

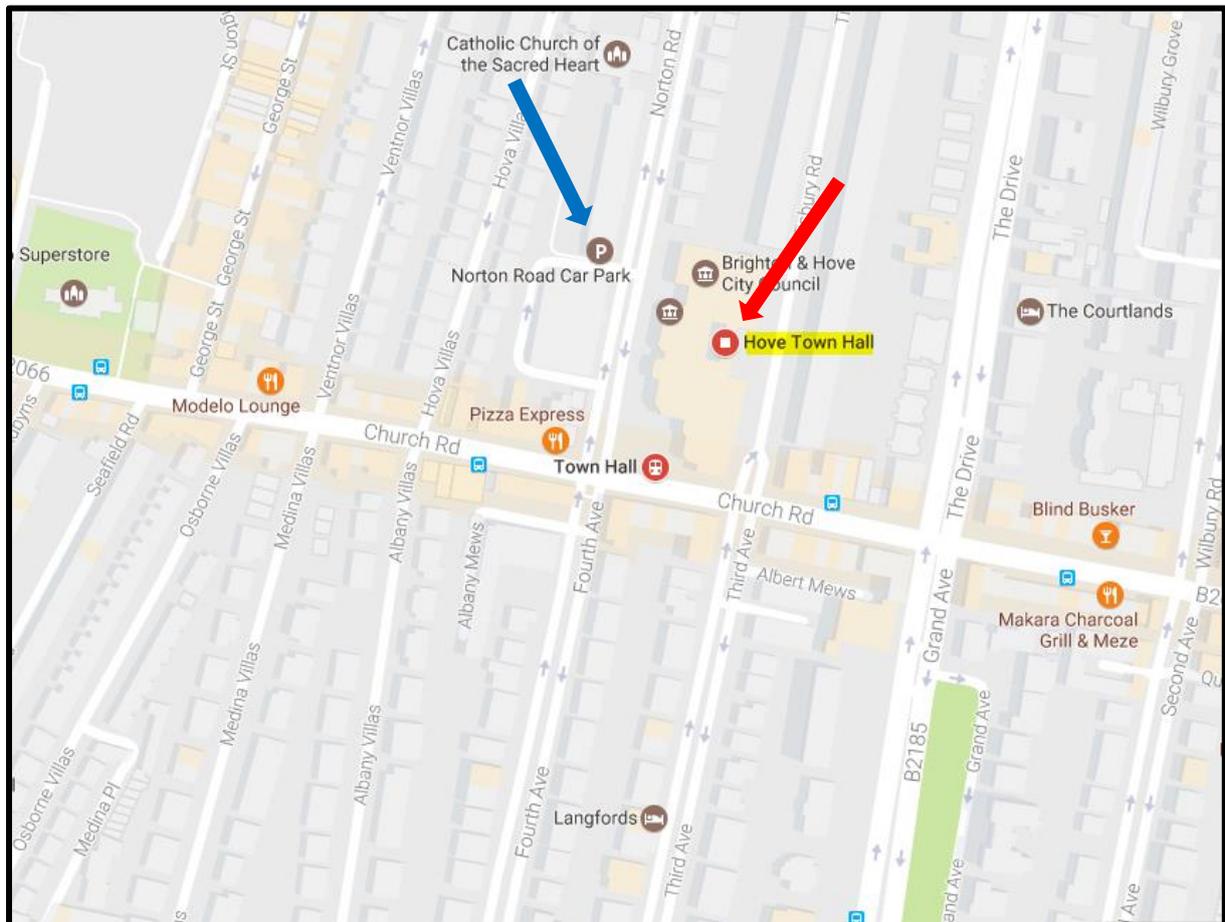
What to Expect when Presenting to the Brighton Area Prescribing Committee

The Brighton Area Prescribing Committee (BAPC) champions the appropriate use of medicines across the BAPC interfaces, considering cost and clinical effectiveness, quality and equality, patient safety and experience, and outcomes. (Mission statement BAPC)

This guidance outlines what to expect when presenting a paper to the Brighton Area Prescribing Committee.

1. Location

All BAPC meetings are held at Hove Town Hall (red arrow) unless you are otherwise informed. On the day of the meeting please report to Hove Town Hall main reception (accessible via Norton Road), to sign in as a visitor and to be directed to the meeting room. Allow 15 minutes prior to the beginning of the meeting or your allotted presentation timeslot to complete this process. In the event that you are running late please contact Sarah Murphy on 01273 238721 or Brighton and Hove CCG reception on 01273 238700.



Hove Town Hall,
Norton Road,
Hove
BN3 4AH

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2. Parking

There is limited on street pay and display or PayByPhone parking on the roads surrounding Hove Town Hall and Norton Road multi-storey car park (blue arrow) is located directly opposite.

Norton Road Car Park,
Norton Road,
Hove,
BN3 3BE

Norton Road Car Park Charges

Period	Price
1 hour	£1.00
2 hours	£2.00
4 hours	£3.20
5 hours	£4.20
9 hours	£5.00
12 hours	£6.00

3. The Meeting

Attending from the beginning of the meeting

Some presenters attend from the beginning of the BAPC. Along with all the other attendees they are expected to:

- Sign a declaration of interest form
- Introduce themselves to the committee

Attending for an allocated timeslot

Some presenters attend for their allocated timeslot only (i.e. not from the beginning of the meeting). These presenters will be invited to wait in the area provided outside the meeting room until called in.

- The chair will then introduce themselves
- The presenter will introduce themselves and at this point they will be asked to proceed with the submission (See section 4).

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Agenda

The chair will endeavour to stick to the agenda order however some items may be rearranged on the day to ensure the smooth running of the committee. This may mean that some items are not discussed by the committee as per the running list of the agenda.

4. Presenting a submission

At the appropriate time the chair will invite the presenter to give their submission.

Steps in the submission process

1. Presenter gives a brief outline of the submission lasting no longer than 5 minutes (The BAPC members have already had the chance to read the submission)
2. Attendees then have the opportunity to ask the presenter questions on their submission. (Questioners will introduce themselves, for those presenters who were not in attendance from the beginning of the meeting)
3. The chair will then invite the presenter to step outside the meeting room to wait in the allocated area whilst the submission is being discussed
4. The committee will discuss the submission and will endeavour to make a decision. (The committee may need to call the presenter back into the meeting room if any further questions need answering)
5. Once a decision has been reached the presenter will be invited to either come back into the meeting or leave

NOTE 1: The presenter **will not** be formally advised of the decision on the day of the meeting. They will be contacted in writing by the committee chair with the outcome and feedback after the meeting minutes have been finalised. This usually takes two weeks.

NOTE 2: The meeting is recorded via Dictaphone for the purposes of minute taking only. These recordings are kept confidential and are destroyed after the minutes have been finalised.

NOTE 3: If presenters are not able to attend the meeting in person, then the option of joining the meeting via telecom can be pre-arranged with the secretary. Information on the telecom presenting format will be discussed at this point.

NOTE 4: The Sussex NHS network is not available in the meeting rooms in Hove Town Hall. If you wish to connect to Wi-Fi, you can use the free council Wi-Fi (Link Free) however, you will need to register for this. It may be best to set up the connection in the reception prior to the meeting as you will be sent a onetime passcode to your mobile phone and the deeper you enter the building the less likely you are to have signal.