

Review and update of the Safe and Secure Handling of Medicines Task and Finish Group (II) - 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underpins medicines governance processes in organisations across all Great Britain member nations, is significantly out of date. The Royal Pharmaceutical Society (RPS) is now reviewing and updating this guidance.

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.

Purpose of Task and Finish Group

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

The aim is to publish core principles 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.

Task and Finish group (I) consisted of a small group of members of the RPS Hospital Expert Advisory Group and its remit was to provide governance and oversight of the review in its initial phase.

Task and Finish Group (II) consists of a group of multidisciplinary healthcare professionals and patients along with representatives from the RPS Hospital Expert Advisory Group. The core functions of Task and Finish Group (II) are to:

- Provide oversight and governance for the later stages of the project
- Review and agree changes to the guidance made as a result of the consultation
- Provide support and guidance to the project leads as required
- Work with the project team, contribute to and review supporting content throughout the later stages of guidance development
- Review and agree the final guidance.

In addition, along with the project advisory group to:

- Facilitate endorsement of the guidance by relevant organisations
- Input into strategies to disseminate the guidance
- Once published promote the guidance to own organisation and through own networks.

Accountability

Task and Finish group (II) will provide governance and oversight and 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 Professional Guidance for the Safe and Secure Handling of Medicines, considering the advice of the Task and Finish Groups and multidisciplinary advisory group. The final content will be reviewed and signed off by Task and Finish Group (II).

Duration

Task and Finish Group (II) will exist from 26 June 2018 until publication of the guidance (anticipated by December 2018).

Commitment

The Task and Finish group (II) will meet twice at RPS London headquarters. In addition to these meetings there will be further input by email, webinar and telephone.

Membership of the group

All members 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.

Pharmacist members of the Task and Finish Group are RPS members.

RPS team

Sonia Garner, Project Lead
Catherine Picton, Consultant
Wing Tang, Interim Head of Professional Standards

Royal Pharmaceutical Society
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