

Midlands Critical Care Operational Delivery Network Tri- Network Critical Care Pharmacist Forum

Terms of Reference

October 2017

Constitution

The Midlands Critical Care Network Pharmacy Forum has been established to provide a forum for members of the pharmacy profession working in critical care within the tri-network regions to meet and discuss issues concerned with the delivery of care to critically ill patients. The meeting will also support the sharing of best practice and development of guidelines and protocols, including those deriving from regional, national or international policies.

Membership

The Network Pharmacist forum will comprise of: -

- Critical Care Pharmacists & Pharmacy Technicians within the profession for the units in each of the tri-network regions: -
 - Birmingham, Black Country, Hereford & Worcester
 - Central England including Northamptonshire
 - North West Midlands
- Network Representative

Other people will be co-opted on to the forum as deemed necessary.

Chair & Deputy Chair of Meetings

The chair will rotate accordingly, and the term of the chair is 2 years.

The deputy chair post will be a rotational post between members of the forum and will be dependent upon the first letter of their surname to ensure all members get a fair chance at this post.

Meetings

A minimum of 4 persons (excluding the Chair) including a minimum of 1 Pharmacist from at least 3 sites shall be judged to be a quorum. The group will meet for an afternoon up to a maximum time of 4 hours. There will be 4 meetings per year with additional work stream meetings being held as necessary.

Accountability

The Tri- Network Critical Care Pharmacist Forum is accountable to the Tri-Network Critical Care Midlands Network Board, an Operational Delivery Board for Critical Care within the Midlands.

Administrative arrangements

Meeting dates will be booked well in advance & members notified.

A reminder of each forthcoming meeting will be sent out 2 weeks in advance including relevant papers.

Agenda items for the following meeting should be sent to the Network Office within 3 weeks of the meeting, in order that they can be discussed with the Chair/Deputy. Items sent after this timescale will be included as Any Other Business at the discretion of the Chair/Deputy.

The Chair will control the contents of the agenda.

The members have a responsibility to participate in the development of the agenda.

Duties of the membership

It is the responsibility of each member to disseminate the work from the group, elicit views and develop clear lines of accountability to deliver on agreed actions.

Each member is responsible for his or her attendance at the forum.

Every member of the group should promote the function of the group to colleagues outside of their professional group, sharing appropriate developments and implementation plans.

Every member has the right to an opinion and to share their views with the group appropriately. Challenging views and opinions needs to be undertaken in a constructive way to ensure the group's integrity.

Aim

The group will be instrumental in driving the pharmacy elements of the national and local critical care agendas within the local health economy.

Objectives

Promote and disseminate the national and local priorities within the pharmacy professions

- Champion pharmacy provision in critical care
- Implement agreed actions within the Network
- Create an environment within the forum that shares best practice & promotes the highest quality in critical care
- Identify where and when other professionals need to be co-opted into the group to share their skills and expertise
- Identify areas where practice is sub-optimal and implement strategies for improvement
- Implement a working partnership across the networks
- Provide education and training support to pharmacists & pharmacy technicians
- There is an expectation that members will take lead responsibility in sub-group work and where appropriate set up time limited action groups to develop different aspects of work

Review Date: 31.10.19