

Public Involvement Network (PIN) Advisory Group

Terms of reference

1. Background

The Scottish Medicines Consortium (SMC) Public Involvement Network (PIN) Advisory Group was established in April 2015 and is made up of patient and/carer groups, SMC public partners, and other key SMC and Healthcare Improvement Scotland (HIS) representatives, who use their knowledge, experience and direct contact with patients and carers to ensure that the views of patients, carers and members of the public are captured and used to inform SMC processes.

2. Purpose of the PIN Advisory Group

- 2.1. Provide a forum to enable patient and carer groups to engage constructively and productively with SMC as a respected partner in developing and shaping all aspects of our public involvement work. Collaborative working between SMC and the PIN Advisory Group will strengthen future public involvement and encourage patient groups to participate in its work.
- 2.2. Provide advice to SMC to strengthen our relationships with patient groups and ensure that the views of patients, carers and members of the public are effectively used to inform the SMC decision making process, in relation to the availability of new medicines.
- 2.3. Maintain an awareness of patient and public engagement in the HIS medicines portfolio including Area Drug and Therapeutics Committees (ADTCs) activities to ensure that

there is a consistent approach to public involvement work in related work programmes, i.e. SMC and HIS medicines team.

3. Functions of the PIN Advisory Group

- 3.1. Assist SMC to continuously improve how it involves patients and the public.
- 3.2. Support SMC to secure patient group involvement in its assessment process and ensure that the patient voice is fairly represented in that process.
- 3.3. Support collaborative working on patient and public engagement in the HIS medicines team work.
- 3.4. Inform SMC and the HIS medicines team of best practice in public involvement work.
- 3.5. Engage in new public involvement initiatives as directed by the SMC executive and HIS medicines team.

4. Membership

4.1. Group membership will be comprised of:

- Three patient group partners (each must have active contact with patients and carers and previous experience of submitting to SMC. One representative nominated through each of the following umbrella organisations: Scottish Cancer Coalition, Genetic Alliance UK and The Alliance).
- All serving SMC public partners.
- SMC Committee member (clinical expert).
- SMC public involvement co-ordinator.
- SMC public involvement advisor.
- SMC public involvement project officer.
- SMC operations manager.
- HIS medicines team clinical advisor

- 4.2. In the event of a patient group partner being unable to attend the PIN Advisory Group, they may nominate a deputy to take their place.
- 4.3. The SMC PIN Advisory Group will be facilitated by the SMC public involvement co-ordinator.

The SMC public involvement co-ordinator will assume the secretariat responsibilities associated with the position of chair, including agenda setting, support and guidance to ensure that the PIN Advisory Group objectives are achieved.

- 4.4. The normal term of office for patient group partners will be two years with a mutually agreeable option to extend the term for a further two years. SMC public partners' term of office will be determined in line with Healthcare Improvement Scotland guidelines. The SMC Committee member representative's term of office will be determined in line with their term on SMC Committee.
- 4.5. Additional group members may be co-opted onto the PIN Advisory Group to provide additional expert knowledge as and when required.

5. Reporting lines

- 5.1. The principal reporting route for the PIN Advisory Group will be to the SMC executive.
- 5.2. Following each PIN Advisory Group meeting, the PIN secretariat will provide a written update to the SMC chief pharmacist.
- 5.3. The public involvement co-ordinator will appraise the PIN Advisory Group of any key relevant initiatives relating to SMC and HIS medicines portfolio.

6. Governance and lines of accountability

- 6.1. Decisions on new medicines or the methodologies used to assess new medicines are governed through the SMC executive.
- 6.2. All operational aspects of SMC work programmes are accountable to the HIS quality committee.
- 6.3. All patient and public involvement work across Healthcare Improvement Scotland, including SMC, is accountable to the Scottish Health Council committee.

7. Meetings

- 7.1. Meetings will take place three times each year, in Glasgow or Edinburgh. Dates will be agreed annually.
- 7.2. Members of the PIN Advisory Group should aim to attend all scheduled meetings but must attend at least two meetings per year.
- 7.3. The minutes of each meeting will be formally recorded and circulated to members.
- 7.4. Secretariat support will be provided by the public involvement unit, when required.

8. Review of terms of reference

The above terms of reference will be reviewed every two years or earlier if required.

