

Medicines practice guideline

**Antimicrobial stewardship: systems and processes
for effective antimicrobial medicine use**

Guidance development group

Terms of reference

1 Purpose

The guideline development group (GDG) will be the primary source of expertise to determine the content and shape the production of the NICE medicines practice guideline for antimicrobial stewardship, as defined within the scope of the project (available as a separate document).

2 Timescales

Group members are expected to attend up to 5 full day meetings throughout the guideline development process which is expected to be completed by May 2015. Group members may also be required to attend a working group that may be associated with the GDG and will be expected to contribute to virtual discussions and occasional teleconferences as appropriate. In addition, group members will need to be able to deal in a timely manner with the reading of documents as well as advising with the production of consultation documents.

3 Membership

Following the appropriate application and selection process the individuals below have been recruited to the GDG. The GDG members will work with and be supported by staff from the NICE project team.

GDG member – representative sector	Person & occupation
Chair	Alastair Hay Professor of Primary Care and NIHR Research Professor, NIHR School for Primary Care Research, and GP, Concord Medical Centre, Bristol
Vice chair	Tessa Lewis GP & Medical Advisor to All Wales Therapeutics and Toxicology Centre
Consultant microbiologist	Chris Cefai Consultant in Clinical Microbiology and Infection Control, Betsi Cadwaladr University Health Board, N.Wales

Consultant surgeon	Sanjay Kalra Consultant in Trauma and Orthopaedics and Clinical Lead for Infection Control, Royal Liverpool University Hospitals NHS Trust
GP	Martin Duerden Sessional/Locum GP, North Wales, Clinical Senior Lecturer, Centre for Health Economics and Medicines Evaluation, Bangor University
Nurse specialist	Rose Gallagher Nurse Advisor Infection Prevention and Control, Royal College of Nursing
Pharmacist (Secondary care)	Philip Howard Consultant Antimicrobial Pharmacist, Leeds Teaching Hospitals NHS Trust
Commissioner (Also primary care pharmacist)	Heather Edmonds Lead medicines optimisation and antimicrobial pharmacist, Leeds North Clinical Commissioning Group
Urgent care clinician	Kym Lowder Head of Medicines Management, Integrated Care 24 Limited, Kent
Public health professional	Cliona McNulty Head of Primary Care Unit, Public Health England
Lay	Lynne Craven John Morris Susan Walsh
Other – academic	Esmita Charani (until 27 November 2014) Academic Research Pharmacist, the National Centre for Infection Prevention and Management, Imperial College London and Honorary Clinical Pharmacist, Imperial College Healthcare NHS Trust
Other – Consultant paediatrician (Need identified by scoping workshop/consultation comments)	Sanjay Patel Consultant in Paediatric Infectious Diseases and Immunology, University Hospital Southampton NHS Foundation Trust

<p>Other – Dentist</p> <p>(Need identified by scoping workshop/consultation comments)</p>	<p>Wendy Thompson</p> <p>Associate Dentist, Sedbergh Dental Practice, Clinical Supervisor, UCLAN, Lecturer in antimicrobial prescribing, Health Education NE</p>
--	---

The group may invite individuals to a meeting to present evidence or to add value to a particular discussion.

All members of the GDG have equal status, which reflects the relevance and importance of their different expertise and experience.

4 Meeting arrangements / communication

The following meetings are currently scheduled for the GDG:

- GDG meeting 1: 3 June 2014, London
- GDG meeting 2: 8 September 2014, London
- GDG meeting 3: 30 September 2014, Manchester
- GDG meeting 4: 14 November 2015, Manchester
- GDG meeting 5: 16 March 2015, Manchester

Additional communication will likely be via email and teleconference although the group may decide additional face to face meetings are required. It is the responsibility of group members to inform NICE (via the project team) of any changes to contact information.

5 Responsibility of members

Members will:

- shape and input into the development of the medicines practice guideline in a way consistent with the [interim methods guide](#)
- ensure the medicines practice guideline meets the needs of providers of NHS and social care services and stakeholders
- ensure the medicines practice guideline is developed within the bounds of NICE processes and the scope of the project
- read the evidence reviews and meeting papers (before the meeting)
- attend all GDG meetings in person, arriving on time and prepared to discuss the items on the agenda
- draft and refine recommendations

- review and suggest revisions to any guideline documentation
- advise on issues raised by the project team
- advise on responses to stakeholder comments
- help with implementation following publication
- adhere to relevant NICE policies.

Members cannot submit comments as a stakeholder as part of the formal consultation.

People are GDG members in their own right and do not represent any particular organisation or group.

6 Confidentiality and enquiries

All GDG members must agree to and sign the [NICE confidentiality form](#).

If GDG members are asked by external parties – including stakeholders or their professional organisation – to provide information about the work of the GDG, they should first discuss the request with the NICE project team. They should also declare this at the next GDG. Any media related enquires should be directed immediately to the NICE Enquiry handling team via nice@nice.org.uk and the NICE project team at AMSGuidance@nice.org.uk.

7 Relevant NICE policies

All GDG members must adhere to all relevant NICE policies. For example:

Equality: All GDG members should be aware of NICE's most recent report on social value judgements: [Social value judgements: principles for the development of NICE guidance](#) (2nd edition; 2008) and be committed to working within [NICE's equality scheme](#) when developing the guidance.

Declaration of Interests: All GDG members must sign a [declaration of interest form](#) and inform the project team of any additions or changes to their declared interests throughout the development process, in accordance with the [NICE Code of practice for declaring and dealing with conflicts of interest](#) ([Advisory body quick guide](#)).

Expenses: GDG members must comply with the [NICE Non-staff travel, subsistence and general expenses policy and procedures](#).

8 Accountability

The group is accountable to the Programme Director of the Medicines and Prescribing Centre, part of the Centre for Clinical Practice, NICE.