

Wound Management Formulary Steering Sub-Group of the Bedfordshire, Luton and Milton Keynes Area Prescribing Committee (APC)

Terms of Reference

Purpose

The purpose of the Wound Management Formulary Steering Group is:

- To provide strategic oversight in all aspects of Wound Management products across the local health economy in Bedfordshire, Luton and Milton Keynes (BLMK).
- To develop, implement, and monitor the application of wound management documentation, policies, guidance and practice.

Membership

<ul style="list-style-type: none"> • Community Health Services Pharmacy Leads 	<ul style="list-style-type: none"> • Practice Nurses
<ul style="list-style-type: none"> • Tissue Viability Nurses, Hospital and community trusts 	<ul style="list-style-type: none"> • Integrated Care System clinical staff group representatives
<ul style="list-style-type: none"> • Integrated Care Board Pharmacy & Medicines Optimisation representatives 	<ul style="list-style-type: none"> • Clinical staff groups using wound care products as required e.g. Podiatry
<ul style="list-style-type: none"> • Community Health Services Team Leads 	<ul style="list-style-type: none"> • Quality and Safety Representatives

Members are expected to either attend the meeting or send a suitable representative.

Members are responsible for promoting the work of the BLMK Wound Management Formulary Steering Group to their colleagues, acting as a conduit for communication

The following organisations contribute to and participate in the Bedfordshire & Luton Wound Management Formulary Steering Group: BLMK APC – Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group; Bedfordshire Hospitals NHS Foundation Trust; Cambridgeshire Community Services NHS Trust; Central and North West London NHS Foundation Trust; East London NHS Foundation Trust; Milton Keynes University Hospital NHS Foundation Trust

between clinicians and the Committee. Each should identify a deputy who will attend in their absence, where possible.

All members will be required to declare any conflicts of interest. Such potential conflicts could include consultancies, employment of family members, investments, and research contracts, lecture fees, paid conference fees or paid advisory panels. Where relevant, members may be asked to withdraw from discussion of an agenda item for which they have identified a potential interest.

Chair

The Chair will be a Commissioning Lead Pharmacist from BLMK ICB.

Quorum

The meeting will be quorate when at least 4 members of the core membership are present – including representation from:

- Community Health Services Pharmacy Lead or Team Lead 1
- Tissue Viability Nurses 2
- ICB Medicines Optimisation representative (Budget holder) 1

In the light of non-attendance by members/organisations resulting in the meeting not being quorate, the Chair may determine that there are appropriate people present to make decisions and allow the meeting to proceed. Some agenda items may be rescheduled if necessary. All decisions made when the meeting is not quorate must be circulated by email and approved by enough members to achieve quoracy.

The same minimum quoracy is required to make virtual decisions.

‘Chair’s Action’ may be used to review and approve any urgent business, or where minor changes to previously agreed papers are required, between meetings. Any such business agreed by Chair’s Actions will be documented and either circulated for virtual approval or shared at the following meeting for ratification by the committee.

Frequency of Meetings

Meetings will be scheduled at bi-monthly intervals and may be deferred if there is insufficient business.

Administrative Support

Administrative support (preparation of agendas and minutes) will be provided by BLMK ICB.

Agendas and supporting papers will be issued electronically one week prior to the meeting. Draft minutes will be issued electronically to all members of the committee within two weeks following the meeting.

Terms of Reference

1. To contribute to the development of Wound Management Formulary policies and procedures relating to the safe, evidence based, cost-effective and economic use of dressings. To serve as the sub-group of the Bedfordshire, Luton and Milton Keynes Area Prescribing Committee (APC) for recommending their approval.

2. To recommend to the APC the ratification of dressings-related protocols and guidelines.
3. To publish the electronic APC Bedfordshire & Luton Wound Management Formulary and the Milton Keynes Practice Nurse Formulary, and the Bedfordshire and Milton Keynes Hospital Trusts formularies on behalf of the APC with clinical guidance approved by the Wound Management Formulary sub-group and product changes ratified by the BLMK APC.
4. To promote high quality dressings management across the interfaces with other organisations. To provide feedback on relevant matters discussed at those meetings.
5. To receive and respond on actions to relevant bulletins, updates and safety alerts issued by national organisations relating to dressings and associated products (for example, NPSA Alerts, MHRA bulletins, PrescQIPP etc).
6. To receive regular reports on expenditure, dressings usage and prescribing patterns, plus exception reports on emerging trends product usage.
7. To receive reports on dressings-related incidents, plus additional detailed reports on Serious Untoward Incidents relating to wound care, or recurrent problems that may require more detailed consideration.
8. To consider the content of and promote adherence to relevant commissioner Formularies and Prescribing Guidelines as a means of promoting rational, evidence-based and cost-effective prescribing of wound management products. To consider needs to use products outside the formulary (“non-formulary” use).
9. To manage the introduction of new dressings and devices by ensuring that they are assessed on the basis of clinical efficacy, safety and cost-effectiveness prior to their approval for prescribing and use, with particular attention to any recommended by NICE as a result of Technical Appraisals and Clinical Guidelines. To be mindful of the financial consequences of any decision and the Secretary of State directions in relation to Technology Appraisals.
10. To participate in Clinical Audit, and, where applicable, in the rolling programme of audits to support the safe use of wound management products, receive the results of those audits and monitor the actions arising from them.
11. To identify new products in development that may have potential cost implications and liaise as necessary with commissioners.
12. To liaise with commissioners on primary/secondary interface issues involving the use of products, and to collaborate in the production and approval of shared care protocols where appropriate.

Accountability and Reporting

The Wound Management Formulary Steering Group is a sub-committee of the BLMK APC.

From time to time sub-groups of the Wound Management Formulary Steering Group may be created to undertake specific, time-limited tasks.

Review

The membership of the Wound Management Formulary Steering Group, and its terms of reference, will be reviewed every two years unless a more frequent review is deemed necessary by the Chair, Community Health Services Pharmacy Lead or APC.

Reviewed: September 2024

Next Review: September 2026 or earlier if required