

BEDFORDSHIRE, LUTON AND MILTON KEYNES AREA PRESCRIBING COMMITTEE

Bedfordshire, Luton and Milton Keynes (BLMK) Medicines Safety Group Terms of Reference V2 September 2022

Purpose	The BLMK Medicines Safety Group (BLMK MSG) is a forum to inform and improve medication safety across the BLMK health economy through sharing of information about and learning from system wide medication safety issues that impact across the integrated care system (ICS)/ Health and Care Partnership (HCP).
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide a collaborative, system-wide approach to medicines safety issues alongside existing place-based systems and organisational governance arrangements for reporting and learning from medicine incidents • To work in conjunction with the BLMK ICB Prescribing Committee, BLMK ICB Formulary subgroup, reporting to the BLMK ICB Area Prescribing Committee • Act as a forum to identify and develop approaches and solutions to medication safety issues and improving patient experience related to medication safety • Produce medicines safety recommendations which span the interface between care sectors, primary, secondary and community care within BLMK ICS/HCP. • Provide assurance and support with shared learning in relation to medicines safety across Bedfordshire Luton and Milton Keynes, linking with the national and regional medicines safety programmes • Identify, develop and promote best system wide practice for medicines safety from NHS England, NHS Improvement, MHRA, NICE and other organisations • Optimise reporting and learning from medicines incidents and review data across Bedfordshire, Luton and Milton Keynes so trends can be considered across the wider footprint • Receive summaries of LFPSE / system wide incident data, audit and other data to identify, to inform workplan and risk register priorities and to prioritise medicines risks and minimise harm to patients

	<ul style="list-style-type: none"> • Provide feedback on learning from incidents to all ICS/HCP organisations to influence service improvements • Assist in the development and review of medicines safety use policies and procedures • Support the identification of system wide education and training needs to improve the quality of medicines incident reports and safe medication practices • Support the development of a good system wide organisational medicines safety culture • Supporting the development of innovative solutions to specific medicines safety issues identified that impact across the ICS/HCP
<p>Membership</p>	<p>The members of the MSG shall be appointed with approval of the constituent bodies and the Chair elected through nomination by the members. Term may be rotated to enable shared ownership and professional development purposes.</p> <p>The core membership shall consist of:</p> <ul style="list-style-type: none"> • Medicines Safety Pharmacist for BLMK ICB or representative • MSO Bedfordshire Hospitals NHS Foundation Trust or representative • MSO Milton Keynes University Hospital NHS Foundation Trust or representative • MSO East London Foundation Trust or representative • MSO Central and North West London Trust or representative • MSO Cambridge Community Services or representative • ICB place based Team representative • ICB Care Home Pharmacy Team representative • ICB Commissioning Team representative <p>The group may co-opt members from interested parties in order to optimise the delivery of system-wide medication safety initiatives.</p> <p>The following members may be co-opted:</p> <ul style="list-style-type: none"> • Community pharmacy representative • Out of hours service provider pharmacy representative(s) • Primary Care Network Pharmacy representative(s) • ICB Quality representative (s) • Local authority representative (s) • ICB commissioning/ contracting representative (s) • Health and Justice representative • Ambulance services representative <p>The group may request or accept attendance from other interested parties in order to inform discussion and decision making.</p> <p>QUORUM:</p> <p>A quorum shall be 5 MSG core members, which must include the Chair, primary care, secondary care and community/mental health services representation from across the ICS.</p>

	No person attending the meeting in one role can additionally act on behalf of another person as their deputy.
Committee Secretariat and setting the agenda	<p>The secretariat will ensure the provision of administrative support for the Chair and members for correspondence with regards to meeting dates, circulation of agenda, minutes and action log.</p> <p>Agendas and papers will be circulated to members in advance of the meeting except where confidential or sensitive information is likely to be disclosed. This may include:</p> <ul style="list-style-type: none"> • information given to any of the partners in confidence, • information about an individual that it would be a breach of the Data Protection Act to disclose, or <p>information the disclosure of which could prejudice the commercial interests of any of the partners or third parties</p> <p>The secretariat will be responsible for supporting the Chair in the management of the Committee's business and for drawing the Committee's attention to best practice, national guidance and other relevant documents as appropriate.</p> <p>The Chair or nominated deputy will ensure minutes of the Committee will be presented to the next meeting for sign off by members.</p>
Frequency of Meetings	The BLMK MSG will meet on a two monthly basis or when required (no more frequently than two monthly)
Conflicts of interest	<p>The Chair will ask for any conflicts of interest upon meeting initiation. Any declared conflicts of interest will be recorded in the minutes along with any action taken, in a form as advised by the ICB Conflict of Interest Policy.</p> <p>If the Chair has a conflict of interest, then another member of the committee shall be nominated by a majority of those present to take the role of chair for all or part of the meeting as appropriate.</p>
Relationship to other bodies	<p>The BLMK MSG is a collaborative network which ensures that clinical engagement and leadership forms an integral part of decisions about the safety of medicines within each organisation and across the interface. It works closely with ICB medicines optimisation advisory subgroups and Provider equivalents.</p> <p>The BLMK MSG will operate in a way that does not conflict with the governance of the existing constituent bodies (APC and respective subgroups).</p> <p>The BLMK MSG may delegate tasks to such individuals, sub-committees or individual members as it shall see fit, provided that any such delegations are consistent with the parties' relevant governance arrangements, are recorded in a scheme of delegation, are governed by Terms of Reference as appropriate and reflect appropriate arrangements for the management of conflicts of interest.</p>
Output and Communication	The minutes of meetings are sent to the respective BLMK APC for noting.

	The BLMK MSG produce an annual medicines safety report and workplan, recommendations of which to advise BLMK APC on decisions related to medicines safety.
Nature of decisions and reporting mechanisms	<p>The BLMK Medicines Safety Group is an advisory subgroup reporting to the BLMK APC.</p> <p>Recommendations made by the Medicines Safety Group to improve system wide medicines safety are arrived after careful consideration by the core membership whom specialise in optimising medicines safety.</p> <p>BLMK MSG have delegated authority to respond to system wide medicines safety initiatives that require urgent and timely action to minimise patient harm and to report such actions retrospectively to the BLMK APC.</p>
Conduct	Members shall comply with the standards of business conduct and managing conflicts of interest as laid down in their Organisations' Constitutions or Policies. All members are required to uphold the Nolan Principles and all other relevant NHS Code of Conduct requirements.
Review	The BLMK MSG will review its terms of reference and membership every 2 years or sooner if deemed necessary. Any proposed significant changes to the Terms of Reference and responsibilities will be presented as appropriate for approval.
Document history	Approved v2 BLMK MSG 15 September 2022