

**Portsmouth Hospitals NHS Trust  
Pharmacy Service**

**March 2006**

<b>Portsmouth and South East Hants Medication Safety Committee</b>	
<b>Membership</b>	<p>Portsmouth Hospitals</p> <p>Deputy Director of Nursing and other Nurse Managers as appointed by the Director of Nursing and Midwifery.</p> <p>Pharmacy Services Manager, Senior Pharmacy Managers as appointed by the Pharmacy Services Manager, Risk Management/Critical Care Pharmacist and Senior Clinical Pharmacist Elderly Services.</p> <p>Consultant and Specialist Clinicians as appointed by Medical Director</p> <p>General Manager Clinical Support Division and representative of Professions Allied to Medicine, appointed by General Manager Clinical Support Division.</p> <p>PCT representatives as appointed by Chief Executives</p>
<b>Accountability</b>	<p>Portsmouth and South East Hampshire Clinical Governance Committee. Also to Trust Chief Executives to satisfy their requirement for direct accountability for medication safety for their organization.</p>
<b>Purpose</b>	<p>To raise the standard of medication safety within the Portsmouth and South East Hampshire local health economy to the level of best practice within the NHS. To raise awareness of medication safety, implement patient focused processes for the safe and secure handling of medicines and introduce and maintain behaviours, which safeguard patient safety.</p>
<b>Principal Functions</b>	<ol style="list-style-type: none"> <li>1 Ensure the development of policies and procedures for handling of medicines to effect improvement in processes for procurement, ordering, receipt, transport, requisitioning, distribution, dispensing and issue, storage, prescribing, administration, accountability and disposal of medicines.</li> <li>2 Raising awareness of medication risks to Trusts and developing and overseeing training of staff in security of medicines and safe medication practice within Trust settings.</li> <li>3 Facilitate the creation of an open and non-punitive culture in Trusts to encourage error reporting (including near misses) to ensure learning occurs and process improvements implemented to improve patient safety.</li> <li>4 Focus efforts on specific high-risk medicines, particularly those identified by the NPSA, and other error-prone situations to ensure that systems are in place to minimize errors.</li> <li>5 Monitoring the quality of reporting of medication risk events, identifying areas of poor reporting of medication risk events and encouraging risk event reporting through positive feedback and implementation of risk avoidance activities.</li> <li>6 Receiving reports of and performing objective self-assessments of the risk from medication errors, through analysis of errors and near misses analysis of risks and root cause and feeding back results and risk reduction advice to staff on the front line.</li> <li>7 Receiving reports of medicines management audits carried out by pharmacy quality assurance staff and ensuring that follow up action is closed out.</li> <li>8 Planning strategies to implement system improvements to reduce medication risks within Trusts, including receiving and approving of medicines management policies, particularly those associated with CNST or NPSA Guidance.</li> <li>9 Preparation of twice yearly reports for the Portsmouth and South East Hampshire Clinical Governance Committee including, review of trends and root cause analyses, local learning and follow up</li> <li>10 Approval of policies and systems for day-to-day management of clinical trials within member NHS Trusts and PCTs</li> </ol>