

FORMULARY STEERING COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The WATAG Formulary Steering Committee (WAFSC) is hereby constituted to advise WATAG and WA Health on the development of a drug formulary to serve WA health services. The Formulary Steering Committee is established on the basis of Recommendation 14 that *A unique WA drug file is prepared as the basis of a state-wide hospital formulary* in the Review of Public Hospital Pharmacy Departments in Western Australia, D Aldous, January 2004.

2. ACCOUNTABILITY

The Formulary Steering Committee is an *ad hoc* sub-committee of WATAG with a limited life of up to two years. It will report *via* WATAG to the WA Health Chief Medical Officer/Executive Sponsor.

In addition to the provision of minutes of meetings, the Chairman shall provide a summary of FSC activities to WATAG for inclusion in the WATAG Annual Report.

3. TERMS OF REFERENCE

The Formulary Steering Committee will consider and advise on the optimum organisation and operation of processes associated with a putative statewide drug formulary applicable to public hospitals in W.A., including consideration of operational efficiency, clinical efficacy and financial accountability to support equity of access to medicines and the quality use of medicines for the public good.

4. MEMBERSHIP

Membership of the Formulary Steering Committee shall consist of the Chairman appointed by WATAG and:

- A representative from the Drugs and Therapeutics Committees of each of the following hospitals: Fremantle, King Edward Memorial, Princess Margaret, Royal Perth, Sir Charles Gairdner
- 1 clinical pharmacologist or advanced trainee in clinical pharmacology
- 1 representative, Medical Directors Forum
- 1 member, WA Country Health Services
- 1 member, WA Health, Health Information Division
- 1 member, WATAG or one of its established sub-committees (WAMSG, WADEP or WAPDC)

Members may nominate a proxy to attend in their absence.

The Chairman with the approval of the Committee may co-opt additional members. The Committee shall decide whether co-opted members shall have a vote in each case. Members may sit for the life of the Committee.

5. OPERATING PROCEDURES

5.1 Chairman

The Chairman is initially appointed by WATAG and may serve for the life of the Committee. If replaced during the life of the Committee, a new Chairman shall be elected by a majority of Committee members.

5.2 Acting Chairman

If the Chairman is unable to attend a meeting, an acting Chairman may be appointed at the discretion of the Chairman or by election by a majority of Committee members present at a meeting if the requirements for a quorum have been met.

5.3 Committee Secretary

The Committee Secretary shall be the WATAG Executive Officer or otherwise as agreed by the Chairs of WATAG and the Formulary Steering Committee.

5.4 Record of Proceedings

Minutes of proceedings are recorded and maintained by the Committee Secretary. Minutes shall contain details of any actions or resolutions agreed by the Committee.

Provisional Minutes are circulated to members of the Formulary Steering Committee and WATAG. Minutes are confirmed at the next meeting of the Formulary Steering Committee. Confirmed Minutes are circulated as determined by the Committee.

5.5 Attendance by non-members

Non-committee members may attend meetings by invitation of the Chairman in order to provide information, expert advice or to observe proceedings. Non-members have no voting rights.

5.6 Substitution

Committee members are encouraged to have a nominated proxy attend in their absence. Nominated proxy members have full voting/decision making rights. Only the nominated proxy may attend in place of the member.

If a member of the Committee retires or is absent for a prolonged period, that member should advise their representative body to nominate a permanent replacement.

5.7 Working Parties

The Formulary Steering Committee may form working parties to undertake specific tasks and to report back to the Committee. Working parties shall be formed and operate by resolution of the Committee, as recorded in the Minutes. A working party shall be dissolved when agreed by the Committee.

5.8 Quorum

A quorum shall exist when six (6) the Committee members (excluding the Chairman) are present. Any member attending using audio or video conference facilities will be deemed to be physically present for the purpose of forming a quorum.

5.9 Meeting Frequency

Meetings shall normally be held according to a schedule agreed by the Committee or otherwise as determined by the Chairman.

5.10 Additional Meetings

Additional meetings shall be called at the discretion of the Chairman and advised by the Secretary with a minimum of 7 days notice.

5.11 Conduct of Meeting

Recommendations and other resolutions of a Committee meeting shall be passed by a majority of members present if a quorum exists. The Chairman shall not have a vote except that in the event of a tied vote, the Chairman shall have a casting vote to be applied in maintaining the *status quo ante*.

5.12 Circulation of Agenda and Action Sheets

The Secretary shall normally circulate an agenda 7 days before a meeting and prepare and circulate the provisional Minutes/ Actions within 7 days after a meeting.

5.13 Code of Conduct

Members of the Formulary Steering Committee shall act in the best interest of the people of Western Australia and abide by the WA Health Code of Conduct.

Each member of the Formulary Steering Committee shall also abide by the WATAG Code of Conduct and declare any potential conflict or duality of interest in matters of concern to the Committee.

Members are obliged to respect and maintain confidentiality of any information or advice declared "confidential" by any party during the proceedings of a meeting.

Approved by

Approved by

Name
Chairman
Formulary Steering Committee

Name
Chairman
WATAG

Date:

Date