



Irish
Medication
Safety
Network



Irish Medication Safety Network

Terms of Reference

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Title: Irish Medication Safety Network Terms of Reference

Purpose and Objectives

The Irish Medication Safety Network (IMSN) is a voluntary, independent group, comprising hospital pharmacy based specialists actively involved in medication safety and Medication Safety Facilitators/Coordinators, whose principal aims are:

- To promote patient safety and safe medication practices through collaboration and shared learning within the network and with the wider community.
- To act as an independent national group and engage with international medication safety organisations.

Functions

The IMSN achieves these aims by:

- Liaison with relevant state bodies and other stakeholders and colleagues, both national and international
- Development of national guidelines on management of identified high-risk medications and medication practices
- Publication of medication safety alerts and briefings
- Involvement in medication safety education

Membership

Membership is divided into two groups:

1. Attending members

- All Medication Safety Facilitators/Coordinators
- Pharmacy-based specialists with an expressed interest in medication safety and actively practising in this area, including:
 - An Area Representative from an acute hospital (HSE or voluntary) in each of the following regions (corresponding to old health board regions): Dublin, NE, NW, W, MW, S, SE, Midlands
 - A Sector Representative from each of the following sectors: Private Hospitals, Maternity/Neonates, Paediatrics, Oncology, Psychiatry, Academic, and others as may be decided from time to time.
 - At least two pharmacists who are Heads of Department

In addition, others with expertise relevant to our current priorities and project work may be co-opted onto working groups and/or invited to attend meetings as appropriate.

2. Circulation members

In order to ensure that the medication safety message is openly distributed to as wide an audience as possible, the membership for circulation consists of:

- Attending members, as listed above
- Medication Safety Facilitators/Coordinators who cannot attend
- A representative from all acute hospitals in Ireland not otherwise represented in a) or b) above, usually the Head of Pharmacy Department or designate.

Roles & responsibilities

Attending members undertake to attend meetings and contribute to preparation of IMSN documents, i.e. participate in working groups.

Five executive members – Chairperson, Deputy Chairperson, General Secretary, Membership Secretary and Treasurer – are elected by the attending members of the network every 2 years in accordance with the approved election process, as outlined in IMSN Procedure for Election of Executive Members.

- The Chairperson (or, in his/her absence, the Deputy Chairperson) facilitates all meetings.
- The General Secretary is responsible for ensuring that the agenda, minutes and any supporting documentation are circulated to all members prior to each meeting, and also circulates other documentation to members as appropriate.
- The Membership Secretary maintains a list of all current members, tracks attendance and seeks replacements for non-attending representatives. He / she also processes new membership applications.
- The Treasurer is responsible for ensuring accountability for all the network's finances, including full documentation of all receipts and expenditure, management of the network's bank account and preparation of annual financial reports for attending members.

Circulation members undertake to disseminate IMSN information further within their organisation and initiate action as considered appropriate.

Modus Operandi

The network meets approximately every two months. The main items of business at meetings are progress of working groups on IMSN documents, reviews of drafts, planning of education events and discussion of other medication safety issues.

The network will generally come to any decisions by consensus. If this is not possible the issue will be decided by a majority vote. In circumstances of a split decision, the chairman will have the casting vote. Only attending members who are present at a meeting can make decisions and/or vote at that meeting. In extraordinary circumstances, decisions may be made by the executive members in consultation with attending members. Any such decision will be ratified at the next meeting.

Network members will declare potential conflicts of interest including share holding in a pharmaceutical company, research funding and other educational support from industry.

Communication

The network's website (www.imsn.ie) will be the main vehicle for disseminating:

- All documents completed by network members, following approval and sign-off
- Details of area and sector representatives
- Information for those interested in membership of and communication with the network

The official position of the network is contained in our published documents and in formal communications from the Chairperson. All other communications from individual members should be treated as personal opinion and are not to be regarded as the IMSN's position.

In general, pharmacists and others interested in the work of the IMSN should liaise with either the

- Circulation member in their hospital, or
- Area or Sector Representative, as appropriate, to feed back to the network or raise issues of concern.