South Australian Medicines Advisory Committee Terms of Reference

The South Australian Medicines Advisory Committee promotes safe, equitable, cost-effective and quality use of medicines in the South Australian public health system. The work of SAMAC has influence on the work of other health services. It operates as the peak medicines expert advisory committee to the South Australian Department for Health and Wellbeing (DHW) and reports to the Department Executive Committee via the Office of the Chief Pharmacist. It is supported by several expert advisory committees and working groups.

1 Terms of reference

The terms of reference for the South Australian Medicines Advisory Committee (SAMAC) are:

1.1 To facilitate the development of best practice standards and guidelines for medicine use in South Australia based on scientific knowledge of clinical effectiveness, safety and cost effectiveness, and to give advice on medicine use where appropriate.

1.2 To promote the application of standards and guidelines developed or adopted by the Committee by health services and individual prescribers for everyday clinical practice.

1.3 To undertake such research and gathering of information from the scientific literature and other sources as may be necessary, including the conduct of drug usage evaluations.

1.4 To undertake to become a focal point for sharing resources and information relating to the quality use of medicines and the distribution and implementation of national guidelines.

1.5 To facilitate the monitoring and reporting of medicine use within South Australia.

1.6 To facilitate and promote the assessment of the impact of medicines on the quality of patient care.

1.7 To evaluate performance, enhance systems and promote standardisation of best practice in the quality use of medicines (QUM), especially in relation to SAMAC guidelines and directives.

1.8 To initiate and promote educational programmes relating to medicines, and to disseminate medicines information to health services and members of appropriate professional groups in South Australia.

1.9 To provide governance and leadership for its sub-committees and working groups, including endorsing their recommendations and reviewing any appeals to those decisions.

1.10 To network with Drug and Therapeutics Committees (DTCs) and other groups to facilitate activities relating to the promotion of QUM.

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2 Mission

By working to optimise the equitable, safe, cost-effective and quality use of medicines, SAMAC aims to contribute positively to the health of South Australians and to the performance of the health system.

3 Goals

3.1 Clinical advice

SAMAC provides expert information, policy and advice to the SA Health Executive, Local Health Networks, state-wide services and SA Health employees in relation to medicines.

3.2 Information exchange network

To develop and maintain links between organisations, groups, and individuals involved in medicine use and thus facilitate the identification, evaluation and solution of contemporary problems in therapeutics.

3.3 Advice for professionals

To provide information and advice to health professionals making decisions on medicine usage to health professionals working in hospital and primary healthcare.

4 Membership

SAMAC is a multidisciplinary representative group including the Chairpersons of SAMAC's expert standing committees and broad ranging membership covering the full spectrum of the prescribing community, public and private sectors and consumers, **including**:

Position voting members

- Chief Officers from the DHW, to represent and provide advice on issues relating to the quality use of medicines that arise as part of their roles within SA Health:
  - Chief Medical Officer, SA Health, or nominee
  - Chief Nurse and Midwifery Officer, SA Health, or nominee
  - Chief Pharmacist, SA Health, or nominee
  - Chief Psychiatrist, SA Health, or nominee
- Director, Medicines and Technology Programs, Office of the Chief Pharmacist, SA Health, or nominee
- Chairperson of the South Australian Psychotropic Drug Committee (SAPDC)
- Executive Director, SA Pharmacy, SA Health, or nominee
- Chairpersons of SAMAC principal standing committees:
  - SA Health Cancer Drug Committee (SAHCDC)
  - Antimicrobial Stewardship Statewide Clinical Network (AMS SCN)

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- South Australian Formulary Committee (SAFC)
- South Australian Medicines Evaluation Panel (SAMEP)
- South Australian Medication Safety Advisory Group (SAMSAG)

- Local Health Network (LHN) Drug and Therapeutics Committee (DTC) Chairpersons, to represent and provide advice on issues relating to the quality use of medicines that arise as part of their DTC roles within their LHN

Non-position voting members

- LHN Representatives

  There will be one LHN representative nominated by the LHN Chief Executive Officer. LHN representatives should be directly involved and have extensive experience in medication governance and the quality use of medicines within their LHN. Ideally, they should be a member of the LHN DTC and promote multi-disciplinary representation.

- Nominated by a professional college or organisation to represent and provide advice on quality use of medicines issues related to their area of practice, nominees from the:
  - Australian Private Hospitals Association (SA)
  - Pharmaceutical Society of Australia (SA)
  - Royal Australian College of General Practitioners (SA)
- A consumer representative

Position non-voting member

- SAMAC Executive Officer

  The Executive Officer is from the Office of the Chief Pharmacist and is an ex-officio member of the committee

4.1 Appointments

- Chairperson:
  The Chairperson is invited and appointed by the Chief Executive, DHW. The appointment is not dependent on SAMAC membership.

- SAMAC members:
  The SAMAC will recommend a nominee(s) for any vacant position that arises, for appointment by the Chief Executive, DHW.

- Additional expert members may be seconded to the committee as required.

- Guest speakers shall be invited as necessary.

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4.2 Appointment of proxies

Where members are unable to attend SAMAC meetings, they must nominate a proxy from their representative area with knowledge of medicines issues to attend SAMAC meetings in their absence.

4.3 Length of membership

- Chairperson:

  The term of appointment for the Chair is three years. The Chairperson may re-nominate at the conclusion of their tenure provided it is authorised by the Chief Executive of the DHW, or their delegate.

- Position members shall be committee members whilst they hold the position.

- Non-position members shall have a tenure of three years.

  Non-position members may be re-nominated at the conclusion of their tenure by the relevant LHN Chief Executive or equivalent.

4.4 Temporary vacancies

Temporary vacancies may be filled at the discretion of the Chairperson.

4.5 Sub-committees and working groups

SAMAC is supported by several multidisciplinary expert committees and working groups, which provide stakeholders with opportunities for robust discussion, debate, and evaluation of medicines issues. SAMAC's principal standing committees are the:

- Antimicrobial Stewardship Statewide Clinical Network (AMS SCN), whose role is to provide statewide clinical leadership for antimicrobial stewardship across South Australia by exchanging information, experiences, challenges and sharing ideas to identify innovative solutions to address key system priorities related to AMS.
- South Australian Formulary Committee (SAFC), whose role is the evaluation of the clinical effectiveness, safety and cost effectiveness of medicines proposed for use within the South Australian Public Health System. The SAFC is responsible for establishing and maintaining the SA Medicines Formulary.
- South Australian Medicines Evaluation Panel (SAMEP), whose role is the evaluation of the clinical effectiveness, safety and cost effectiveness of high cost medicines proposed for use within the South Australian Public Health System. The SAMEP is responsible for establishing and maintaining the State-wide Formulary for High Cost Medicines.
- South Australian Medication Safety Advisory Group (SAMSAG), whose role is promotion of the safe use of medicines in SA Health facilities and state-wide services, it supports consistency and linkage between national and state agendas and action at the regional level to reduce the potential for medication-related errors.
- SA Health Cancer Drug Committee (SAHCDC), whose role is promotion of the quality use of cancer medicines, including oversight of the development, review and approval of cancer systemic treatment protocols within SA Health hospitals.

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- South Australian Psychotropic Drug Committee (SAPDC), whose role is to provide advice on rationale, use and practices related to medicines used in the mental health setting in South Australian public health services and to professions prescribing psychotropic drugs, such as medical practitioners and nurse practitioners.

SAMAC may create additional sub-committees either as a standing committee or on an ad hoc basis. Special working groups may also be created, as required.

5 Secretariat

The Office of the Chief Pharmacist, DHW provides for the management of the Secretariat and coordination of SAMAC's activities. The Chief Pharmacist in cooperation with the Chairperson provides leadership to SAMAC.

The Office of the Chief Pharmacist provides Executive support to the SAMAC. The SAMAC Executive Officer shall be an ex-officio member of the committee. The Executive Officer shall be entitled to receive notice of and to attend meetings, and be heard at such meetings, but not entitled to vote. The Executive Officer shall act as Committee Secretary and record and prepare minutes of meetings. The Committee shall delegate the day-to-day functions of the committee to the Executive Officer who shall report regularly to the Chairperson and the Chief Pharmacist.
Support staff appointments may also be made to sub-committees of SAMAC. These positions will normally work in conjunction with and be located with the respective sub-committee Chairperson.

6 Reporting arrangements

SAMAC's Chairperson is responsible to the Department for Health and Wellbeing, and formally reports on performance to SA Health Department Executive Committee via the Office of the Chief Pharmacist, DHW. Ministerial correspondence will also be prepared as appropriate.

7 Funding

Recurrent funding is provided by the Department for Health and Wellbeing for each financial year (1 July to 30 June) managed by Office of the Chief Pharmacist, DHW.

8 Proceedings at meetings

8.1 Regular Meetings

SAMAC meets bimonthly, or as determined by the Secretariat and meetings typically last two- three hours. A schedule of meetings is prepared by the Executive Officer for each new calendar year and tabled for adoption at the last meeting of the preceding year. Members will be advised by the Executive Officer at least seven days in advance of a scheduled meeting of any variation from the approved schedule.

8.2 Other meetings

Additional meetings may be summoned, or scheduled meetings may be cancelled, deferred or rescheduled at the discretion of the Chairperson, SAMAC. Members will be advised in advance by the Executive Officer of any variation from the approved schedule.

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8.3 Attendance

It is expected that SAMAC members attend in person (or by telephone or electronic means) at least half of the SAMAC meetings for each calendar year (i.e. at least three meetings). Members unable to attend a meeting should send a proxy to attend the meeting and table an apology.

8.4 Access

SAMAC meetings are restricted to committee members and their proxies, sub-committee Chairpersons (or their proxy), invited guests and committee (including sub-committee) support staff.

8.5 Conflicts of Interest

Each member of SAMAC and its sub-committees shall abide by the *Code of Ethics for South Australian Public Sector* and the *SA Health* *Conflict of Interest – Declaration and Management Policy Directive* and declare any potential conflict or duality of interest in matters of concern to the committee (or sub-committee). SAMAC members shall:

- Complete a SAMAC Annual Conflict of Interest Form at the beginning of each financial year.

  Future appointments to and participation on SAMAC are conditional on completing the Annual Conflict of Interest Form and associated management plan and when otherwise requested.

  The declarations will be brought to the attention of the Chairperson of SAMAC for appropriate action. The declarations will be appropriately recorded on the SAMAC Conflict of Interest Register and compliance with the management plan monitored by the SAMAC Secretariat.
- At the beginning of a meeting where any potential conflict of interest is identified complete and sign a 'Declaration of Potential Conflict of Interest'.
- Alert the Chairperson of any other potential conflicts of interest that may arise during a meeting.
- Invited guests shall complete and sign a 'Declaration of Potential Conflicts of Interest' and a 'Deed of Confidentiality' 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.

8.6 Quorum

The quorum exists when half the members are present, including the Chairperson. 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.

8.7 Chairing of meeting

The Chairperson will nominate an Acting Chairperson from the membership in the event of the Chairperson:

- Declaring a conflict of interest; or
- Unable to attend a meeting

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8.8 Resolutions

Resolutions are reached by a majority of members present. A resolution made while a meeting is proceeding informally (see 8.6) shall not be final but will require to be confirmed by a later meeting at which a quorum is present.

8.9 Voting

In case of an equality of votes, the Chairperson shall have a casting vote, which shall be cast in favour of the status quo ante. 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 when a question is completely put to be eligible to vote.

8.10 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 quorum of members responds (at least half the voting members of SAMAC). Resolutions are reached by most of the votes cast. In case of an equality of votes, the Chairperson has a casting 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.

8.11 Appeal of formulary listing recommendations

Appeals against recommendations made regarding formulary listing on the SA Medicines Formulary or the State-Wide Formulary for High Cost Medicines can be made to SAMAC if applicants believe due process has not been followed. Appendix 1 outlines the appeals pathway.

8.12 Agenda

Preparation of the agenda for each meeting shall be prepared by the Executive Officer and Chairperson. Any member may submit items of business to be placed on the agenda. The agenda of regular meetings shall include business requiring discussion or action, including new and unfinished business, sub-committee reports including minutes and other information, any other business, correspondence, and other items for information or noting. The agenda for regular meetings shall be made available to members by e-mail at least five working days before each meeting.

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.

8.13 Minutes

Draft minutes shall be distributed to members no later than fifteen working days 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. Any actions to be taken shall also be recorded, together with the initials of the member(s) responsible for completing the action.

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Minutes shall be confirmed at the next scheduled SAMAC meeting with a quorum and shall be signed by the Chairperson and filed electronically as a record of the SAMAC minutes.

Other SAMAC documents, except accounting records will be maintained by the Office of the Chief Pharmacist. Accounting records will be kept with the host organisation.

9 Communication

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

10 Confidentiality

Non-ratified working documents or papers marked 'confidential' are for the exclusive use of the SAMAC members and are not to be copied or circulated unless authorisation is provided by the secretariat.

11 Annual Report

The Chairperson shall prepare an Annual Report with the assistance of Executive Officer, which shall be provided each year to SA Health.

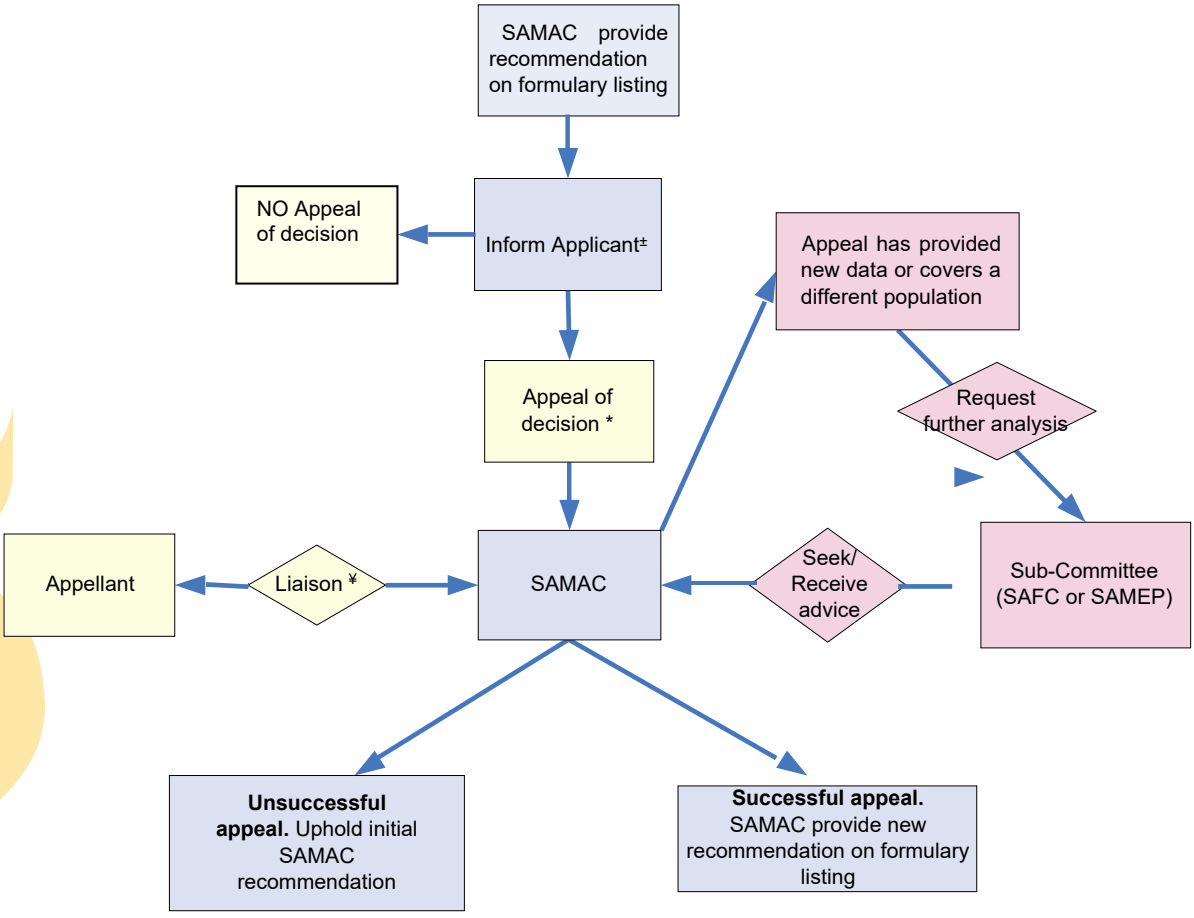
12 Review

The committee shall review its terms of reference biennially.

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13 Appendices

Appendix 1: Process of appeal following a recommendation on formulary listing



PROCESS	CLARIFICATION
± 'Inform Applicant'	The SAMAC recommendation on the formulary application will be formally outlined to the applicant within 10 business days of the SAMAC meeting by the Executive Officer of SAFC or SAMEP.
* 'Appeal of decision'	The applicant is permitted to submit a letter of appeal to SAMAC within 15 business days of receipt of the notification of the SAMAC recommendation.
¥ 'Liaison' (with appellant)	The appellant will be given the opportunity to present their appeal to SAMAC members at the next SAMAC meeting, following submission of their letter of appeal. If the SAMAC meeting is unsuitable, the appellant will need to arrange to meet with the chair of SAMAC and two other committee members *prior* to the next scheduled SAMAC meeting. The appellant will be provided with the details of the SAMAC recommendations on the appeal within 10 business days of SAMAC making a recommendation.