

Review and update of the Safe and Secure Handling of Medicines: a Team Approach: Advisory Group Terms of Reference

Background

The Safe and Secure Handling of Medicines: a team approach was published in 2005 and is essential good practice guidance that is widely used in hospital and across other care settings. The guidance, which underpins medicines governance processes in organisations across all Great Britain member nations, is now significantly out of date. Twelve years on, the Royal Pharmaceutical Society (RPS) is reviewing and updating this guidance.

A small task and finish group has been established from members of the RPS Hospital Expert Advisory Group to provide oversight for this work and we have sought engagement across other groups and sectors in the pharmacy profession.

Whilst the RPS is providing leadership for the review, the safe and secure handling of medicines is a multidisciplinary responsibility requiring a team approach. Accordingly we are engaging with a wide range of stakeholders across Great Britain, including regulators, royal colleges/professional bodies, expert and specialist groups. We will also be seeking multidisciplinary endorsement. The multidisciplinary advisory group will engage across professions and specialities to ensure that all relevant expertise informs the revision of the guidance.

Purpose of the Advisory Group

The project objective is to update the Safe and Secure Handling of Medicines: a team approach to reflect the current evidence base, health and social care organisational structures, professional requirements and user needs.

The aim is to publish core principles and a medicines pathway that will support the safe and secure handling of medicines in or across any organisation or setting. The core principles will be supported by more detailed guidance for specific areas, resources including a selection of case studies, and a series of frequently asked questions.

The Advisory Group consists of practitioners and experts in the safe and secure handling of medicines along with lay representatives. The group's remit is to provide input into the review and update of the 2005 Safe and Secure Handling of Medicines: a team approach which was led by the Hospital Pharmacists' Group of the Royal Pharmaceutical Society.

Functions

- To comment on the current guidance from the perspective of the professional group represented or to provide lay input into the update of the guidance.
- Help define the overall scope of the update.
- To comment on drafts of the guidance as the project progresses specifically those that improve clarity or structure, ensure multi-professional focus, or reflect updates in the evidence base.
- Provide support and guidance to the project consultant and lead author as required.
- Facilitate endorsement of the guidance by relevant organisations.
- Input into strategies to disseminate the guidance.

- Once published to promote the guidance to own organisation and through own networks.

Accountability

The Advisory Group will contribute to the update of the Safe and Secure Handling of Medicines through constructive and reasoned feedback and advice within the context of the functions described above.

The Royal Pharmaceutical Society will write, edit, and publish the Safe and Secure Handling of Medicines, considering the advice of the Advisory Group and Task and Finish Group and acknowledging the contribution of the individual members of this group.

Duration

Initial expectations are that the group will exist for fifteen months (September 2016 – December 2017)

Commitment

One meeting at RPS London headquarters with input by email, webinar and telephone as required as the work develops.

Membership of the group

The Advisory Group consists of practitioners and experts in the safe and secure handling of medicines who have volunteered or who have been invited, and representatives who have been nominated by their regulatory or professional body, along with lay representatives.

Members of the Advisory Group are expected to conform to the RPS code of conduct for members of governance bodies as well as codes applicable to their respective disciplines and institutions.

RPS team

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