



NHSScotland Effective Prescribing Programme Board

Terms of Reference

Date Published: August 2016
Version: v1.5
Document Type: Governance
Review Date: June 2017

DOCUMENT CONTROL SHEET:

Key Information:

Title:	NHSScotland Effective Prescribing Programme Board (EPPB) Terms of Reference (ToR)
Date Published/Issued:	15/08/2016
Date Effective From:	15/08/2016
Version/Issue Number:	1.5
Document Type:	Governance
Document Status:	Live
Author:	██████████ Programme Manager, Programme Management Services (PgMS), NHS National Services Scotland (NSS)
Owners:	██████████ Medical Director, NHS Fife ██████████ Head of Effective Prescribing and Therapeutics, Scottish Government
Approver:	
Approved by and Date:	
Contact:	████████████████████ ████████████████████
File Name:	This document is held within the NSS Programme Management Services file structure and is available by request. File path: \\freddy\projects\Effective Prescribing Programme\Programme\01 Governance\05 Programme Board\ToR

Revision History:

Version:	Date:	Summary of Changes:	Name:	Changes Marked:
0.1	31/07/2015	First draft of the document	████	N
0.2	04/08/2015	Working draft	████	N
0.3	05/08/2015	████ reviewed	████	Y
0.4	13/08/2015	Programme Board reviewed	████	Y
0.5	25/08/2015	████ reviewed	████	N
0.6	31/08/2015	Amendment to Governance	████	N
0.7	18/09/2015	Comments received from █████	████	N
0.8	04/11/2015	Membership updated	████	N
0.9	18/04/2016	Governance Chart & Membership updated	████	N
1.0	15/08/2016	Membership updated	████	N
1.1	01/11/2016	NHS Borders membership change	████	N
1.2	24/01/2017	Membership titles updated	████	N
1.3	08/05/2017	Membership Updated	████	N
1.4	22/06/2017	Membership & Reporting Alignment Updated	████	N
1.5	23/06/2017	Comments from Public Partner included	████	Y

Approvals: This document requires the following signed approvals.

Name:	Title	Date:	Version:
██████████	Medical Director, NHS Fife		v1.0
██████████	Head of Effective Prescribing and Therapeutics, SG		v1.0

Distribution: This document has been distributed to:

Name:	Title / Organisation:	Date of Issue:	Version:
NHSScotland EPPB	Membership		v1.0

Linked Documentation:

Document Title:	Document File Path:
Effective Prescribing Summary	File path: \\freddy\projects\Effective Prescribing Programme

1. Official Name of Board
NHSScotland Effective Prescribing Programme Board (EPPB)
2. Purpose of Board
<p>The Programme Board will manage the Effective Prescribing Programme and make recommendations to the Sustainability & Value Programme Board and NHS Boards Chief Executives' Group.</p> <p>Providing recommendations and implementation guidance to relevant stakeholder groups</p> <p>The Programme Board represents senior clinical leadership and senior management across NHSScotland and has been established to drive the programme forward and ensure delivery of the outcomes and benefits while minimising risk.</p> <p>The Programme Board considers feedback from the public in the form of input from the Public Partners.</p>
3. Role and Remit of Board
<p>The Board will define, agree and own the vision for the NHSScotland Effective Prescribing Programme. The Board is ultimately accountable for ensuring that the programme and projects are delivered to achieve the required outcomes. The Programme Board will provide clinical leadership and an increased focus to:</p> <ul style="list-style-type: none"> • Accelerate the pace of change • Remove barriers • Ensure national spread <p>The New Opportunities Group has been setup as a mechanism for identifying opportunities which support these programme objectives.</p> <p>The Programme Board is responsible for:</p> <ul style="list-style-type: none"> • Defining an ambitious vision for the NHSScotland Effective Prescribing Programme • Providing professional leadership and expertise to shape and guide the development of the NHSScotland Effective Prescribing Programme • Ensuring the ongoing overall alignment of the NHSScotland Effective Prescribing Programme with the broader medicines policy context, national efficiency initiatives and strategic direction of NHSScotland • Providing an increased focus on existing initiatives contributing to the vision; adding pace to achieving the benefits and ensuring spread across NHSScotland • Owning and being accountable for the delivery of programme outcomes to realise the vision • Resolving strategic and directional issues between projects • Establishment of robust management control and organisational governance • Defining the acceptable risk profile and risk thresholds for the programme and its constituent projects • Owning the resolution of programme risks and issues and removing barriers • Defining the scope of services to be considered and the agreement of work-packages, associated plans and deliverables at programme level • Ensuring the programme delivers within its agreed boundaries • Assuring the integrity of benefit profiles and realisation plan • Board Members understanding and managing the impact of change for their representative area. • Enabling the making of resources available for planning and delivery purposes • Reporting progress to NHS Board Chief Executives' Group and the S&VP Board. • Prioritisation of projects and initiatives within the scope of Effective Prescribing.

- Communication and co-ordination with Health Boards to understand their priorities and to communicate EPP guidance.

4. Membership

Proposed Membership:

Programme Board Representative	Name	Title	Organisation
Programme Board Co-chair	[REDACTED]	[REDACTED]	NHS Fife
Programme Board Co-chair			Scottish Government
NHS Board Medical Directors			NHS Greater Glasgow & Clyde
			NHS Lothian
			NHS Ayrshire & Arran
			NHS Western Isles
			NHS Forth Valley
NHS Board Directors of Pharmacy			NHS Lanarkshire
			Healthcare Improvement Scotland
			NHS National Services Scotland (NSS)
			NHS Orkney & NHS Shetland
			NHS Borders
			NHS Highland
NHS Board Directors of Finance			NHS Lothian
			NHS Grampian
			NHS Dumfries & Galloway
NHS Board General Management			NHS Forth Valley
			NHS Tayside
Scottish Government			Scottish Government
			Scottish Government
Evidence Base & Health Economics Expertise	Healthcare Improvement Scotland		
Patient Representative / Public Partner			

Programme Board Chair: [REDACTED]

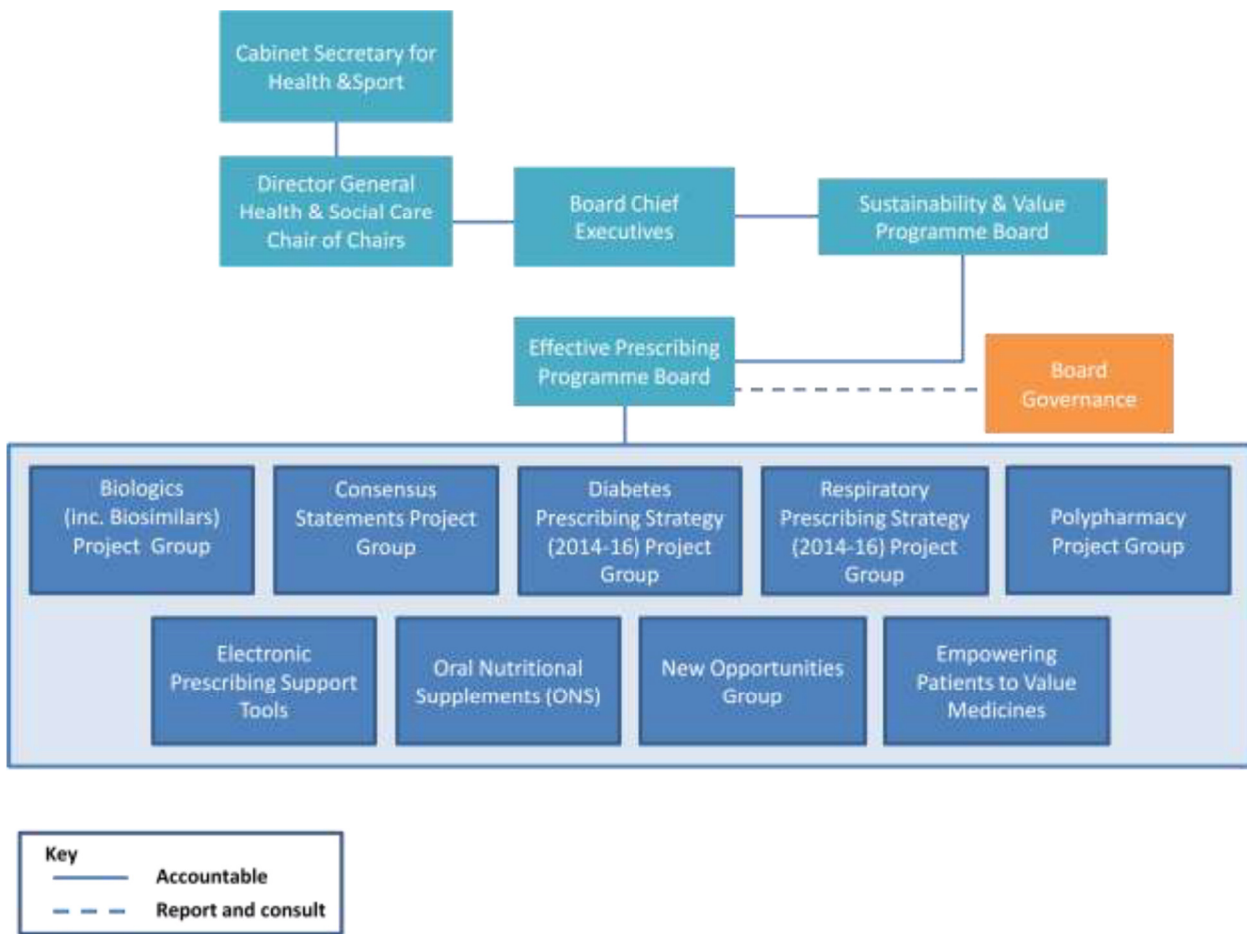
- In attendance:**
- [REDACTED]
 - [REDACTED]

External Communications: ABPI & IJBs as directed by the Programme Board.

5. Governance

The Board reports to the Sustainability and Value Programme Board (SVPB), which is accountable to the NHS Board Chief Executives' Group.

NHSScotland Effective Prescribing Programme Governance Structure



6. Meetings

The Programme Board meeting shall take place on a quarterly basis and will be aligned where possible to the meetings of the S&VPB. Should the need arise; the SVPB will meet on a more frequent basis. The location of the meetings will be Edinburgh and Glasgow. Teleconferencing facilities will be made available.

7. Minutes / Action Notes, Agendas and Papers

Agenda, papers and Action Logs will be distributed at least five days prior to each meeting. Action notes will be drafted by the Board secretariat and agreed by the Chair. All minutes and action notes will be circulated no later than two weeks after each meeting.

8. Confidentiality

Papers, unless otherwise stated, from these meetings are available for review upon request and will be held in the NSS, Programme Management Services project files. Please contact the Programme Manager / Project Support Officer if access is required.

9. Review

The Programme Board will review its Terms of Reference 6 months from approval.

