

# TERMS OF REFERENCE

# South Australian Formulary Committee

The South Australian Formulary Committee (SAFC) is constituted by agreement with the South Australian Department for Health and Ageing, as a Sub-Committee of the South Australian Medicines Advisory Committee (SAMAC) as follows:

## 1 Mission

The South Australian Formulary Committee aims to develop and maintain the South Australian Medicines Formulary (SAMF), for use across SA Health to optimise the quality use of medicines, improve and promote equity of access to medicines for patients and increase the cost-effectiveness of medicine use.

## 2 Scope

The SAFC will consider all medicines used and proposed for use within SA public hospitals and health services. Any medicines falling within the remit of the SA Medicines Evaluation Panel (SAMEP) must be considered by SAMEP and be recommended by SAMAC before being included in the Formulary. The SAFC may refer medicines to SAMEP for consideration.

## 3 Objectives

The role of the SAFC is to promote the equitable, cost-effective and quality use of medicines within SA Health by:

- > developing the SAMF for use within SA Health
- > developing and maintaining the process for regularly updating the SAMF
- > working in consultation with SA Pharmacy, SAMEP, SA Clinical Networks and other expert groups
- > ensuring that relevant clinical practice guidelines are considered in decisions relating to the inclusion of medicines on the Formulary
- > considering established medicines regulation and policy including the National Medicines Policy and the Pharmaceutical Benefits Scheme
- > ensuring that relevant quality use of medicines, supply and purchasing issues are considered in decisions relating to the inclusion of medicines on the Formulary
- > recommending to the South Australian Medicines Advisory Committee (SAMAC) updates to the Formulary on a regular basis including restrictions on the use of the medicine (where appropriate)
- > input into the communication strategy for the SAMF
- > monitoring and reviewing medicines use across SA Health

## 4 Membership

The Chairperson of SAFC will be a practising clinician with expertise in quality use of medicines &/or medicines evaluation.

Membership of SAFC will include at least 10 members:

- > Up to 8 senior medical staff with expertise in quality use of medicines &/or medicines evaluation from a range of relevant clinical disciplines;
- > SA Health Clinical pharmacology registrars
- > Up to 3 pharmacists;
- > Up to 3 nurses / midwives / nurse practitioners;



- > Women's and Children's Health Network Representative (Clinician)
- > Up to 2 health economists, epidemiologists or experts in drug utilisation;
- > Up to 2 consumer advocates;
- > The SA Pharmacy, SAMF Portfolio Lead;
- > The Director, Medicines Technology and Programs (MTP)
- > SAFC Executive Officer.

SAFC will be an expert, rather than representative, committee. Membership should be broad ranging and include members from across SA Health.

- > SAFC may co-opt additional members on an ad-hoc basis for specialist expertise and advice as required including Electronic Medical Record (EMR) Senior Medical Officer or EMR nominee.

#### **4.1 Appointments**

Members are selected their expertise and relevant experience. Members will carry out the mission and objectives of SAFC. Members do not represent any region or craft group. Members of SAFC will be appointed by SAMAC by invitation of the Chair of SAMAC. Expressions of interest will be sought by advertisement prior to appointments.

The Chair is elected by SAMAC and will be a member of SAMAC.

Deputy Chair SAFC to be appointed by SAMAC on recommendation of SAFC Chair

A member of the SAFC will be appointed for a term of office, not exceeding 3 years, specified in the invitation of appointment. and will, on the expiration of any such term, be eligible for reappointment. After a first 3 year term, a member will be notified of membership expiry and be advised of eligibility for reappointment for a further 3 years. After a second 3 year term, a member's membership is expired, expression of interest will be opened, and the member is invited to re-apply for the position.

### **5 SAFC Executive**

The SAFC Executive supports the function of the SAFC and formulary process. Responsible for prioritisation and progression of the work plan this group undertakes the initial review of analysis and provides recommendations for SAFC consideration. Members include the current chair, SA Pharmacy SAMF Portfolio Lead, SAFC Pharmacologists/Registrars and Senior Pharmacist SA Formulary.

### **6 Secretariat**

The Senior Pharmacist, SA Formulary, SA Pharmacy is the Executive Officer for the SAFC. The Executive Officer shall be responsible for maintaining and updating the Formulary. The Executive Officer shall act as Committee Secretary and record and prepare minutes of meetings.

The SA Pharmacy SAMF Portfolio Lead will have responsibility for facilitating the provision of medicines utilisation and costing data to SAFC and liaison with SA Health Procurement and Supply Chain Management (PSCM)

The Medicines and Technology Programs Branch, SA Health is responsible for governance of the SAMF process, coordination of SAFC activities in conjunction with SAMAC and linkage to the SA Department for Health and Ageing.

### **7 Reporting Arrangements**

SAFC's Chairperson is responsible to SAMAC and to the SA Department for Health and Ageing and formally reports on performance regularly to the SA Health Portfolio Executive, via SAMAC.



## 8 Funding

Support is provided to the committee by the Senior Pharmacist, SA Formulary, SA Pharmacy.

## 9 Formulary process

The SAMF shall be developed and maintained by review of sections of the Formulary, according to medicine classes, in consultation with clinical expert groups.

At each review, medicines utilisation data and other relevant data shall be collated and summarised by the Secretariat. Clinical expert advice will be obtained by consultation with SA Health expert groups.

A summary of the information relating to medicines under review shall be provided in the SAFC agenda papers. SAFC may direct additional review or consultation as necessary (e.g., analysis of medicines recommended by clinical guidelines, additional consultation with relevant clinical experts).

## 10 Meetings

### 10.1 Meetings Schedule

Meetings of approximately 2 hours are generally held every monthly (10 times per year), or as determined by the Chairperson and Secretariat. Issues requiring attention in the interim are addressed by processes determined appropriate by the Chairperson and Secretariat. This usually entails email discussion with members but may include an additional meeting.

### 10.2 Attendance

Members should table an apology if unable to attend and request that their deputy attend the meeting as their proxy, if possible. Attendance by a proxy is not usual practice but may be at the discretion of the Chairperson. Attendance of less than two thirds of the meetings in any 12 month period without justification will result in loss of membership.

### 10.3 Committee Meetings

SAFC meetings are restricted to committee members, invited guests and committee support staff. The Chairs of SAMAC and SAMEP may attend any meeting of SAFC.

### 10.4 Conflicts of Interest

Each member of SAFC shall abide by the *Code of Ethics for South Australian Public Sector* and declare any potential conflict or duality of interest in matters of concern to the committee (or sub-committee). SAFC members shall:

- a) complete and sign a Declaration of Potential Conflicts of Interest at the commencement of every meeting attended;
- b) verbally declare any potential conflicts of interest at the commencement of each meeting on matters pertaining to the prepared Agenda;
- c) alert the Chairperson of any other potential conflicts of interest that may arise during the course of a meeting.

Invited guests or attendees shall complete and sign a Declaration of Potential Conflicts of Interest at the commencement of any meeting attended.

Where a potential conflict of interest has been declared, the Chairperson shall determine how to proceed and advise the meeting accordingly.

### 10.5 Quorum

The quorum exists when half the members plus one are present. If a meeting of members does not have a quorum within twenty minutes after the commencement time for the meeting, the meeting may proceed informally or be adjourned to a date and time determined by the



Chairperson.

### **10.6 Chairing of Meeting**

The Chairperson may nominate an Acting Chairperson from the membership, or if no arrangement has been made, an Acting Chairperson may be chosen by those members present, to permit the work of the Committee to continue in the Chairperson's absence.

### **10.7 Resolutions**

Recommendations and other resolutions from SAFC shall be passed by a majority of the members present. A resolution made while a meeting is proceeding informally (see 10.5) shall not be final and will require to be confirmed by a later meeting at which a quorum is present.

### **10.8 Voting**

The Chairperson shall have a deliberative vote and in case of an equality of votes, the Chairperson shall have a casting vote. The Chairperson may call for a vote on any matter requiring resolution and may have the vote taken again if in doubt as to the result, or to have the vote counted. Voting will normally be by voice or show of hands but may be by secret ballot if requested by any member. Members must be present to vote.

### **10.9 Out-of-session Resolutions**

To resolve some matters in a timely manner, the Chairperson may elect to determine the committee's position by way of out-of-session vote. A written proposal(s) will be circulated to members, usually by email and a time and date will be specified for responses to be returned. A resolution shall only be made if supported by a majority of responding members. Voting will be valid only if a minimum of half plus one members respond. In case of an equality of votes, the Chairperson has a casting vote in addition to a deliberative vote, or the Chairperson may elect to defer the matter for full discussion at the next regular meeting. Members will be advised promptly of the outcome of any out-of-session resolutions.

### **10.10 Agenda**

The Agenda for each meeting shall be prepared by the Chairperson and the Executive Officer. The Agenda for regular meetings shall be made available to members by e-mail at least seven days before each meeting.

Copies of all documents associated with a meeting shall accompany the Agenda or be tabled at the meeting. Documents for information or noting may be circulated to members upon receipt and in advance of a meeting, to be noted during the proceeding of a meeting.

### **10.11 Minutes**

Draft Minutes shall be reviewed by the Chair and distributed to members after the meeting where they were recorded. Minutes must include the date, time and place of meeting. Details of attendance and apologies must be recorded accurately. Items will be written in the order in which they appear in the Agenda, irrespective of the order in which they were discussed during a meeting.

Resolutions shall be recorded accurately and numbered sequentially for each calendar year. Any actions to be taken shall also be recorded, together with the initials of the member(s) responsible for completing the action.

Minutes shall be confirmed at the next scheduled SAFC meeting with a quorum and shall be signed by the Chairperson and filed in the record of SAFC Minutes. Minutes of all Committee meetings will be recorded and kept at the SAFC office along with other SAFC documents as well as shared on SAFC SharePoint for all members to access.

### **10.12 Report to SAMAC**

A report of SAFC recommendations and draft minutes shall be provided to SAMAC after each meeting.

## **11 Communication**

Usually, committee correspondence will be by electronic means. A database of members' contact details shall be maintained by the Executive Officer.

## **12 Confidentiality**

All papers relating to the activities of SAFC are confidential. All SAFC members must sign a confidentiality agreement at the commencement of membership and must not disclose any information discussed at meetings, or otherwise relating to the activities SAFC. All working documents and papers are for the exclusive use of the SAFC members and are not to be copied or circulated, with the exception of reports submitted to SAMAC.

## **13 Annual Report**

The Chairperson shall provide a report to SAMAC for inclusion in the SAMAC Annual Report each year.

## **14 Review**

The committee shall review its performance and terms of reference bi-annually. The Chair of SAMAC or their nominee shall participate in that review.

