

Primary Care Improvement Plan: GMS 2018

Pharmacotherapy Work Stream



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1. Purpose of this Document

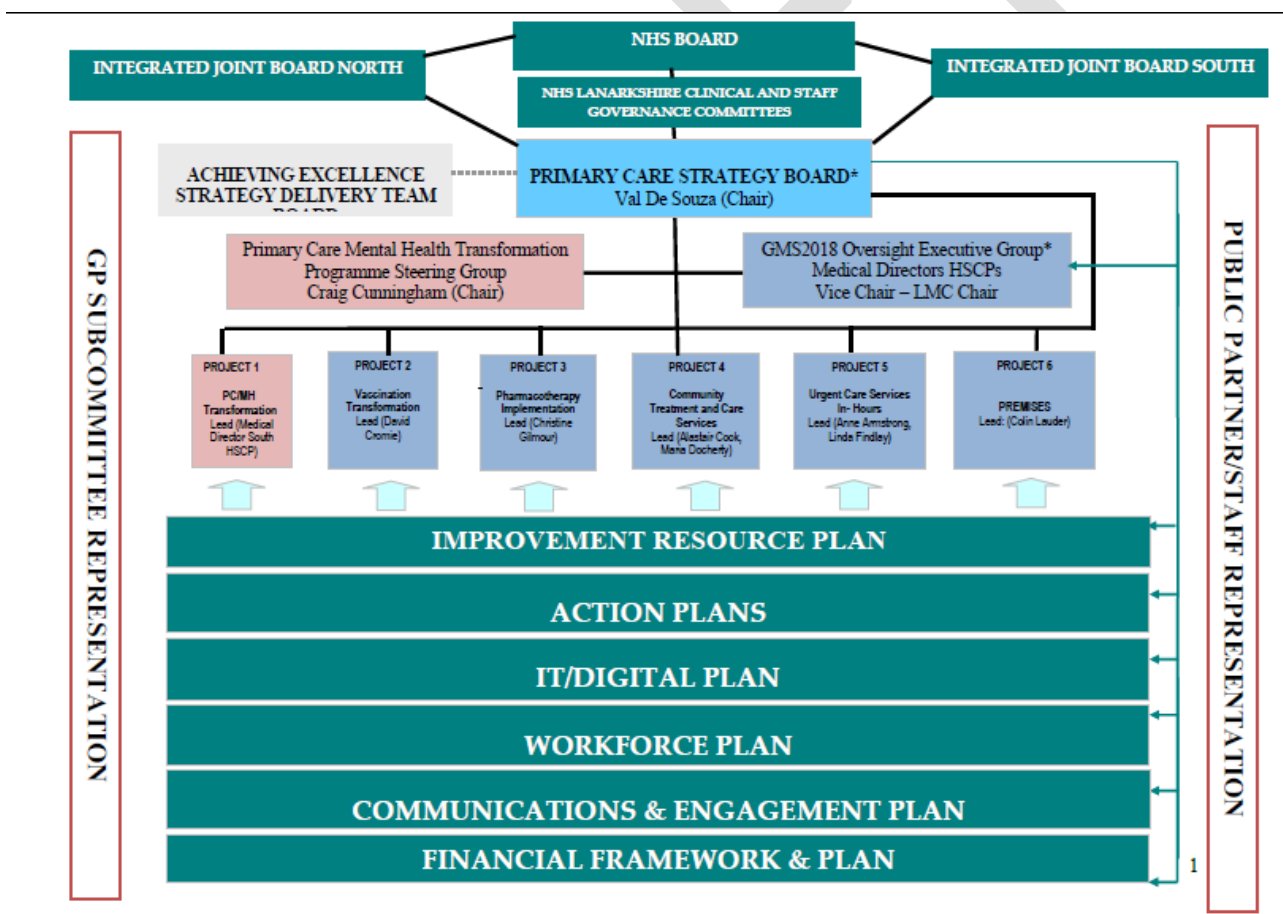
The purpose of this document is to provide a broad overview and serve as a baseline which sets out the scope, scale and function of this work stream to support a smooth and planned transition from 1st April 2018. The document also sets out assumptions and constraints and highlights key risks and dependencies with other work essential to this work stream.

This Brief is a working document and will be continually revised with updated information as plans for this work stream are developed until a final version is approved by the Primary Care Strategy Board.

2. Governance and Terms of Reference

The NHS Lanarkshire Director of Pharmacy, Christine Gilmour, will lead, develop and implement the new Pharmacotherapy service within Lanarkshire. An 'NHS Lanarkshire GMS2018 Pharmacotherapy Group' has been established to oversee this work as detailed in the Terms of Reference (ToR) in Appendix C.

This work stream will be accountable to the Primary Care Strategy Board and will be integral to and supported by the governance structure shown below.



3. Background

General

The GMS2018 contract aims to refocus the role of GPs as expert medical generalists. This will require some tasks currently carried out by GPs to be carried out by members of a wider primary care multi-disciplinary team – where it is safe, appropriate, and improves patient care. Integration Authorities, the Scottish GP Committee (SGPC) of the British Medical Association (BMA), NHS Boards and the Scottish Government have agreed priorities for transformative service redesign in primary care in Scotland over a three year planned transition period. These priorities include:

- vaccination services,
- pharmacotherapy services,
- community treatment and care services,
- urgent care in hours services, and
- additional professional services including acute musculoskeletal physiotherapy services, community mental health services and community link worker services.

GPs will retain a professional role in these services in their capacity as expert medical generalists.

A Memorandum of Understanding (MOU), has been developed between Integration Authorities, SGPC, NHS Boards and the Scottish Government, and sets out agreed principles of service redesign (including patient safety and person-centred care), ring-fenced resources to enable the change to happen, new national and local oversight arrangements and agreed priorities over a 3 year period, 2018-2021.

The intention, set out in the MOU, is that the funding for service transformation will be allocated on an NRAC basis. This will require local engagement by NHS Lanarkshire with IJBs or HSCPs to agree the funding that will be received to deliver the Primary Care Improvement Plan and the priority work streams within the plan.

Pharmacotherapy – GMS2018

The GMS2018 Contract sets out that, 'by April 2021, every practice will benefit from the pharmacotherapy service delivering the core elements as described below. Some areas will also benefit from a service which delivers some or all of the additional elements described below. The level of additional services available in different areas will be dependent on workforce availability which will build throughout the three years leading up to 2021 and beyond.'

CORE AND ADDITIONAL PHARMACOTHERAPY SERVICES		
	Pharmacists	Pharmacy Technicians
Level one (core)	<ul style="list-style-type: none"> • Authorising/actioning all acute prescribing requests • Authorising/actioning all repeat prescribing requests • Authorising/actioning hospital Immediate Discharge Letters • Medicines reconciliation • Medicine safety reviews/recalls • Monitoring high risk medicines • Non-clinical medication review <p>Acute and repeat prescribing requests includes/authorising/actioning:</p> <ul style="list-style-type: none"> • hospital outpatient requests • non-medicine prescriptions • instalment requests • serial prescriptions • Pharmaceutical queries • Medicine shortages • Review of use of 'specials' and 'off-licence' Requests 	<ul style="list-style-type: none"> • Monitoring clinics • Medication compliance reviews (patient's own home) • Medication management advice and reviews (care homes) • Formulary adherence • Prescribing indicators and audits
Level two (additional - advanced)	<ul style="list-style-type: none"> • Medication review (more than 5 medicines) • Resolving high risk medicine problems 	<ul style="list-style-type: none"> • Non-clinical medication review • Medicines shortages • Pharmaceutical queries
Level three (additional - specialist)	<ul style="list-style-type: none"> • Poly-pharmacy reviews: pharmacy contribution to complex care • Specialist clinics (e.g. chronic pain, heart failure) 	<ul style="list-style-type: none"> • Medicines reconciliation • Telephone triage

Pharmacotherapy in Lanarkshire

There is an established programme of investment in Practice Support Pharmacists as set out in the PCMHTP documentation. This new GMS2018 work stream aligns with and accounts for existing and planned resources and will be developed to work with practices and clusters in the local area. Implementing pharmacy support services is work that is ongoing within GP practices in NHS Lanarkshire funded by the Primary Care Transformation Fund. At this time there are approx 22-30 General Practice Clinical Pharmacists (GPCP) in practices across Lanarkshire covering between 4-6 sessions per week (1x session= 0.5 day in line with GPs) as it was found that this was a sufficient amount. It should be noted that practices don't have 1.0 Working Time Equivalent (WTE) pharmacy support in practices but time of the pharmacists currently is split between participating practices. To date, pharmacists in Lanarkshire have been providing some of the services as described within the GMS2018 contract mainly level 2 (additional) and level 3 (specialist) services, but also including level 1 services, as part of the current agreement; the services as defined within the core level have not yet been delivered (see above). A quantitative evaluation of how this work has gone so far has been carried out in NHS Lanarkshire alongside an ongoing national evaluation which is still to be published. These reports will be used to further inform the learning from the GPCP work and help to implement Pharmacotherapy in Scotland and understand what has worked and what hasn't.

Implementation of Pharmacotherapy within Lanarkshire will ensure governance and safe care of patients in relation to medicines and will allow for an enhanced service to be offered ensuring patients are prescribed the safest, most effective and cost efficient medications whilst adhering to quality care principles.

Although not within scope for this workstream but with strong interdependencies will be the work of NHS24 and other NHS Public Health organisations and third sector agencies developing new ways of working upstream. This will also be geared towards improving access to healthcare such as self-care and self-management; on-line information and support; preventative solutions sign-posting people direct to the right place first time.

4. Work Stream Vision, Aims and Objectives

The GMS2018 contract provides a mandate to establish Pharmacotherapy in Lanarkshire: a pharmacy-led prescribing and support service to every GP practice. NHS Lanarkshire and the HSCPs will lead a collaborative approach to develop and implement new operating and workforce models by which to deliver GP based pharmacy services via multi-disciplinary teams.

Vision: Pharmacotherapy in Lanarkshire will deliver a joined up, holistic and person-centred pharmacy-led approach to healthcare delivered by MDT working. It will ensure that where pharmacological intervention is required that safety and quality are priority. It will build on existing good practice and ensure added value through process improvements and efficiency, whilst measuring effectiveness to ensure 'right first time' prescribing.

Aim: To develop and implement a robust, resilient and sustainable model of pharmacotherapy for Lanarkshire which prioritises the needs of the patients whilst meeting the terms of the GMS 2018 contract by integrating pharmacy with General Practice and MDT teams and supporting social prescribing and non-drug therapies.

Objectives for pharmacotherapy in Lanarkshire:

- To establish a Pharmacotherapy model to support the operation of GP based multidisciplinary teams (including pharmacists, pharmacy technicians and other roles) in every general practice in Lanarkshire or as defined by the workforce allocation model;
- To ensure that this model provides patients access to the 'right person at the right place at the right time' within the most appropriate and safest pathway of care;
- To increase the pool of relevantly qualified pharmacy professionals in order to staff the pharmacotherapy model and deliver this within the defined timescales of the GMS2018 contract;
- To improve the efficiency of repeat prescribing by 2021.

5. Work Stream Scope

The scope of this work stream is as defined in the GMS2018 Contract and associated MOU, including mental health. It excludes all other work streams within the Primary Care Implementation Plan programme whilst recognising these involve key inter-dependencies.

The scale of this work stream is Lanarkshire-wide. No differentiation is made between North and South Lanarkshire.

<p><u>In Scope:</u></p> <p><u>Organisations</u> NHS Lanarkshire. Lanarkshire Health & Social Care Partnerships (HSCPs). Lanarkshire Integrated Joint Board North & South. SAS – Advanced Paramedics prescribing.</p> <p><u>Divisions/ Departments</u></p> <p><u>Groups:</u> Advanced Clinical Services Pharmacists (ACSP). General Practitioners.</p> <p><u>People:</u> Pharmacotherapy workforce. All medical and non medical prescribers including consultants.</p> <p><u>Systems/ Processes:</u> Community Pharmacy inclusive of Chronic Medication Services (CMS), Serial Prescribing & Dispensing and Minor Ailments Service (MAS). PQEP. Prescribing Strategy. Poly Pharmacy Reviews. Repeat Prescribing Processes. Clinical Prescribing Support & Guidance. Community Treatment Room Services: monitoring of drugs for long term conditions.</p> <p><u>Deliverables:</u> Pharmacotherapy Risk Register Pharmacotherapy Comms Plan (aligned to PCIP Comms Strategy)</p> <p><u>Project Management:</u> Work stream Brief. Terms of Reference. High Level Action Plan.</p>	<p><u>Out of Scope:</u></p> <p><u>Organisations</u></p> <p><u>Divisions/ Departments</u></p> <p><u>Groups:</u> AAGI / VTP work stream. Community Treatment and care GMS2018 Group. Urgent Care (In Hours) GMS2018 Group. GP Premises GMS2018 Group. IT/ Digital Governance Group. Workforce Plan Governance Group.</p> <p><u>People:</u></p> <p><u>Systems/ Processes:</u> Script Switch Single National Formulary (SNF) Urgent Care System apps and support literature New GP IT System HEPMAR New community system</p> <p><u>Deliverables</u></p> <p><u>Project Management:</u></p>
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6. Action Plan

Based on input from the work-stream lead and scoping workshops with key stakeholders, high level actions have been identified to support the implementation of the Pharmacotherapy work stream (Appendix A).

7. Assumptions, Constraints, Dependencies and Risks

Assumptions

- GPs will collaborate fully in the development of the new Pharmacotherapy service.
- Development of the Pharmacotherapy workstream in Lanarkshire will include representation of all key stakeholders from the outset.
- The key stakeholders will participate in relevant meetings, workshops, etc., and will input to consultation and provide information when required.
- Adequate funding will be available to implement the identified actions required to deliver a fully functioning and sustainable 'pharmacotherapy service' in NHS Lanarkshire.

Constraints

- A key constraint will be the availability of suitable premises from which to deliver a pharmacotherapy service. This represents a dependency with the Premises/Property work stream within the PCIP GMS 2018 work stream (above).
- Recruitment of resource and subject matter expertise to carry out work and associated actions for Pharmacotherapy within Lanarkshire.
- Planning and implementation is likely to be constrained by the ability to recruit staff at appropriate levels and within adequate timescales to carry out the roles as described within GMS2018 contract.
- Availability of required stakeholders and service staff to engage and participate in the work stream may be restricted by operational requirements and competing priorities.
- There may be further workforce and staffing constraints if existing staff providing pharmacy services within GP practices cannot be TUPE'd to NHS Lanarkshire.

Dependencies

- There is a significant interdependency with the work being undertaken by the Pharmacotherapy work stream and the work being undertaken by the Urgent Care (In Hours) work stream. Groups must ensure close working and clarity around the roles and responsibilities of multi disciplinary teams to address inter-dependencies appropriately.
- Community Pharmacist input and expertise will be required within the Vaccination Transformation and Community Treatment and Care work streams in order to ensure inter-dependencies are addressed.
- There is a dependency on the availability of suitable premises by which to deliver a pharmacotherapy service. Must ensure close collaboration with Premises workstream to ensure the GP infrastructure going forward can support additional staff and their requirements to deliver the pharmacotherapy service.
- There is a dependency on appropriate IT in order to deliver Pharmacotherapy in Lanarkshire. The Pharmacotherapy work stream will provide detailed requirements to the IT / Digital work stream lead in order to address this dependency.
- There is a dependency with acute care.

Risks

Initial risks have been identified for the Pharmacotherapy workstream and have been logged in the risk register as embedded below.



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2018 Pharma Risk Re

8. Future Stages of Work and Primary Care Improvement Plan

This Action Plan produced for the pharmacotherapy work stream will contribute to the Primary Care Improvement Plan.

9. Appendices: Action Plan, Stakeholder & Communications Table and Terms of Reference

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Appendix A - ACTION PLAN

Action	Lead(s)	Estimated Timescale to Completion <i>(if available)</i>		
		Year 1 2018-2019	Year 2 2019-2020	Year 3 2020-2021
Early review of NHS Lanarkshire GMS2018 Pharmacotherapy Group ToR to ensure appropriate representation (as work stream and SG guidance develops) and ensure all members are aware of and in agreement of their roles and responsibilities.	Director of Pharmacy	April 2018 Reviewed quarterly	Reviewed quarterly	Reviewed quarterly
Establish Project Management Arrangements, Documentation and Reporting Requirements	Head of Service Change and Transformation/ Director of Pharmacy	April 2018		
Review, develop and agree Work Stream Scope (including agreed vision and definition of pharmacotherapy service / staff)	Head of Service Change and Transformation/ Director of Pharmacy	May 2018		
Conduct Risk Analysis Workshop	Head of Service Change and Transformation/ Director of Pharmacy	May / June 2018		
Conduct Stakeholder Analysis	Director of Pharmacy / Communications Lead	June 2018	Reviewed quarterly	Reviewed quarterly
Develop Communications and Engagement Plan (aligned with PCIP Communications Strategy).	Director of Pharmacy/ Communications Lead	August 2018		
Establish the 'benefits' / 'success criteria' for Pharmacotherapy in Lanarkshire.	Director of Pharmacy	August 2018		
Creation of subgroups (as appropriate) to carry out Pharmacotherapy workload.	Director of Pharmacy	April 2018		

Review and Further Develop Work Stream Brief	Director of Pharmacy	April-June 2018		
Review relevant literature and lessons learned both locally and nationally.		April-June 2018		
Review current pharmacy support and prescribing within Lanarkshire and develop a clear view of the 'current situation'.	Director of Pharmacy			
Define and further understand the clinical/ service model and allocation taking into account the workforce allocation formula for development of multi disciplinary teams in Lanarkshire (workforce allocation model/s have not yet been defined).	Director of Pharmacy			
Produce a target operating model for a new Pharmacotherapy service in Lanarkshire.	Director of Pharmacy			
<p>Agree a 'road-map' and resource a programme of work to deliver Pharmacotherapy in Lanarkshire. This is likely to include:-</p> <ul style="list-style-type: none"> • Review of the services to be provided under the GMS2018 Contract and decide how these will be allocated between pharmacists and pharmacy technicians (technicians able to carry out some core level tasks under supervision of a pharmacist). • Explore and increase all types of prescribers in Lanarkshire (including non medical prescribers). • Developing further understanding of training needs and requirements in order to ensure provision of pharmacotherapy; • Scoping and developing recruitment needs and workforce development plans (and contribute to the PCIP Workforce Plan); • Scoping and developing workforce education plans in order to develop an education framework to support recruitment, development and retention of staff; • Implement and develop a staff governance framework to ensure capacity is available to undertake reviews and manage staff competency and development needs. • Developing consistent local therapeutic guidance and patient pathways for a Pharmacotherapy in NHS Lanarkshire; • Review of Chronic Medication Services (CMS) including 	Director of Pharmacy			

<p>associated IT and processes to ensure appropriate management of this service;</p> <ul style="list-style-type: none"> • Scope current processes and provision in order to establish a standardised process for the review and approval of repeat prescriptions (to understand roles and responsibilities for Pharmacotherapy). 				
Develop processes, guidance and implement a serial prescribing pilot in Lanarkshire in order to learn from ways of working to ensure robust and efficient serial prescribing in Lanarkshire.		March 2019		
Scale up serial prescribing pilot from learning			March 2020	
Fully implement serial prescribing in Lanarkshire General Practice				March 2021
Scope and review introduction and development of electronic prescribing in Lanarkshire				
Scope and review possibilities of collaborative working with General Practices to train existing workforce and expand roles and skills e.g. Receptionist – Pharmacy Technician				
<p>Provide detailed requirements to, and collaborate with the IT / Digital work stream to ensure access to increased/improved patient data, including:</p> <ul style="list-style-type: none"> • access to records for community pharmacy, • reduction (ideally eradication) in error rate in prescribing, • contribute to the primary care IT/Digital Plan. 	IT / Digital Work Stream Lead			
Support & integrate non medical prescribing & interface				
Join up primary care and community pharmacy				
Develop the Premises requirements for Pharmacotherapy and collaborate with the GP Premises work stream on this	GP Premises Work Stream Lead - Deputy Director of Strategic Planning for NHS Lanarkshire			
Develop the equipment requirements for Pharmacotherapy				
Share and communicate learning in regards to pharmacotherapy implementation in NHS Lanarkshire	Director of Pharmacy/	Ongoing	Ongoing	Ongoing

	Communications Lead			
Contribute to the Primary Care Financial Plan by setting out the development costs for the Pharmacotherapy model	Director of Pharmacy			

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Appendix B – STAKEHOLDER ENGAGEMENT

This is an initial list of stakeholders for this work stream. It should be reviewed regularly to reflect the development stages of the work stream and used to inform Communications Planning in line with the PCIP Communications Strategy.

Stakeholder	Goals/ Motivation	Interest	Influence	Comms/ Engagement approach
NHS Lanarkshire Director of Pharmacy	Work stream Lead & Chair of NHS Lanarkshire GMS2018 Pharmacotherapy Group	High	High	Chair of NHS Lanarkshire GMS2018 Pharmacotherapy Group
NHS Lanarkshire Lead Pharmacist Prescribing Management	Vice Chair of NHS Lanarkshire GMS2018 Pharmacotherapy Group	High	High	Vice Chair of NHS Lanarkshire GMS2018 Pharmacotherapy Group
NHS Lanarkshire	Key delivery organisation for Pharmacotherapy in NHS Lanarkshire	High	High	NHS Lanarkshire Primary Care Strategy Board and robust reporting mechanisms
Lanarkshire Health & Social Care Partnerships (North & South)	Key delivery organisation for Vaccination in NHS Lanarkshire	High	High	NHS Lanarkshire Primary Care Strategy Board and robust reporting mechanisms
Lanarkshire Integrated Joint Boards (North & South)	Responsible for implementation of PCIP (incorporating Pharmacotherapy work stream)	High	High	Communications and engagement will be through agreed governance routes and robust reporting mechanisms
Scottish Government	Ensure local PCIP adheres to GMS2018 contract	High	High	
NHS Lanarkshire Chief Executive Officer	Strategic direction and delivery of PCIP (incorporating Pharmacotherapy work stream) in line with mandate of GMS2018 contract	High	High	
Chief Officers Lanarkshire Health & Social Care Partnerships (North & South)	Strategic direction and delivery of PCIP (incorporating Pharmacotherapy work stream) in line with mandate of GMS2018 contract	High	High	
NHS Lanarkshire Director of Finance	Transition and implementation of Pharmacotherapy services within allocated budget	High	High	Member of Primary Care Strategy Board / GMS2018 Oversight Group. Attendance at work stream meetings as/ when required.

Primary Care Strategy Board	Governance Body	High	High	Communications and engagement will be through agreed governance routes and robust reporting mechanisms
GMS2018 Oversight Group	Governance Body	High	High	Communications and engagement will be through agreed governance routes and robust reporting mechanisms
Lanarkshire Local Medical Committee (LMC)	Advise, support and inform decisions in relation to General Practice	High	High	Member of NHS Lanarkshire GMS2018 Pharmacotherapy Group
Clinical Locality Directors		High	High	Member of NHS Lanarkshire GMS2018 Pharmacotherapy Group
Allied Health Professionals (AHP)		High	High	Member of NHS Lanarkshire GMS2018 Community Treatment and Care Services Group
Scottish Government GMS Oversight Group (Name TBC)		High	High	National oversight and direction of changes in relation GMS2018 contract
Advanced Clinical Services Pharmacists	Responsible for delivering Pharmacotherapy services in NHS Lanarkshire	High	High	
Allied Health Professionals (AHP)		High	High	Member of NHS Lanarkshire GMS2018 Pharmacotherapy Group
NHS Lanarkshire Hospital Pharmacy		High	High	
Scottish Ambulance Service (SAS)		High	High	
Scottish Ambulance Service Paramedics		High	Medium	
Scottish Government		High	Low	NHS Lanarkshire Lead Pharmacist

Pharmacotherapy Group				Prescribing Management responsible for providing communication and engagement link between groups
Lanarkshire General Practitioners	Professional role in their capacity as expert medical generalists	High	High	LMC, Locality Clinical Directorate and Allied Health Professional representation on NHS Lanarkshire Primary Care Strategy Board, GMS2018 Oversight Group and Pharmacotherapy Governance Group
Lanarkshire General Practice Managers		Medium	Low	
NHS Lanarkshire Nurse Director		Medium	Low	
Lanarkshire General Practice Nurses	Professional role in their capacity as expert general practitioner nurses. Will require clarity in what changes mean for their role.	Medium	Low	
Community Pharmacies		High	Low	
NHS Lanarkshire GMS2018 IT/Digital Group (Name TBC)	Key Dependency Work stream	High	High	
NHS Lanarkshire GMS2018 Urgent Care 24/7 Group	Key Dependency Work stream	High	High	
NHS Lanarkshire GMS2018 Community Treatment & Care Group	Key Dependency Work stream	High	High	
NHS Lanarkshire Area Advisory Group on Immunisation (AAGI)	Key Dependency Work stream	High	High	
NHS	Key Dependency Work	High	High	

Lanarkshire GMS2018 GP Premises Group	stream			
NHS Territorial Boards	Consistency across all territorial health boards to ensure the health of population	High	Low	Communications and engagement will be through professional links and Scottish Government National Oversight Groups
Patients / Carers (reps)		Medium	Medium	
Smoking Cessation Groups		Low	Low	
Midwives		Low	Low	
Dentists		Low	Low	
Opticians		Low	Low	
General Public	Understanding changes to services and location of services/ clarity around what is the impact to them	Low	Low	NHS Lanarkshire Communications & Engagement

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Terms of Reference

1. Title

NHS Lanarkshire GMS2018 Pharmacotherapy Group

2. Accountable to

Primary Care Strategy Board

3. Reports to

GMS 2018 Oversight Executive Group

4. Aim of Work Stream

To develop and implement a robust, resilient and sustainable model of pharmacotherapy for Lanarkshire which prioritises the needs of the patients whilst meeting the terms of the GMS 2018 contract by integrating pharmacy with General Practice and MDT teams and supporting social prescribing and non-drug therapies.

5. Roles and Responsibilities of Group

The roles and responsibilities of the NHS Lanarkshire GMS2018 Pharmacotherapy Group are as described below;

- own the vision for the work stream and provide clear direction and leadership;
- oversee the development and delivery of the pharmacotherapy service in Lanarkshire;
- develop and maintain detailed action plans for the work stream/s;
- ensure adherence to the overarching Primary Care Improvement Plan (PCIP);
- ensure appropriate levels of resourcing are available;
- responsibility to manage the budget of the GMS2018 Pharmacotherapy work stream;
- approve documentation and processes as appropriate to reflect the work stream plan;
- provide advice and approve key decisions as required;
- manage any project interdependencies and identify and recognise synergies with work ongoing at both a local and national level, including but not limited to other GMS2018 work streams;
- responsible for management and sign off of communications in relation to Pharmacotherapy service;
- manage any risks and issues in relation to the implementation of pharmacotherapy;
- members must take responsibility for, and lead where appropriate on relevant activities, and report on progress to the group. Members are expected to consult more broadly within

their organisation/ professional group on areas of particular interest to the group, and report on their findings.

6. Membership

Role	Representing	Responsibilities:
Chair & Director of Pharmacy	NHS Lanarkshire	<ul style="list-style-type: none"> • Chair of the NHS Lanarkshire GMS Pharmacotherapy Group • Provides direction, leadership and expert advice in relation to implementation of the pharmacotherapy service in Lanarkshire • Subject matter expert for pharmacy
Co Chair & Lead Pharmacist for Prescribing Management	NHS Lanarkshire	<ul style="list-style-type: none"> • Vice Chair of NHS Lanarkshire GMS Pharmacotherapy Group • Subject matter expert for pharmacist prescribing management • Responsible for communication between NHS Lanarkshire GMS2018 Pharmacotherapy Group and Scottish Government National Pharmacotherapy Group • Responsible for two way communication/feedback with Pharmacy staff working GP services.
Medical Director	Health and Social Care Partnership (South)	<ul style="list-style-type: none"> • Member of NHS Lanarkshire GMS Pharmacotherapy Group • Provides medical/ GP subject matter expertise • Provide communication links and advice in regards to the overall programme and feedback from GMS oversight group and Lanarkshire Health & Social Care Partnerships • Provide communication links with interdependent work stream for Urgent Care (In Hours)
Primary Care Manager	NHS Lanarkshire	<ul style="list-style-type: none"> • Member of NHS Lanarkshire GMS Pharmacotherapy Group

		<ul style="list-style-type: none"> Provides subject matter expertise in relation to Primary Care
Locality Clinical Director	NHS Lanarkshire	<ul style="list-style-type: none"> Member of Pharmacotherapy Group
General Practitioner	Local Medical Committee (LMC) Representative	<ul style="list-style-type: none"> Member of NHS Lanarkshire GMS Pharmacotherapy Group Subject matter expert for General Practice Represents the interests of primary care doctors (General Practitioners, Locums, Out of Hours Doctors, GP Registrars)
Practice Manager Local Coordinator	Scottish Practice Managers Development Network	<ul style="list-style-type: none"> Member of NHS Lanarkshire GMS Pharmacotherapy Group Provides advice and support on managing and implementing change within General Practice
Communications Department	NHS Lanarkshire	<ul style="list-style-type: none"> Member of NHS Lanarkshire GMS Pharmacotherapy Group (attendance as required) Provides subject matter expertise on communications as/when required
Advanced Clinical Services Pharmacist	Pharmacists, NHS Lanarkshire	<ul style="list-style-type: none"> Member of NHS Lanarkshire GMS Pharmacotherapy Group Provides subject matter expertise on pharmacy
Head of Service	Allied Health Professions (AHP) Representative, NHS Lanarkshire	<ul style="list-style-type: none"> Member of NHS Lanarkshire GMS Pharmacotherapy Group Provides subject matter expertise on pharmacy
Deputy Director of Finance, Primary Care	NHS Lanarkshire	<ul style="list-style-type: none"> Member of NHS Lanarkshire GMS Pharmacotherapy Group Responsible for providing finance reports and attending meetings as agreed/ required to address finance queries and issues
Pharmacy Education & Training Lead	NHS Lanarkshire	<ul style="list-style-type: none"> Member of NHS Lanarkshire GMS Pharmacotherapy Group Provides subject matter

		expertise on pharmacy education and training
Lead Nurse	NHS Lanarkshire	<ul style="list-style-type: none"> • Member of NHS Lanarkshire GMS Pharmacotherapy Group • Provides subject matter expertise on nursing
Locality Manager	NHS Lanarkshire	<ul style="list-style-type: none"> • Member of NHS Lanarkshire GMS Pharmacotherapy Group • Provides subject matter expertise on localities
Chief Pharmacist	NHS Lanarkshire	<ul style="list-style-type: none"> • Member of NHS Lanarkshire GMS Pharmacotherapy Group • Provides subject matter expertise on pharmacy
Clinical Pharmacist	NHS Lanarkshire	<ul style="list-style-type: none"> • Member of NHS Lanarkshire GMS Pharmacotherapy Group • Provides subject matter expertise on clinical pharmacy
Public Partnership Representative	Public Partnership Forums	<ul style="list-style-type: none"> • Member of NHS Lanarkshire GMS Pharmacotherapy Group • Provides patient, public representation • Provide two way communication and feedback between group and Public Partnership Forums
Improvement Support Team (IST) Support	Improvement Support Team, NHS Lanarkshire	<ul style="list-style-type: none"> • Provide additional project management, access to IST supports and resources.
Project Manager	Improvement Support Team, NHS Lanarkshire	<ul style="list-style-type: none"> • Responsible for providing subject matter expertise on project management • Reports on progress, highlighting any upcoming milestones and any appropriate risks • Produces and maintains the Project Brief, Risk, Issue & Dependency (RID) Log and Project Plans, etc • Prepares the Lessons Learned and End Project

		Reports as appropriate <ul style="list-style-type: none"> • Provides project management support • Establishes document control procedures
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The Group shall have the right to invite representatives from other Departments and expertise to any of its meetings when deemed appropriate.

7. Chair

Christine Gilmour, Director of Pharmacy, NHS Lanarkshire shall act as Chair with the authority to nominate a deputy in her absence.

8. Decision Making

Decisions and actions from the meeting will be recorded in the NHS Lanarkshire GMS2018 Pharmacotherapy Group meeting action and decision log. In the event that a decision cannot be reached, the matter will be escalated for resolution as per locally agreed governance routes.

9. Frequency of Meetings

Meetings will take place each monthly and will last approximately 2 hours. Meeting invitations will be circulated up to 1 year in advance of proposed meeting dates. A confirmed meeting schedule is detailed within Appendix A.

10. Meeting Organisation & Delivery

Organisation

- Workstream leads in collaboration with their admin will be responsible for arranging meetings, issuing and managing calendar invitations and associated tasks for GMS workstream meetings. All meetings should be arranged in line with the agreed frequency as set out within the group ToR and calendar invitations should be issued to group members up to 1 year in advance.
- Agendas and relevant papers (with the exception of the meeting action note which is the responsibility of the GMS PSO to produce) should be developed by workstream leads in collaboration with their admin.
- The LanGMS2018 mailbox (LanGMS2018@lanarkshire.scot.nhs.uk) should be included within all meeting invitations and relevant correspondence including meeting papers.
- Distribution lists for each workstream should be maintained by workstream admin ensuring all invitees/ recipients are required and removing/ adding those who no longer require to receive correspondence in regards to the workstream.

- Each workstreams' dedicated project management support and/or admin are responsible for maintaining all other project documentation including version control and ensuring documents are uploaded to the R: drive as appropriate.

Delivery

- The GMS Project Support Officer will attend all workstream group meetings to develop and maintain an action and decision note. The PSO will be responsible for the version control and accuracy of the decision note and will be responsible for following up with action owners to provide updates on outstanding actions. The GMS PSO will also be responsible for ensuring the most up to date action note document is provided to the workstream admin prior to the next meeting for circulation alongside other relevant meeting papers r to the members of the group.
- The Project Manager for the workstream will capture actions and decisions in the PSO's absence. An up-to-date action log will be contained within the papers for the meeting. This should be updated following the meeting and a new version dd-mm-yyyy draft v0.1 created for the date of the meeting, A final version dd-mm-yyyy v1.0 will be created following approval by the project lead(s) and circulated to group members no later than one week after the meeting.

11. Confidentiality

Organisation confidentiality will be maintained. Any papers resulting from these meetings will be open to public scrutiny.

12. Lifespan

This group will meet until 2021 in line with the timescales set out within the GMS2018 contract.

13. Changes to the Terms Of Reference (ToR)

Changes to the ToR, functions or membership of the group may be proposed at any meeting of the group with due notice of the proposed change having been issued with the agenda of the meeting. Any such change shall only become operative after approval of the Chair of the Group in consultation with the Primary Care Strategy Board. Any proposed change to the scheduling of meetings should be co-ordinated via the Primary Care Strategy Board.

Terms of Reference Agreed: _____

Date: _____

Appendix A

2018 Meeting Dates

Meeting Day	Meeting Date	Time	Location
Wednesday	18/04/2018	9am	Boardroom, Kirklands
Wednesday	16/05/2018	9am	Boardroom, Kirklands
Friday	15/06/2018	10am	Meeting Room 5, Kirklands
Friday	13/07/2018	10am	Meeting Room 5, Kirklands
Wednesday	15/08/2018	2pm	Boardroom, Kirklands
Friday	14/09/2018	10am	Meeting Room 5, Kirklands
Wednesday	10/10/2018	2pm	Boardroom, Kirklands
Wednesday	14/11/2018	2pm	Meeting Room 5, Kirklands
Thursday	13/12/2018	2pm	Meeting Room 4, Kirklands
Wednesday	16/01/2019	2pm	Meeting Room 3, Kirklands
Wednesday	13/02/2019	2pm	Boardroom, Kirklands
Wednesday	13/03/2019	2pm	Conference Room, Kirklands

DOCUMENT CONTROL SHEET

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Owner & Approver:	Christine Gilmour, NHS Lanarkshire, Director of Pharmacy
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Contact:	
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0.1	07/02/2018	First draft of document	SG/MP	No
0.2	09/02/2018	Updates made as PM discussions/ feedback	SG/MP	No
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0.3	12/02/2018	Changes made as per feedback/ comments	SG	No
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0.7	22/03/2018	Version handed over to Kate Bell from Project Team	SG	No
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Approvals: This document requires the following signed approvals.

Name:	Signature:	Title:	Date:	Version:
Christine Gilmour		NHS Lanarkshire Director of Pharmacy	24/05/2018	V0.9
Ann Auld		NHS Lanarkshire Lead Pharmacist Prescribing		

		Management		
Chair (s)		GP Oversight Group		

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Name:	Title/Division:	Date of Issue:	Version:
Kate Bell	NHS Lanarkshire, Head of Service Change & Transformation	22/03/2018	v0.7
Calum Campbell	NHS Lanarkshire, Chief Executive	26.03.18	V0.7
Val de Souza	Director HSCP South Lanarkshire	26.03.18	V0.7

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