

# National Drug Therapeutic Committee - Terms of Reference

---

## Terms of Reference

The National Drug Therapeutic Committee is constituted by the Director General of Health Services to act on its behalf in respect of the following

### 1. Key objectives

- To manage the policies, guidelines, regulations related to the safe, effective and efficient use of medicines
- To improve the awareness of the quality and standards of managing the medical supplies
- To promote rational prescribing ,standard treatment guidelines and minimizing the medication errors
- To monitor and follow up the utilization of medical supplies

### 2. Terms of reference of the committee

1. To make recommendations on and formulate Policy, regulations regarding the safe, effective and cost-effective prescribing and use of medicines in the treatment of patients in the state sector.
2. To provide 'evidence based' advice on the safe and effective use of medicines, specially within the state sector
3. To review medicines usage in the state sector and make recommendations or publish guidance as appropriate.
4. To monitor and review prescribing practices within the state sector and provide appropriate guidance or feedback as necessary for Rational Use of Drugs.
5. To establish and constitute sub-committees in respect of specific actions required of the Committee.
6. To review clinical incident reports involving prescribing or administration of medicines and report to the DGHS as it considers necessary
7. To review and approve clinical or hospital policies involving the use and/or administration of medicines within the given hospital.
8. To make recommendations or approve policies relating to other pharmaceutical items available for use in the state sector including nutrition supplements, disinfectants, surgical dressings, medicinal diagnostic agents and kits.

9. To monitor and regulate the use of unlicensed medicines and licensed medicines used outside of the terms of their Product License.
10. To monitor highly priced medicines
11. To consider any matters appropriate to the Committee as may be referred to it.

### 3. Composition

Chairman	Director General of Health Services (DGHS)
Secretary:	Director, MSD
Clinical pharmacologists	
Consultants representatives from	College of Physicians College of Surgeons College of Paediatricians College of Obstetricians & Gynaecologists College of Psychiatrists College of Microbiologists College of Oncologists College of Anaesthesiologists & Intensivists Other colleges of sub specialties
Administrative	Deputy Director General (Medical Supplies) Deputy Director General (Finance) Chief Finance Officer (State ministry) All Provincial Director of Health Services Regional Directors of Health Services(7 per quarter) Directors of Teaching & General Hospitals (10 per quarter) Directors of relevant special Campaigns
NMRA / NMQAL	Chairman / NMRA CEO/ NMRA Director / NMQAL Relevant Pharmacist
SPC	Chairman / SPC
MSD	Senior Assistant Director Relevant Assistant Directors Pharmacists representatives appointed by Director, MSD as required
Nursing	Representative appointed by Director of Nursing

### 4. Meetings

Every 12 weeks

Agenda items, should be submitted to the Committee Secretary a minimum of 14 days before the next meeting

## 6. Quorum/deputies

Five members of whom at least three should be Consultants and one a clinical pharmacologist and one Pharmacist. If members cannot attend a deputy or suitable representative will be acceptable.

## 7. Declarations of interest

All committee members are required to state in writing any interests they hold in the pharmaceutical industry, be they direct interests, (such as being a shareholder/director of a company or acting as a lecturer or consultant), or indirect interests, (the individual or co-workers receiving money, equipment or a salary which has been used to contribute to the running of research or clinical activities). In the absence of any such interests, members should make a written statement to that effect. A register of such interests will be held by the Committee Secretary.