

Norfolk Drug & Alcohol Partnership

Needle Exchange & Supervised Consumption Advisory Group

Terms of Reference

May 2009



1. Purpose

The Norfolk Needle Exchange and Supervised Consumption Advisory Group is an N-DAP maintenance group. It has been set up under the N-DAP meetings structure to provide long-term oversight of the operation and development of needle exchange and supervised consumption provision in Norfolk.

The purpose of the group is to ensure that services are developed in line with standards of good practice.

2. Specific functions

2.1 To oversee the Needle Exchange and Supervised Consumption Schemes and provide guidance and support ensuring the schemes maintain their key objectives.

2.2 To oversee the work of the Needle Exchange and Supervised Consumption Coordinator and be the reporting mechanism for the post-holder in the first instance.

2.3 To encourage the development of supervised consumption and needle exchange services within specialist outlets and community pharmacies in Norfolk.

2.4 To drive forward the delivery of the actions and milestones pertaining to needle exchange and supervised consumption identified in the N-DAP annual treatment plan.

2.5 To receive quarterly reports from the Co-ordinator regarding the usage of specialist facilities in Norwich, Gt. Yarmouth and Kings Lynn and community pharmacies throughout Norfolk.

2.6 To monitor performance against targets and develop strategies to improve practice where necessary and appropriate.

2.7 To report to the Adult Joint Commissioning Group (AJCG) and make recommendations/act in an advisory capacity when requested to do so by the AJCG or any other appropriate organisation/body.

2.8 To identify and share best practice and facilitate a multi-agency approach to the delivery of the Norfolk Needle Exchange and Supervised Consumption Schemes.

2.9 To facilitate effective communication between the various stakeholders or organisations involved in the service delivery of the Norfolk Needle Exchange and Supervised Consumption Schemes.

2.10 To ensure consistency of delivery to the client group through-out the County

2.11 To provide an expert domain on needle exchange and supervised consumption issues.

2.12 To work with participating outlets to ensure minimum diversion/ leakage/ trafficking of methadone and/or Buprenorphine.

3. Clinical governance

3.1 PCTs have a statutory 'duty of quality' with accountability for quality through the Chief Executive for all the services that they provide and commission. Clinical governance is the framework for ensuring delivery of this statutory duty of care. It is good practice that a partnership approach is taken to this partnership-commissioned service and therefore:

3.2 The Advisory Group, on behalf of N-DAP, jointly take responsibility for ensuring the clinical governance arrangements for the schemes and co-ordinator are monitored, supported and analysed and that actions are taken where necessary to make improvements or avoid problems.

3.3 The Group will undertake their responsibility by:

- i. A standing agenda item for the co-ordinator to report back matters arising, issues and a general update on quality improvement, processes, risks and performance – as per the framework for clinical governance annual reports;
- ii. Six monthly substantive reports from the co-ordinator to the Advisory Group on the above-mentioned areas; and
- iii. Annual reports for each scheme on behalf of the Advisory Group (prepared by the co-ordinator from reports already collated to the Trusts' Clinical Governance Committees. These reports would cross-reference with, but would be separate from, the co-ordinators annual report of the work programme.

3.4 Both schemes are hosted by NHS Great Yarmouth & Waveney– but as the schemes operate across the whole county, it is appropriate that clinical governance reports are submitted to both NHS Great Yarmouth & Waveney and NHS Norfolk.

4. Membership

Membership will comprise of, but may not be limited to, representatives from: -

Norfolk DAAT – Joint Commissioning Officer (Chair)

Norfolk NHS HIV/AIDS and Sexual Health Unit – Team Leader and Needle Exchange and Supervised Consumption Coordinator

Community Pharmacists

TADS

CADS

Matthew Project

NORCAS

Young People's Substance Misuse Services

NHS Norfolk
NHS Great Yarmouth and Waveney
Norfolk Constabulary
Service user representative

DAAT Research and Information Officer

The Chair reserves the right to invite other individuals onto the group for a time limited period if appropriate and agreed by the constituent members.

If a member misses three consecutive meetings, the Chair will make contact with them to clarify the situation.

5. Frequency of meetings

The Group will meet quarterly.

Contact for queries

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