



Terms of Reference

East Midlands Neonatal Operational Delivery Network (EMNODN) Pharmacy Group

Aims

To work collaboratively with providers and the EMNODN network team to develop pharmacy guidelines, education resources, share learning around incidents and provide peer support.

Scope

This group is a subgroup of the EMNODN Clinical Governance Group the specific objectives are as follows:

- 1) Facilitate sharing of pharmacy drug administration guides
- 2) Identify areas and develop network guidelines to provide consistency of practice around prescribing and administering drugs in the East Midlands
- 3) Collaborate to develop training resources used to enhance prescribing training and drug administration
- 4) Share learning around clinical incidents and quality improvement projects that are relevant to the scope of this group
- 5) Provide a forum to enable pharmacy peer support around the East Midlands

Core Membership

The membership of the group is not exclusive and may include representatives of members where required.

- 1) Chair – Network Clinical Lead (or other representative from ODN management team)
- 2) Pharmacists from each EMNODN unit
- 3) Network administration representation

Interested Parties for whom attendance is welcomed:

Other parties may attend on an adhoc basis when required for specific pieces of work. Professionals may approach the group to suggest projects or may be invited by the pharmacy or network team. These include but are not limited to

- 1) Obstetric Pharmacists
- 2) CenTre Neonatal transport

The meeting shall be quorate (only required when formal recommendations are required in the meeting) if there representation from 2 units from each hub within EMNODN and the chair.

Membership Responsibility

The responsibilities of the Pharmacy Group members will be –

- 1) Suggest areas where pharmacy collaboration will be useful to develop educational materials or guidelines and contribute to producing these outputs
- 2) Provide peer support
- 3) Engage with local clinicians to implement initiatives developed by the group once they have been ratified by the EMNODN clinical governance group.

Meetings

Quarterly meetings

The Chair

- 4) The Chair of the group will be EMNODN Clinical Lead (or other representative from ODN management team)

Role of the Chair is to -

- 1) Ensure engagement of Trust representatives at meetings
- 2) Coordinate discussions and promote an open dialogue
- 3) Ensure group clarity regarding discussions and any resulting actions

In the absence of the chair, a nominated deputy may take that role

Outputs

- Minutes of the meetings will be available for discussion at the clinical governance group
- Guidelines developed by the pharmacy group will be ratified at clinical governance as per the network guideline process
- Proposed initiatives developed by the group will be discussed at clinical governance prior to implementation

Date ratified: April 2021

Date to be reviewed: April 2023