

Terms of Reference

CHARMER Primary Care Advisory Group

Background

CHARMER (CompreHensive geriAtRician-led MEdication Review) is a five-year NIHR-funded programme of research. The research involves developing and testing an intervention to facilitate geriatricians, with the support of pharmacists, to deprescribe medicines where the likelihood of harm outweighs the likelihood of benefit, for older people in hospital.

The intervention will be delivered in the hospital setting; however, to be successful it must embed within existing primary care and wider NHS system level priorities and funding. For this reason, we are establishing the CHARMER Primary Care Advisory Group to provide high level consultation and advice.

Purpose

The role of the CHARMER Primary Care Advisory Group is to provide strategic advice and direction by identifying and advising on any potential barriers and challenges in primary care relevant for the implementation of the CHARMER intervention. This advice will be utilised by the CHARMER research team during implementation of the intervention.

Term

The CHARMER Primary Care Advisory Group will operate from February 2022 until 30 June 2025, which is the current planned end date for CHARMER.

Accountability

Responsibility for all aspects of the project remains with the CHARMER project team. The CHARMER Primary Care Advisory Group is consultative and advisory in nature. Advice and information from the Advisory Group will be communicated by the Chair to the research teams for the relevant CHARMER work package(s).

Membership

Membership of the Primary Care Advisory Group will include representatives from primary care and Integrated Care Systems including:

- Medical directors and clinical pharmacists of Clinical Commissioning Groups (CCGs)
- Directors and Prescribing Leads of Integrated Care Systems (ICSs)
- Directors of Primary Care Networks (PCNs)
- Commissioners of Primary Care Medicine Services
- Senior GPs and pharmacists with a role or interest in medicines optimisation

Roles and Responsibilities

Members of the CHARMER Primary Care Advisory Group will be asked to:

- attend scheduled Advisory Group meetings,
- provide strategic advice regarding the implementation of the CHARMER intervention, accounting for the primary care context,
- notify the Chair of the CHARMER Primary Care Advisory Group, as soon as practical, if any matter arises which may be deemed to affect the implementation of the CHARMER intervention.

The CHARMER Primary Care Advisory Group is acting in a consultative and advisory capacity and actions from the Advisory group will be provided to the CHARMER Work Package Leads for review and action.

Meetings

Chairing

Dr Jackie Martin-Kerry (CHARMER Research Fellow) will chair the CHARMER Primary Care Advisory Group meetings.

Format and frequency of meetings

Meetings will be scheduled twice yearly, approximately every six months and via an online platform such as Zoom or Microsoft Teams.

Meetings will be arranged with members ahead of a planned meeting, to find a suitable date and time.

If the Chair identifies an urgent need to meet outside of these meetings, an additional meeting may be convened.

The project team will provide support for the meetings. This includes arranging meeting dates, preparing and circulating agendas, background papers and minutes. Meeting documents can also be provided to members in hard copy via post if requested.

Quorum

The quorum for a meeting of the CHARMER Primary Care Advisory Group is half the total number of members (rounded up to the next whole number) and those present must include the Chair.

Confidentiality

Project documentation will be provided on a confidential basis and should not be retained beyond 30 June 2025.

Members must not communicate any confidential information that they learn from being a member of the CHARMER Primary Care Advisory Group.

Sitting fee

Members can request a sitting fee per meeting. This sitting fee will be at the person's salary band, which will include participation in a meeting (60 minutes duration) plus reading time.

Conflicts of interest

On review of the forward agenda, members are responsible for identifying and declaring any conflicts of interest to the Chair before each meeting.

Amendment, modification or variation

This Terms of Reference will be reviewed on an annual basis.