

COMMUNITY PHARMACY SERVICES GROUP

TERMS OF REFERENCE

1. PURPOSE

- 1.1 The purpose of the Community Pharmacy Services Group is to be aware of developments and shape the delivery of services from community pharmacy.

2. COMPOSITION

- 2.1 The membership will be:

Director of Pharmacy (Chair)
Area Pharmaceutical Committee – Chair
Consultant in Pharmaceutical Public Health
Finance
IM&T Facilitator
Lead Pharmacist – Pharmacy Services
Local Medical Committee representative
Patient Public Partnership Fora representative(s)
Pharmacy Champion
Primary Care Manager
Representatives (who are preferably not pharmacists) from
Kirkcaldy/Levenmouth, Dunfermline & West Fife, and Glenrothes &
North East Fife CHPs
Operational Division representative

- 2.2 Other attendees can be co-opted at the discretion of the Chair.

3. MEETINGS

- 3.1 The Group will meet every 6-8 weeks.
- 3.2 The Chair will be the Director of Pharmacy and in his/her absence the Lead Pharmacist – Pharmacy Services will chair the meeting.
- 3.3 The agenda and supporting papers will be sent out not less than 5 working days before the meeting.
- 3.4 Administrative support will be provided by Pharmacy Services through the Director of Pharmacy.

4. REMIT

- Ensure that community pharmacy contract services and other non-core services are aligned to meet the strategic priorities of NHS Fife.
- Enhance involvement of and discussions with CHPs to support delivery of services and meet locally identified patient need.

- Use and review the Pharmaceutical Care Services Plan to support contract applications and the delivery of services not covered by the core contract.
- Oversight and co-ordination of the Quality and Efficiency Initiative, ensuring that it is linked with the local work to deliver the Quality Strategy and Delivering Quality in Primary Care – National Action Plan.
- Ensure mechanisms are in place to support practitioners to deliver services and provide support to those practitioners that are experiencing problems/issues.
- Review specific development initiatives and make recommendations to SMT – Primary Care for approval e.g. premises, remuneration levels etc.

5. REPORTING ARRANGEMENTS

- 5.1 The Group will report through the Director of Pharmacy to SMT – Primary Care.
- 5.2 The CHP – General Managers will report to their CHP Committees and other relevant CHP groups to raise awareness and help shape the delivery of services locally to meet patient need.

Evelyn McPhail
Director of Pharmacy

2nd June 2011