

Pharmaceutical Needs Assessment Steering Group

Purpose of PNA Steering Group

The purpose of the PNA Steering Group is to oversee and steer the production of a new Pharmaceutical Needs Assessment, in line with national directions. The steering group will be represented at a senior management level. A list of members can be found on page 5 of the draft PNA.

Steering Group Aim

The PNA Steering Group will provide senior management and executive leadership to the PNA implementation and ensure that it remains aligned to the HWB strategic objectives, market entry control criteria for NHS England area team and clinical imperatives, both locally and nationally.

The principal objective of the project is to produce a detailed Pharmaceutical Needs Assessment for Surrey's HWB by 1st April 2015.

The Responsibilities of the Steering Group

The main responsibilities of the PNA Steering Group will be to:

- Ensure the PNA project objectives are clear which will be defined in the PNA PID.
 - Provide executive approval and sign off of high level project documentation and plans for the PNA project
 - Agree quality criteria for all aspects of the PNA project
 - Undertake executive reviews of the performance and monitor progress against plans for the PNA project
 - Ensure the business, executive, clinical, user and technical perspectives are fully represented
 - Resolve any conflicts between business, clinical, user and technical requirements, priorities and preferences
 - Ensure the final products shown in the PID are delivered on schedule.
 - Make recommendations as to agreed tolerances (with respect to time and scope) and at risk activities
 - Endorse sign off for each project stage and authorise continuation to the next stage as stated in the PNA PID and timeline.
 - Ensure all relevant guidance and policies are followed, and ensure probity at all times
 - Ensure the PNA is utilised to influence commissioning
 - Communication to key stakeholders
 - Provide the final quality assurance for the PNA project
1. Sign off completion of the PNA project

