

NSW Therapeutic Advisory Group

Editorial Committee

Terms of Reference

Composition

Membership of the Committee is open to interested representatives from TAG and TAGNet hospitals. The Committee is comprised of clinical pharmacologists, hospital pharmacists, and drug information pharmacists. Expert individuals may be co-opted to the Group at the discretion of the Executive Officer and the Editorial Committee Chairperson

Responsibilities

The role of the Editorial Committee is to oversee and advise on the production of NSWTAG position statements. Position statements/guidelines and other documents are intended to provide guidance to Drug and Therapeutics Committees (DTCs) in NSW and assist in local policy development by evaluating new and/or controversial medicines for addition to hospital formularies. In order to be of value to DTCs, statements must be produced in a timely manner and provide clear recommendations.

The Editorial Committee will provide the following guidance to the NSW TAG secretariat:

- Consider suggestions for new and/or revised position statements, confirm topics for inclusion and assist in prioritising activity
- Define the scope for each position statement
- Identify potential content experts, if required
- Identify potential expert reviewers
- Review drafts of statements
- Consider and advise on development of recommendations
- Consider and advise on relevant implementation strategies
- Advise regarding suitability for publication in peer-reviewed journals.

Meetings

It is expected that the Committee will meet face-to-face six times per year. Meetings are expected to be of approximately 2 hours duration. The venue will be the NSW TAG office at Darlinghurst. Email correspondence may be required between meetings.

Reporting

The Editorial Sub-committee will report to the NSW TAG Management Committee. Minutes of meetings will be distributed to Committee members following each meeting. A report of activities will be presented at each TAG and TAGNet meeting.

Prepared: 1 May 2006

Endorsed: 31 May 2006

Updated: March 2009 and approved June 2009

For review: 2012