Western Australian Medication Safety Group

Terms of Reference

1.0 Name
The Group shall be known as the Western Australian Medication Safety Group (WAMSG).

2.0 Purpose
The purpose of WAMSG is to reduce medication-related errors and potential harm to patients.

The Group provides consultative advice on safe use and practices related to medication management for the patient’s hospital admission and transition between primary and secondary care providers to:

- hospitals and health services in Western Australia,
- the Chief Medical Officer (CMO) of Western Australia, and
- health professionals dispensing, prescribing or administering medications, such as pharmacists, medical practitioners or nurses.

3.0 Responsibilities
The WAMSG will:

- Provide expert advice on preventative strategies and safe use of medicines in health service delivery.
- Facilitate communication regarding medication safety between stakeholders.
- Coordinate, promote and evaluate medication safety in the health care system of Western Australia.
- Make recommendations and, where appropriate, assist with coordinating the implementation of national and state-wide directives related to medication safety.
- Assess the quality and quantity of available data and information related to medication safety and take appropriate actions to improve data/information sources.
- Develop strategies that promote cultural-behavioural changes which improve medication safety.
- Review and provide recommendations about guidelines related to the medication safety.
The WAMSG will focus on activities that are:

- national or state priorities (Australian Commission for Safety and Quality in Healthcare, state data driven by auditing and clinical incident monitoring reports),
- consumer priorities,
- best-practice based,
- in response to a request from the Western Australian Therapeutics Advisory Group (WATAG) or the Chief Medical Officer (CMO), and
- issues raised by hospitals and health service Medication Safety Groups or Drug and Therapeutics Committees which require state-wide directive.

4.0 Membership

The WAMSG shall consist of at least eleven members. The total number of members is at the discretion of the Chair.

Members will include individuals from the following:

- medical practitioners
- nurses
- pharmacists
- safety and quality practitioners
- consumers/ carers

Members will have an interest or expertise in at least one of the following: medication safety, patient safety, systems design, clinical risk management, clinical governance or quality management.

Members may be drawn from Metropolitan Health Services, Western Australian Country Health Service, private and public health sectors, health administration, primary care providers (e.g. general practitioners, community pharmacists, nursing outreach services) and academia.

Members are not representative of their organisation, but rather provide expertise required by the group. Automatic proxy replacements are not required for meetings, unless specifically requested by the Chair.

4.1 Process for new membership

New members will be considered by existing WAMSG member’s out-of-session and using a voting system, whereby votes are anonymous to other members. An expression of interest must be submitted which demonstrates expertise in medication safety or at least one of the following with respect to
medication safety – patient safety, systems design, clinical risk management, clinical governance or quality management.

**Corresponding members:**
- The Chair, in consultation with members, may establish a network of corresponding members who are not required to attend meetings, but will receive agenda and minutes of the Committee, and may participate in WAMSG discussions and raise agenda items.
- A corresponding member can only be afforded voting rights in the event that they are in attendance as the proxy for a voting member.

### 5.0 Operating Procedures
#### 5.1 Accountability
- WAMSG reports and is directly accountable to the WATAG.
- WATAG reports and is directly accountable to the CMO of WA Health.
- WAMSG advice and recommendations requiring the endorsement of WA Health are referred to WATAG and then either escalated to the Department via the Office of the Chief Medical Officer or the Patient Safety and Clinical Quality Division.
- The CMO is the executive sponsor for WATAG.
- WAMSG may establish a working group according to its operational needs and to manage specific tasks. Any such working group shall be responsible to and report to WAMSG.
- WAMSG may provide relevant advice directly to the CMO or the Office of Safety and Quality and will inform WATAG of the nature of this advice.
- To provide clarity for projects undertaken by WAMSG (or a designated working group), a project briefing will be developed before the commencement of a specific project. The brief will be developed by the working group initiating the project, in conjunction with the supporting Secretariat.
- Recommendations made by WAMSG require ratification for endorsement by WATAG prior to publication or distribution.
Notes:
(1) Some small hospitals share a regional safety group
(2) In some hospitals Drug and Therapeutics Committees are combined with the Medication Safety Committee
(3) Volunteers recruited from time-to-time to meet a specific need e.g., guideline & policy development. Report to WAMSG.
(4) Can agreed from QMHI Operational

KEY:
Reporting lines
Communication lines
Secretariat

- The Secretariat for WAMSG will be provided by the CMO Medicines Unit and attend meetings in an ex officio capacity.
- A Project Coordinator under the CMO shall normally act as the WAMSG Secretariat.
- The Secretariat shall liaise with the Chair in the preparation of meeting agenda and minutes.

Chair

The Chair will be nominated by the members of WAMSG. WATAG will provide approval of the elected Chair who will be appointed by the CMO.

The Chair is responsible for:

- providing leadership relating to the work of the WAMSG,
- maintaining a communication link to the CMO and Chair of WATAG on behalf of the WAMSG,
- working with the Secretariat to ensure communication and coordination of the WAMSG’s functions are carried out optimally,
- considering the suitability of nominees for membership of WAMSG, and
- maintaining WAMSG representation on WATAG including WATAG meeting attendance. If not available to attend, the Chair may nominate a proxy to attend WATAG.

In the Chairs absence, the Chair may nominate an Acting Chair to enable work of the Committee to continue. Otherwise, an Acting Chair may be elected from the members present at a meeting.

Members

- Members are to actively participate in all meetings and share information.
- A member of WAMSG may also be nominated as a member of WATAG and attend WATAG meetings on behalf of the Chair.

6.0 Meetings

6.1 Frequency and location

- WAMSG meetings will be held at the discretion of the Chair, usually 6 times per year or as agreed in consultation with members.
- The location of WAMSG meetings will be at the discretion of the Chair and determined in consultation with members.
• Group members may be required to continue to work on items identified during meetings out of session, which may necessitate more frequent correspondence, meetings or involvement in working parties for select projects.

6.2 Quorum
• The presence of ten of the voting members (plus the Chair) is required to constitute a quorum. If a quorum is not met then a discussion on agenda items and progress updates may be conducted with items requiring action or vote being carried over to the next meeting.

6.3 Proxies
• Nomination of proxy members will be at the discretion of the Chair.
• The Chair, in consultation with members, may elect to co-opt others as members to fulfil the needs of its operation, when required.

6.4 Resolutions
• A resolution shall only be made if there is a quorum and supported by the majority of members present.

6.5 Voting
• The Chair shall not have an ordinary vote. In case of an equality of votes, the Chair shall have a casting vote.
• The Chair may call for a vote on any matter requiring resolution. The Chair may have the vote taken again if the result of the count is in doubt.
• Voting will normally be by voice or show of hands, but may be by secret ballot if requested by any member.
• Members must be present when a question or proposal is put to the group to be eligible to vote.

6.6 Agenda and Records
• The Secretariat shall issue agendas and supporting material at least seven days in advance and prepare minutes from each meeting.
• Members will have the opportunity to contribute to the agenda by nominating items to the Secretariat, no less than two weeks prior to the meetings. The items must be within the scope of the Terms of Reference and require acceptance by the Chair prior to inclusion in the agenda.
• The Chair is required to review and accept the agenda and minutes prior to distribution to WAMSG members.
• The Secretariat shall keep a file of at least the following:
  o agendas and the relevant papers associated with them,
  o action statements or minute sheets, and
  o correspondence/papers tabled at meetings and papers circulated other than with agendas.

• The Secretariat’s files are the property of the WA Department of Health and must be preserved in accordance with the Library Board Act and the Freedom of Information Act. The Health Services (Quality Improvement) Act may also apply to the documents. Documents will be stored on the OCMO W drive.

• The WAMSG may create working groups when required. The working group’s purpose, period of operation and deliverables should be recorded in the WAMSG minutes and a project briefing accepted by WATAG.

6.7 Conflicts of interest
• Each WAMSG member must declare any duality of interest in matters of concern to the WAMSG, including:
  a. complete and sign an Annual Declaration of Conflicts of Interest
  b. verbally declare any potential conflicts of interest at the commencement of each meeting on matters pertaining to the prepared Agenda
  c. alert the Chair of any other potential conflicts of interest that may arise during the course of a meeting

• Guests and attendees at WAMSG meetings must also be asked to declare any conflicts of interest, to the satisfaction of the Chair.

• Where a perceived, potential or actual conflict of interest has been declared, the Chair shall determine how to proceed and advise the meeting accordingly.

• The nature of the conflict and action by the Chair shall be recorded in the minutes.

6.8 Confidentiality
• Members must be mindful and respect the confidentiality of any information brought before or discussed at WAMSG meetings.

• Material of a confidential nature should be marked “Confidential”.

7.0 Annual Report
• The Chair, with the assistance of the Secretariat, will provide an Annual Report in July each year on the activities of the WAMSG for inclusion in the WATAG Annual Report to the CMO.
8.0 Adoption and Amendment

- The WAMSG Terms of Reference will be reviewed at the first meeting of each year and updated as considered necessary.
- Amendments to the Terms of Reference shall be approved by WAMSG and ratified by WATAG.