

## Terms of reference for UKMi Executive and UKMi Sub Groups

### UKMi overall aims

To support the safe, effective and efficient use of medicines by providing evidence-based medicines advice and information to improve patient care.

### UKMi overall objectives

To develop and maintain a network of professionals working in Medicines Information and Advice (MI/A) services.

To represent and champion (MI/A) in the UK on a national and international basis.

To lead the maintenance and development of:

- Professional standards in (MI/A):
- The infrastructure and personnel that underpins the UKMi network.
- Key medicines advice skills in the broader pharmacy workforce.

Through these objectives' MI/A professionals can achieve our overall aim in a range of ways including:

- Improving patient care through a proactive and responsive advice and information service.
- Improving patient safety and reducing the risks associated with medicines and their use in practice. For example, supporting the implementation of national medicines safety alerts, adverse drug reaction reporting, the evaluation of risks of medicines in use or the provision of specialist information and advisory services.
- Training the future pharmacy professionals in critical thinking and clinical problem-solving skills
- Supporting organisations and networks in their medicines optimisation planning and policy work.
- Supporting patients with their medicines. This includes patient medicine helplines and other patient facing materials.

In order to meet these objectives, the structure and functions of the UKMi groups have been clarified in the following appendices.

Appendix 1: UKMi Exec Committee

Appendix 2: UKMi Communication Group

Appendix 3: UKMi Technology and Innovation Group

Appendix 4: UKMi Quality Risk Management Group

Appendix 5: UKMi Workforce Development Group

Appendix 6: UKMi Research Group (in development)

## Appendix 1

### United Kingdom Medicines Information (UKMi) Executive 2024

#### Terms of Reference

##### Purpose

- Provide strategic leadership and coordination to the UKMi network
- Provide support to the UKMi sub groups in the delivery of their objectives

##### Roles & Responsibilities

- To provide professional leadership to the UKMi network
- Implement the strategic plan for the UKMi network in the NHS.
- To develop, monitor and review a yearly work plan.
- To review regular updates and proposals from the UKMi sub groups and delegate work as necessary.
- To receive regular updates on the status of the UKMi network funds and oversee/approve their appropriate use.
- To develop and maintain relations with appropriate professional groups/organisations

##### Membership

- Chair, Vice-Chair, Professional Secretary and Treasurer
- Chairs or nominated deputy from each of the UKMi sub groups
- UKMi Executive shall be composed of a diverse group of individuals that reflect the many different Medicines Information and Advice services across the UK
- A list of current UKMi Executive members can be found at [insert new link on UKMi website]
- A Chair, Vice-Chair, Professional Secretary and Treasurer will be appointed from the Exec membership, each for a period of two years. These periods may be extended in exceptional circumstances by up to 6 months with a consensus agreement from the executive.
- The Treasurer will have responsibility for the financial resources of the network
- Election of officers (excluding the representatives from the sub groups) will be by nominations from UKMi Executive members followed, if more than one nomination is received, by a simple majority vote of attending members at a convenient meeting. A quorum for this action will be 60% of full members at the time of voting.

##### Criteria for Membership

- Pharmacy professional working in an NHS medicines information and advice service
- Extensive experience in providing a medicines information and advice service

## Meetings

- The UKMi Executive will meet virtually on a monthly basis and in person prior to the annual conference. Members are expected to attend each meeting (attendance rate of 75% minimum). Members may nominate a deputy if they cannot attend. Deputies will be expected to fulfil the role of the UKMi Executive member and will have full decision-making responsibilities.
- Members who have any personal interests in any matters under discussion should declare them at the beginning of the meeting. The Chair will determine whether the member should withdraw from the discussion and/or any decision making concerning that matter.
- A log of actions will be recorded for each meeting.

## Accountability

- The UKMi Executive is not a legal entity in its own right. Each member is accountable to their individual employer, their commissioner and their constituent networks.

## UKMi Sub groups

- UKMi Sub Groups are established from the wider UKMi network and are represented on the Exec by their Chairs or nominated deputy.
- Additional representatives can be co-opted from the wider UKMi Network and other bodies as and when required. Currently, the following UKMi Sub Groups are as follows:
  - Quality and Risk Management Group
  - Workforce Development Group
  - Mi-Databank User & Steering Groups
  - Technology and Innovation Group
  - Communication Group
- In addition to these standing Sub Groups, further Task and Finish Groups may be constituted by the UKMi Executive as appropriate.
- Sub groups and Task and Finish Groups will have a defined purpose agreed, report to the UKMi Executive, and should be represented on the Exec by their Chair or nominated deputy.

## Decision making

- All UKMi Executive members must commit to regular attendance (minimum 75%) at meetings, as continuity and balanced input into decision-making is of utmost importance. Deputies will be expected to fulfil the role of the UKMi Executive member, should be fully briefed and will have full decision-making responsibility.
- Open, honest, challenging and respectful debate is encouraged at meetings. Decisions should wherever possible be reached by consensus. Where consensus is not possible, decisions will be taken by majority agreement. Once a decision has been reached, a corporate view will be presented and maintained by all Executive members.

- All UKMi Executive and Sub Group members will complete an annual Declaration of Interest and commit to updating throughout each 12-month period if required. The UKMI Professional Secretary will hold this information, make available to relevant Chairs and ensure declarations are submitted.

#### **Quoracy**

- A quorum of two-thirds of members is required for decision making. To enable progress to be maintained, should an individual meeting not be quorate, proposed decisions can be shared with all UKMi Executive members after the meeting for agreement before the next meeting.

#### **Information Sharing**

- A log of actions will be recorded at each meeting of UKMi Exec and shared with the UKMi Executive as soon as reasonably possible after the meeting.
- Summaries of agreed key information for sharing will be produced by the UKMi Executive and UKMI Sub Groups when appropriate for sharing with the wider network.
- UKMi Executive will keep members of the wider UKMi Network and stakeholders informed of key developments through a variety of communication avenues supported by the UKMI Communications group

## Appendix 2

### UKMi Communications Subgroup Terms of Reference

#### Purpose

- Help facilitate and ensure robust methods of communication for the UKMi network.
- Maintain and keep under regular review current methods of communication to ensure they are fit for purpose. These include:
  - From UKMi to members.
  - From members to UKMi.
  - Between UKMi members.
  - From UKMi to external organisations.
  - From external organisations to UKMi.
- Responsibility for managing register of UKMi members.
- Develop robust data management processes and ensure UKMi complies with all information governance requirements.

#### Membership

- Experienced pharmacy professionals working in an NHS medicines information or advice service.
- Representation from across the other UKMi subgroups is invited.
- Short-life working groups may be formed to complete particular pieces of work or projects which may involve inclusion and assistance of non-members.
- There is no fixed membership term.
- Regular attendance at meetings is expected. If an individual is repeatedly unable to attend, the Chair will confirm whether they are willing or able to continue as a member of the subgroup.

#### Meetings

- The subgroup will meet at least quarterly via MS Teams.
- A quorum of the chair plus two others is required for decision making. If needed, proposed decisions may be confirmed via email/discussions following a meeting.

#### Governance

- The Chair will attend UKMi Executive meetings and agree the group's workplan with the UKMi Exec.

## Appendix 3

### UKMI Technology and Innovation Group Terms of Reference

#### Aim

For the UKMI network to have an increased awareness of new and emerging technology that supports MI practitioners and MI services.

#### Objectives

- To provide support to MI practitioners wishing to explore new technology in MI services.
- To review the use of emerging technology in the MI setting.
- To make recommendations or pros and cons of the technology in the MI setting.
- To support the UKMI network with educational events about current technologies and emerging technologies.
- To provide a steer on issues escalated from the MIDBOnline user group or WMAS MIDBOnline project management group.

#### Membership

The membership of the group will include individuals with various roles in MI and a special interest in innovative technologies and their use in MI:

MI pharmacists

MI pharmacy technicians

MI managers

MI support staff

WMAS MIDBOnline project managers

A Chair, Vice Chair and secretary will be appointed from the membership, each for a period of 2 years. These periods may be extended in exceptional circumstances by up to 6 months with a consensus agreement from the group.

The Vice Chair will act as Chair in the Chair's absence.

In addition, the group may invite additional attendees and or co-opt members in as deemed necessary in pursuance of its objectives. Digital experts may be invited to join the group as its work demands.

### **Frequency of meetings**

The group will meet every 2 months with the MIDBOnline user group meeting more frequently as necessary to meet the groups objectives.

### **5. Quorate**

The Group is quorate if the Chair and three MI members and one WMAS project manager are present.

To enable progress to be maintained, should an individual meeting not be quorate the meeting will still take place with decisions shared with all members after the meeting, before the next meeting.

### **6. Information Sharing**

**A log of actions will be recorded at each meeting and shared with the membership as soon as reasonably possible after the meeting.**

### **7. Accountability and reporting arrangements**

Outputs and decisions of the MIDBOnline user group will feed into this group.

The group will report to the UKMi Executive.

## Appendix 4

### UKMi Quality and Risk Management Group Terms of Reference

#### Background

The Quality and Risk Management Group (QRMG) is a sub-committee of the UKMi Executive to plan and deliver work streams related to running a Medicines Information/Advice (MI/A) service efficiently and safely.

#### Purpose

The Group develops quality assurance and risk management guidance and associated documentation for NHS MI/A services in line with relevant NHS policy. This ensures safe and effective work practices.

Outputs and functions of the Group include:

- Providing key documents and guidance on running a safe and effective MI/A service, including topics such as appropriate resources, enquiry answering and peer review.
- Providing key documents and guidance on audit and benchmarking.
- Monitoring errors and near misses relating to enquiry answering or relevant publications and sharing learning from these with the UKMi Network.
- Providing advice, where appropriate, on legal aspects affecting enquiry answering, e.g. GDPR, confidentiality.
- Collaboration with other UKMi Working Groups to ensure safe and efficient practice.
- Representation on the UKMi Executive Working Group

#### Membership

Membership represents the wide variety of MI/A services and includes the devolved home countries. Members should be MI/A pharmacy staff experienced in both enquiry answering and service delivery.

Membership is usually granted through nomination or expression of interest.

When subgroups or short-life working groups are required to address particular areas of work or projects, lead(s) will be identified. Subgroups or short-life working groups may draw upon the expertise and assistance of non-members.

Membership is indefinite, or until the member no longer meets basic requirements.

Members of the Group are expected to:

- Attend QRMG meetings on a regular basis. If this is not possible, they should send either an appropriate deputy or comment on the circulated papers.
- Contribute to discussions in meetings.
- Gather the views and feedback of relevant colleagues on matters under consideration.



- Reach decisions by consensus in a reasonable timeframe.
- Be involved in work streams and take the lead for projects at the request of the Chair, reporting back regularly to the Group and seeing the projects through to completion and implementation.

Quoracy depends on the work stream and is determined by the Chair/vice Chair.

### **Stakeholders**

- Stakeholders of the Group include: UKMi Working Groups, in particular the UKMi Executive
- Specialist Pharmacy Service (England)
- Association of MI Practitioners (Scotland)
- Welsh Medicines Advice Service
- Northern Ireland Medicines Information Service
- Pharmaceutical Information and Pharmacovigilance Association (PIPA)

### **UKMi Executive**

QRMG representation on the UKMI Executive is essential to enable effective two-way communication.

Therefore, the QRMG will have at least one member who is also part of the UKMi Executive Working Group; this will usually be the Chair.

In the event that the usual QRMG representative cannot attend a UKMI Executive meeting, a deputy should attend. This will usually be the vice Chair.

### **Governance**

The work plan is constructed based on:

- Current issues within the Network, which may include specific feedback and requests
- The need to address an issue raised by or affecting stakeholders
- Updating current guidance and documents

The QRMG can ratify its own outputs and recommendations if quorate. Exceptionally, a decision may need escalation to the UKMI Executive at the Chair's discretion.

The wider QRMG must ratify outputs and recommendations from Subgroups or Short Life Working Groups.

Ratification can take place during meetings or via email circulation for comment.

### **Meetings**

The Group meets every 2 months.

## Administration

An internal working space is held on the FutureNHS website.

Agendas and papers will be made available before meetings, and draft minutes made available for comment after meetings. The ratified Minutes are held on the FutureNHS website.

A '**Highlights**' document is produced from the Minutes after each meeting. This document details items discussed within meetings that are important or that may lead to change. It is circulated around the UKMi Network and published on the UKMi website, for discussion within local teams.

Where appropriate, outputs are published on the UKMI website.

## Appendix 5

### UKMi Workforce Development Group Terms of Reference

#### Aim

To oversee UKMi educational and training opportunities, and support the continual development of a skilled UKMi network.

#### Objectives

- Identify and respond to the workforce development needs of the UKMi network
- Maintain links with Medicines Information and Advice Training Programme (MIATP)
- Oversee the national UKMi training course
- Contribute to and support an annual UKMi conference
- Ensure UKMi career progression opportunities are developed
- Promote and encourage the use of MI skills within the network, and amongst non-MI professionals
- Support the UKMi network to teach and promote medicines information and advice to pharmacy professionals at all stages of training

#### Membership

Chair

Secretary

Membership should represent the many different Medicines Information and Advice services across the UK.

Opportunity for membership will be advertised through recognised UKMi communication channels, on an as required basis.

#### Frequency of meetings

The group will meet every 2 months. Additional meetings may be required to facilitate individual projects. These will be discussed and agreed by the group as required.

#### Quorate

The Group is quorate if the Chair(s) and five core members are present. If the committee is not quorate the meeting will still take place. However, no decisions shall be made and such matters will be deferred until the next quorate meeting.

#### Accountability and reporting arrangements

The group will report to the UKMi Executive.

**Effective from:** March 2025