



## Pharmacy Panel

### TERMS OF REFERENCE

<b>Contact Details:</b> Kara Eaves, Primary Care Support Administrator			
<b>Lead Director/ Clinician:</b>		<b>Lead Officer:</b>	<b>Keith Stamp</b>
<b>Title:</b>	<b>Director of Public Health</b>	<b>Title:</b>	<b>Head of Primary Care</b>

#### **Purpose:**

To consider all contractual matters regarding the provision of pharmaceutical services.

The Pharmacy Panel has the delegated authority of NHS Rotherham Board to make decisions on pharmaceutical applications.

#### **Responsibilities:**

##### Regulatory

##### Contractual issues:

1. To work to the guidance given in NHS (Pharmaceutical Services) Regulations 2005, Information for Primary Care Trusts
  - To review provision, development and monitoring of Essential Services 1-6.
  - To review alterations in opening times (both holiday periods and adequacy of provision within a neighbourhood)
  - To co-ordinate / oversee Pharmaceutical Needs Assessment.
  - To review any issues regarding Fitness to Practice.
  - To discuss appropriateness of directed services for exempt applications.
  - To co-ordinate / ensure implementation of performance management arrangements

##### Control of Entry:

2. To receive pharmacy applications and work to the NHS (Pharmaceutical Services) Regulations 2005 (as amended), Statutory Instrument 2005 No641, and any subsequent amendments, in relation to:
  - New applications
  - Changes in ownership of premises.
  - Minor and major relocations.
  - Adherence to consultation time periods.
  - Appeal processes
  - As legislation directs, to ensure the Pharmaceutical Needs Assessment is appropriately used in consideration of applications

**Chair:**

Dr John Radford, Director of Public Health

**Composition of group:**

DPH (Chair)  
 Head of Primary Care  
 Senior Pharmaceutical and Prescribing Adviser  
 Community Pharmacy Adviser  
 NHS Rotherham Officers, as appropriate

**In Attendance:**

LPC (Local Pharmaceutical Committee) Secretary  
 Public Health Pharmacy Development lead.  
 The LPC Secretary and will withdraw from the meeting prior to control of entry issues, application discussions, consideration and decision.

**Deputising:**

Members will send appropriate deputies wherever possible

**Quorum:**

Three members of the Panel.

**Accountability:**

NHS Rotherham Board.

**Frequency of meetings:**

Monthly.

**Order of business:**

Normal

**Agenda deadlines:**

Agenda items requested 2 weeks prior to meeting.  
 Agenda circulated 1 week prior to meeting.

**Minutes:**

Circulated to:  
 Pharmacy Panel Members  
 NHS Rotherham Board will receive a 6 monthly report detailing all applications

considered by the panel and the decisions taken.
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<b>Administration:</b>
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Janet Knott, Medicines Management Officer
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<b>Attendance:</b>
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Members / deputies to attend at least 75% of the meetings
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<b>Review Date:</b>
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October 2012
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**Membership List**

See composition of Group.