated Deputies

- Vice-Chair
- Secretary

4. Frequency of Attendance

The expectation is that all meetings will be attended by all members. When attendance falls below 67% (i.e. four out of six meetings) over an annual period the issue will be raised with the individual by the Chair and any steps taken to improve attendance, or if this is not possible to review membership.

5. Quorum

The meeting will be considered quorum if the Chair (or a nominated deputy) and a minimum of FIVE other Committee members are present, TWO of whom must be a Consultant from different clinical specialties. If a meeting is not quorum, the meeting may proceed at the Chair's discretion for information sharing and any decisions made must be ratified at a later date.

6. Declaration of Conflict of Interests

Members of the DTC will be asked to make Declarations of Interests at each meeting in relation to items within the agenda.

The Committee will decide what, if any, effect such a declaration will have on the deliberations of the meeting and decide appropriate action, for example, a member may be asked to refrain from participating in the decision making process.

7. Review

The Terms of Membership will be reviewed every TWO years (with the Terms of Reference) or sooner if necessary.

December 2012

Version 1.2

Author: Mr Pritesh Bodalia (Secretary, DTC; Deputy Chief Pharmacist)

Reviewed: Mr Ashik Shah (Chief Pharmacist)
Dr Rik Fox (Chair, DTC; Consultant, Anaesthesia)

Approved by: Drugs & Therapeutics Committee

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