

National Pharmacogenomics Group (NPGG)

Terms of Reference (v1.1): September 2022

Official Title:	National Pharmacogenomics Group (NPGG)
Purpose & Aim:	The NPGG aims to ensure that there is a multidisciplinary, coordinated national approach with defined clinical input to the development and introduction of pharmacogenomic services within Wales.
Remit:	<p>The remit of NPGG is to:</p> <ul style="list-style-type: none">• to ensure delivery of a national, standardised and coordinated pharmacogenomic testing approach in NHS Wales, ensuring appropriate patients can access testing in a timely, consistent and equitable manner• provide service users with rapid access to pharmacogenomic tests in line with Medicines and Healthcare Products Regulatory Agency (MHRA) advice, National Institute for Health and Care Excellence (NICE) technical appraisals, All Wales Medicines Strategy Group (AWMSG) appraisal reports, the Welsh Government Genomics for Precision Medicine strategy and future iterations• advise on standardising genetic reporting pathways for receipt of results by prescribers from the All Wales Medical Genomics Service (AWMGS) until IT systems are in place to enable results to be uploaded directly onto the Welsh Clinical Portal• implement horizon-scanning activities to predict and commission future requirements for an NHS pharmacogenomic service• disseminate timely information to clinical teams within health boards as new drug/gene pairs are introduced across healthcare pathways (Chief Pharmacists, Medicines Information Pharmacists, Medical Directors/Assistant Medical Directors, Drug and Therapeutics Groups)• highlight service needs to decision makers as appropriate (Welsh Government, Chief Pharmaceutical Officer for Wales, AWMSG, Genomics Partnership Wales Programme Board and commissioning groups [Welsh Health Specialised Services Committee – WHSSC] and Health Board Medical Directors)• identify educational opportunities regarding new clinical services and facilitate staff educational workshops and events• facilitate data collection and Quality Improvement projects relating to clinical outcomes, effectiveness and efficiency of new services• develop Research, Development & Innovation opportunities.
Group reports to:	<ul style="list-style-type: none">• the Genomics Partnership Wales Programme Board
Communicates with:	<ul style="list-style-type: none">• All Wales Medicines Genomics Service (AWMGS)• All Wales Medicines Strategy Group (AWMSG)

	<ul style="list-style-type: none"> • Chief Pharmacists for all Health boards and Trusts in Wales • Health Boards (via clinical representatives on the group) • Genomics Partnership Wales (GPW) • WHSSC • Welsh Government • UK forums as appropriate • Health Education and Improvement Wales (HEIW)
Forum Chair / Secretary:	<p>Chair: (Vacant post)</p> <p>Deputy Chair: TBC</p> <p>Secretary: Secretariat support will be provided via AWTTTC</p> <p>This will be reviewed every two years.</p>
Membership:	<p>The following membership will assist NPGG to implement horizon scanning activities, identifying which pharmacogenomic services are likely to be required within NHS Wales, allowing adequate time for clinical service development and implementation.</p> <ul style="list-style-type: none"> • Pharmacogenomics Pharmacist • Chief Pharmacist representative • Medical Director/ AMD leading on prescribing (x2) • Non-medical prescriber representative • All Wales Medical Genetics Service (AWMGS) representative • Welsh Health Specialised Services Committee (WHSSC) representative • All Wales Therapeutics and Toxicology Centre (AWTTC) clinical pharmacologist representative or deputy • All Wales Medicines Strategy Group (AWMSG) representative • Welsh Health Specialist Services Committee (WHSSC) representative • Welsh Government observer from the office of the Chief Pharmaceutical Officer • Co-opted clinical expert (nominated by clinical networks, and invited for specific discussions) • Patient representative • Welsh Blood Service (WBS) representative • DHCW representative • North Wales Pharmacogenomics Node Representative • Health Education and Improvement Wales (HEIW) representative
Roles & Responsibility:	<p>Members of the Committee have a responsibility to:</p> <ul style="list-style-type: none"> • attend at least 80% of meetings, having read all papers beforehand • act as ‘champions’, disseminating information and good practice as appropriate • identify agenda items, for consideration by the Chair at least 7 days before the meeting • prepare and submit papers for a meeting at least 7 days before the meeting

	<ul style="list-style-type: none"> • if unable to attend, send their apologies to the Chair prior to the meeting and, if appropriate, seek the approval of the Chair to send a deputy to attend on their behalf • when matters are discussed in confidence at the meeting, to maintain such confidences • at the start of the meeting, declare any conflicts of interest / potential conflicts of interest in respect of specific agenda items <p>The Chairperson will:</p> <ul style="list-style-type: none"> • chair the meetings and ensure the meetings run to time • provide guidance and ensure the group is working towards its stated goals • provide inspiration, leadership and motivation • ensure the focus of the forum is aligned to national standards • agree the agenda for meetings • ensure any outcomes / decisions made by the group are clearly identified • provide feedback to the AWMSG and the GPW Programme Board as and when required • report to the Chief Pharmacist Group on an appropriate basis
Meeting Frequency:	<ul style="list-style-type: none"> • The group will meet on an alternate month's basis • The business of each meeting will be transacted within a maximum of two hours • Additional subgroup meetings may be called as necessary dependant on new genetic test or pathways requiring development • Video conferencing will always be available
Attendance & Quorum	<p>Minimum for quorum:</p> <ul style="list-style-type: none"> • At least five members, one of which <u>must</u> be an AWMGS representative to be present to ensure the quorum of the Group.
Delegation Powers & Review	<p>The GPW Governance Board approved the establishment of the NPGG in 2022. These Terms of Reference will be approved annually, and approval gives the group delegated powers to work within the Terms of Reference and operating arrangements.</p>
<p>Version Log</p> <p>Version 1.0</p> <p>Version 1.1</p>	<p>Date and details:</p> <p>Approved June 2022</p> <p>September 2022: Inclusion of patient representative member, secretarial support provided by AWTTTC</p> <p>Next Review Date:</p> <p>March 2023</p>