



REPUBLIC OF NAMIBIA

# MINISTRY OF HEALTH AND SOCIAL SERVICES

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OFFICE OF THE EXECUTIVE DIRECTOR

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Ref: 10/P  
Enq: Ms. Naita Nghishekwa  
Date: 20 June 2022/4 August 2021

**HEALTH PROFESSIONS COUNCIL OF NAMIBIA  
MEDICAL ASSOCIATION OF NAMIBIA  
NAMIBIA MEDICAL SOCIETY  
PHARMACEUTICAL SOCIETY OF NAMIBIA  
NAMIBIA ASSOCIATION OF MEDICAL AID FUNDS  
NAMIBIAN NURSING ASSOCIATION  
UNIVERSITY OF NAMIBIA  
NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Dear Sir/Madam,

## **SUBJECT: INVITATION TO JOIN THE ESSENTIAL MEDICINES LIST COMMITTEE**

This communication serves to invite professionals from your respective bodies to tender their interest in joining the Essential Medicines List Committee (EMLC) of the Ministry of Health and Social Services.

The Essential Medicines List Committee is responsible for selecting essential medicines for the public health care system. Essential Medicines are medicines that meet the priority healthcare needs of a population served by a health care system. They are selected with due regard to disease prevalence and public health relevance, evidence of efficacy and safety and comparative cost-effectiveness.


Interested parties should forward a comprehensive CV, accompanied by a cover letter in support of their application by **July 31, 2022** to the EMLC secretariate.

Applications may be emailed to [EssentialMedicines@mohss.gov.na](mailto:EssentialMedicines@mohss.gov.na) or hand delivered to:  
Windhoek North, Harvey Street  
Ministerial Building  
Pharmaceutical Services

Priority will be given to candidates that have experience and knowledge of the public healthcare system and the essential medicines concept. Please find attached the terms of reference for members of the EMLC for your reference.

Kindly distribute this communication to all your members. Should there be need for further guidance, please contact Ms. Naita Nghishekwa at 061 203 2344 or [Naita.Nghishekwa@mhss.gov.na](mailto:Naita.Nghishekwa@mhss.gov.na).

Sincerely,



**EXECUTIVE DIRECTOR  
BEN NANGOMBE**

## TERMS OF REFERENCE FOR THE ESSENTIAL MEDICINES LIST COMMITTEE

### A. BACKGROUND

In line with the Ministry of Health and Social Services' policy principles adopted since Independence in general and the National Medicine Policy (then National Drug Policy) adopted in 1998 in particular the procurement, distribution, and rational use of medicines and related pharmaceutical items in the public sector shall be guided by the Namibia Essential Medicines List (NEMList). Based on the essential medicines principle this list shall ensure that the right medicines in appropriate dosage forms and strengths, are available for the management of those conditions most prevalent in the country. A properly implemented NEMList will also contribute to the aim of ensuring availability, accessibility and affordability of needed medicines to the Namibian people by using restricted funds in the most cost-effective manner.

The Ministry of Health and Social Services, as custodian of all health-related issues in Namibia, places a very high priority on optimum management of all patients presenting at health facilities. Conceptually, meeting this objective has always involved translation of policy into practical treatment guidelines for the management of various conditions. According to the National Medicine Policy, one of the components of rational use of medicine is provision of Standard Treatment Guidelines to health care workers. Clear and scientifically sound Standard Treatment Guidelines, reflecting the best international practice in the treatment of the major disorders shall be drawn up and disseminated to all health professionals,

The establishment and review of the NEMList and STGs including all related activities will be the responsibility of the Essential Medicines List which will be appointed by the Executive Director.

### B. TASKS TO BE PERFORMED

The EMLC will perform the following specific tasks:

1. To select medicines which are considered essential for the Namibian public Health sector  
The following principles and criteria shall guide the selection process:
  - (a) All medicines will be selected by either their international non-proprietary name (INN) or generic name.
  - (b) The conditions for the management of which pharmaceutical products should be made available shall be established by using up-to-date information on morbidity and mortality provided by amongst others the Ministry's Health Information System (HIS) so as to ensure that selected medicines meet the health needs of the majority of the population. This information should also guide the development and review of the Standard Treatment Guidelines

- (c) The effectiveness and safety of any selected medicine must be proven by sufficient scientific data.
- (d) When two or more medicines have similar safety/efficacy profiles the selection will be based on comparing costs of the treatment regimen. These include indirect costs such as costs related to potential patient compliance or ease of administration, and time and travel costs for the patient. Pharmaco-economic analyses results will be considered where available
- (e) Combination products may only be included where the ingredients act synergistically or if there is evidence that they improve patient compliance.
- (f) New medicines shall substitute existing medicines and/or be added to the NEMList only if there is sufficient evidence for their benefit (clinical and cost wise) as documented in daily medical practice.

2. To determine at which level/s of care the selected essential medicines shall be available

In doing this the EML Committee shall take into account the essential services package, the diagnostic abilities of the prescribers at different levels of care, as well as the diagnostic facilities available. Benefits and risks shall be carefully evaluated. In addition, consultation with national PHC programs through the secretariate shall take place.

3. To regularly review the NEMList and STG

The EMLC shall meet at-least twice every year. During the year secretariate shall collect and analyze all comments and suggestions eventually received from the regional and operational levels so that this information will be available at the bi-annual meetings

4. To device the machinery for purchasing pharmaceuticals which are not included in the NEMList

As the NEMList consists of essential medicines needed to treat the conditions which have the biggest impact on the population's health status there might be cases where it will be decided that the treatment of particular patients in the public health sector requires medicines not on the NEMList. The committee shall develop appropriate criteria for approval of the purchase and use of these medicines. Care should be taken to restrict these purchases to absolutely necessary cases. They should not become the rule.

### **C. COMPOSITION OF THE ESSENTIAL MEDICINES LIST COMMITTEE**

The Essential Medicines List Committee (EMLC), will consist of 10 to 15 health care professionals from public sector, private sector, academic institutions, and professional regulatory bodies with sufficient knowledge of pharmaceutical products, prevailing morbidity and mortality patterns, and public health concepts. In addition, the different levels of care shall be represented. The membership will be reviewed every 5 years.

In carrying out its duties the EMLC can co-opt persons on an ad hoc basis when necessary (e.g., medical specialists, economists, epidemiologists, pharmacologist, members of the public private sector practitioners and academics). Consultations can also take place with e.g., professional bodies, pharmaceutical manufactures or consumer agencies.

#### **D. THE SECRETARIAT OF THE EMLC**

The secretariat of the EMLC will be situated in the Division: National Medicines Policy Coordination in the Ministry's Pharmaceutical Services Directorate.

The secretariate will perform the following duties:

1. To serve as the focal point in submission of comments from end users and other concerned parties
2. To prepare and organize the EMLC meetings, which includes preparation and analysis of comments received and collection and analysis of scientific information on particular issues
3. To ensure swift consideration of EMLC's decisions within the Ministry's decision-making structures (e.g., PMDRC)
4. To disseminate information on any approved changes to the NEMList and STGs; and the reasons thereof to the health care workers through the appropriate channels
5. To support the implementation of the NEMList and STGs at operational level through promotional and training support activities