

Southwest Senior Pharmacy Managers

Sub-groups and Networks

Terms of Reference

1. Background

The Southwest Senior Pharmacy Managers group (SW SPMs) is made up of Chief Pharmacists from pharmacy organisations within the Integrated Care systems across the Southwest.

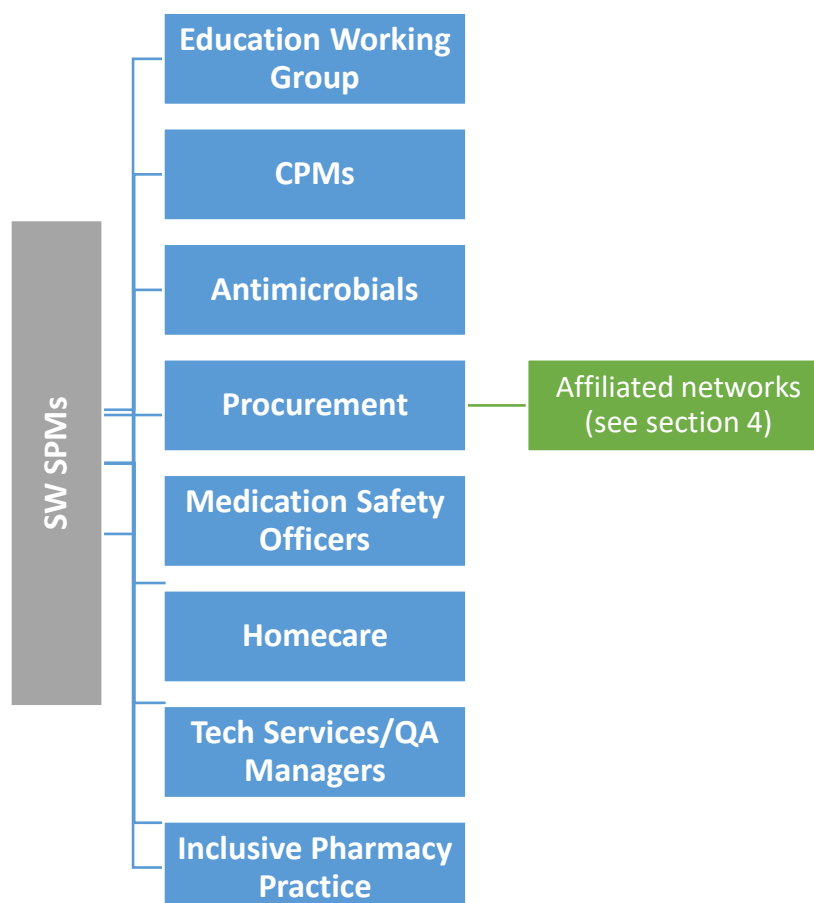
The SW SPMs group are responsible for agreeing the Terms of Reference and workplans for a number of approved regional sub-groups and networks

2. Purpose

This document acts to provide guidance relating to the overarching governance, structure and assurance of sub-group and network activity and accountability to the Southwest Senior Pharmacy Managers group (SW SPMs).

3. Sub-groups

The sub-groups listed in diagram 1 are the current approved sub-groups of the SW SPMs.



Sub-groups are formally appointed by the SW SPMs group with a specific focus and agreed objectives. The overall aims of the sub-groups are to:

- share good working practices and advances made in the different areas across the different organisations
- pool resources and guidelines
- compile any regional guidelines as appropriate
- contribute to and collate any audit data to allow benchmarking of practices in the region.
- capture local workforce intelligence to influence and inform and relevant national strategy or policy development.
- ensure continued professional development of the pharmacy workforce in each area through provision of appropriate and relevant education and training
- share any governance issues
- link with and work together with other regional groups and networks where possible.

Each sub-group should consist of:

- a group Chair
- a named secretary
- regional lead or PWDS representative
- a representative from each organisation in the region

3.1 Responsibilities of the group Chair

The chair must be a nominated Chief Pharmacist member of the SW SPMs group

The chair is responsible for:

- developing and updating the Terms of Reference for the group
- overseeing the agenda
- chairing meetings and events
- approving any minutes/actions
- reporting back to SW SPMs
- providing oversight and support to the chairs of affiliated regional networks

3.2 Responsibilities of the group secretary

The secretary is responsible for:

- Maintaining the membership contact list
- Circulating meeting details
- Record keeping of minutes/actions, notes, attendance etc
- Ensuring documentation is stored and archived appropriately on the agreed platform

3.3 Meeting arrangements

- The frequency of the group meetings should be agreed by the group Chair (usually 3 times per year, every 4 months).

- Meetings should be facilitated online via Teams.
- Each group will be supported by PWDS to facilitate one annual face to face meeting/event (exceptions must be authorised by the SPMs)
NB: where a face-to-face meeting/event is agreed, members would be expected to attend in person – there will be no dial in option).

3.4 Documentation and reporting

- Each sub-group meeting should have an agenda prepared and circulated by the secretary in advance of the meeting
- Minutes/actions from meetings should be recorded, stored and archived where appropriate, in an agreed online location
- The sub-group chair should provide a regular update on group activity and progress to SW SPMs
- Each sub-group should provide a full annual summary/update on group objectives and actions to SW SPMs

3.5 Facilitation of face-to-face meetings/events

PWDS will organise, facilitate, and support the sub-group face to face meetings/events.

Responsibilities of PWDS:

- Agree dates with sub-group chairs and co-ordinate calendar of face-to-face events
- Negotiate venue costs, pay venue invoices and distribute and recharge costs to SW organisations
- Provide Microsoft forms survey link to the group secretary to collate delegate requirements
- Co-ordinate programme of sub-group updates at SPM meetings
- Develop and maintain a template for standardised document updates
- Publish, update and maintain calendar of events on PWDS website

Responsibilities of the group secretary:

- Circulate details of the meeting and the delegate requirements survey link to group
- Recording delegate attendance and providing this to PWDS after the meeting for finance purposes
- Record keeping of minutes/actions, notes etc
- Ensuring documentation is stored and archived appropriately on the agreed platform

3.6 Finance

Costs associated with any regional face to face meetings will be projected for the year ahead and distributed across all the SW provider Trusts and included in the annual PWDS costs within the SLA.

4. Networks

Networks are established to provide a link between individuals across the region who are carrying out similar roles or delivering similar services, to share best practice and support innovation.

Networks should affiliate with one of the sub-groups, or a designated SPM, and the chair of the network should liaise with the chair of the affiliated sub-group/named SPM to ensure alignment, identify opportunities for collaborative working and to minimise any duplication.

SW SPMs should be cited on any regional networks that are established, or of any intention to set up a network.

The current SPMs approved regional networks are:

Network	Sub-group to which reports
Medicines Information	Report into SPMs via Jon Standing (Director of Pharmacy, University Hospitals Bristol and Weston NHS Foundation Trust)
Dispensary Managers	Report into SPMs via Tracey Foss (Chief Pharmacist, Royal Devon University Healthcare NHS Foundation Trust)
CD AO support	Medication Safety Officers
Critical Care	Clinical Pharmacy Managers
Clinical Trials	Clinical Pharmacy Managers
Education & Training Leads	Education Working Group
Provider Trust Medicines Optimisation leads	Clinical Pharmacy Managers

Each network should consist of:

- a nominated Chair
- a named secretary
- a regional lead or PWDS representative, where appropriate
- a representative from each organisation in the region

4.1 Meeting arrangements

- The frequency of the group meetings should be agreed by the group Chair (to be driven by specific agenda items).
- Meetings should be facilitated online via Teams.
- Members of network groups may be invited to annual sub-group face to face meetings/events (where there is mutual benefit and commonality across workplans).

4.2 Documentation and reporting

- Each network meeting should have an agenda prepared and circulated by the secretary in advance of the meeting
- Minutes/actions from meetings should be recorded, stored and archived where appropriate, in an agreed online location
- The sub-group chair should provide a regular update on network activity to the network's named SPM or chair of their affiliated sub-group.
- Each network should provide a full annual summary/update on any group objectives and actions to the chair of their affiliated sub-group or the named SPM, for inclusion in the sub-group/SPM annual update to the SPMs.

4.3 Responsibilities of the network Chair

The chair(s) must be a member of the network, with support from the wider group to take on the role.

The chair is responsible for:

- overseeing the agenda
- chairing meetings and events
- approving any minutes/actions
- reporting back to the Chair of the affiliated sub-group or the named SPM.

4.4 Responsibilities of the network secretary

The secretary is responsible for:

- Maintaining the membership contact list
- Circulating meeting details
- Record keeping of minutes/actions, notes attendance etc

Ensuring documentation is stored and archived appropriately on the agreed platform.