



GMMMG Medicines Optimisation Committee members roles and behaviours

Expected behaviours of members

All members attending GMMMG or subgroups to represent an organisation or present a paper do so in a professional capacity, and all participants should be treated with courtesy, respect and consideration.

Participants should only speak when they are invited to by the Chair and should raise a hand to be recognised as having something to say. A person should not be interrupted while speaking or asking a question.

All speakers are asked to be clear and concise, as GMMMG and its subgroups have busy agendas, and are required to work within the allocated agenda time.

Role of Individual Members (and deputies)

- Represent the views of their constituent organisations and/or professional groups
- Have authority to make clinical recommendations/decisions on behalf of their constituent organisations and professional groups.
- Ensure that decisions taken by committee are communicated to their organisation and local health economy.
- Contribute knowledge and resources from their wider networks to share best practice and reduce duplication of effort.
- Ensure feedback from constituent organisations is received by the committee, including any specific concerns regarding patient safety, commissioning issues or other practical considerations.
- Commit to attend meetings regularly and liaise with the nominated deputy to ensure consistent attendance.
- Commit to work outside meeting where required, including training to assure competency in line with NICE local decision making competency framework.
- Attend meetings prepared having read all documents and having liaised with others prior to the meeting, and ready to contribute to the debate.
- Declare any financial or personal conflicts of interest at the start of each meeting and adhere to the GMMMG declarations of interest policy.
- Review the terms of reference annually.
- An internal annual membership review may take place and the chair may request members to stand down in the event that they are no longer compliant with the role requirements.