

Portsmouth Hospitals NHS Trust

Medicines Errors Review Group

Terms of Reference

1. Purpose.

To examine all Medicines errors that have occurred within the Division, and to action and develop practice from the learning that has then been generated from those errors.

2. Accountability.

2.1 The group is accountable to the Division and Clinical Governance Group.

3. Objectives.

- 3.1 To lead and direct the improvement of medicines administration in clinical/care areas by:
- 3.1.1 Developing systems and process for the collection and collation of data regarding the events of medicines errors.
 - 3.1.2 Acting as an expert resource for the Trust in Medicines errors, preparing and providing reports as requested to the Risk Management team.
 - 3.1.3 Receiving and reviewing audit results related to medicines errors, ensuring the development, implementation and monitoring of achievable action plans.
 - 3.1.4 Developing and providing education and training initiatives for all members of the multidisciplinary team to increase awareness and understanding of the needs of those involved with Medicines errors.
 - 3.1.5 To provide advice and recommendations to the Division on Medicines Errors issues.

4. Membership.

4.1 Membership will comprise of Divisional representatives.

4.2 Core Membership:
Modern Matron – Chair
Consultant Physician
Specialist Registrar
Pharmacist
Risk manager
Specialist nurses
Community Hospital representation
Nursing representation from the ward areas

5. Members Responsibilities.

- 5.1 Each member will represent a speciality or staff group view.
- 5.2 Each member will be responsible for disseminating information to a pre-determined group of staff.
- 5.3 Each member will be responsible for consulting widely within their division/staff group/speciality and providing feedback to the group.

- 5.4 If unable to attend, member must submit their apologies to the secretary and a fully briefed deputy sent. Actions required of the absent member from previous meetings must be sent to the secretary for tabling.
- 5.5 Each member will commit to one meeting per quarter and this will be approximately 2 hours each meeting time.

6. Meetings Management.

- 6.1 Meetings will be held once a quarter for 2 hrs.
- 6.2 Venues will alternate between SMH & QAH (dependant of availability of rooms).
- 6.3 Agenda items will be sent to group secretary 10 days prior to meeting.
- 6.4 Agendas will be sent out 7 days prior to meeting with attachments where possible.
- 6.5 Minutes will be taken on a rotational basis by group members.

7. Review of Terms of Reference.

- 7.1 The terms of reference will be reviewed on an annual basis.

Originator: Vivienne MacDonald
Modern Matron
30 June 2008