

United Kingdom Medicines Information (UKMi) Executive Terms of Reference

Medicines Information Services in the NHS support the safe, effective and efficient use of medicines by the provision of evidence-based information and advice.

The service has two broad functions:

- to support medicines optimisation of individual patients
- to support medicines management within NHS organisations

In the UK, medicines information services are delivered by a network of medicines information centres based in the pharmacy departments of most hospital trusts and regional (England, Northern Ireland and Scotland) and national (Wales) centres

The UKMi executive comprises the Directors/Heads of the regional and national NHS medicines information centres in England, Wales, Scotland and Northern Ireland. Ex-officio members may be invited or appointed as agreed by the executive. It is a forum through which a range of collaborative and co-operative strategic and operational work is undertaken.

The UKMi executive works to facilitate the delivery of the primary objectives of the UKMi Network which include

- 1. To improve patient safety and reduce risks associated with medicines and their use in practice.** This encompasses a range of work including supporting the implementation of national medicines safety alerts, adverse drug reaction reporting, the evaluation of risks of medicines in use and the provision of specialist information and advisory services.
- 2. To advise healthcare professionals to individualise and optimise patient treatment.** A proactive and responsive service for healthcare professionals who need support in the choice and prescription, administration and supply of safe and effective medicines use.
- 3. To support organisations and networks in their planning and policy work.** This includes horizon scanning, support for local decision making and formulary development. This includes the support to implement national guidance and also work to support value for money and financial management of the medicines bill.
- 4. To support patients using their medicines.** This includes the provision of safe and effective patient medicine helplines and other patient facing material.
- 5. To lead the maintenance and development of the UKMi infrastructure and professional standards.** The UKMi executive will maintain a strong focus on its work to support and develop the infrastructure that underpins the UKMi network and also its work that develops key medicines information skills in the MI and broader workforce.

Accountability

The UKMi executive is not accountable to any single body. Accountability may be built into specific work programmes or partnership agreements. Each member of the UKMi executive is accountable to their individual employer and their constituent network.

Key relationships

- Lead/Chief Pharmacists in NHS provider and commissioning organisations
- Medicines Information Pharmacists
- Key professional user groups; pharmacists, doctors, nurses
- Other Specialist Pharmacy Services e.g. Medicines Quality, Clinical Pharmacy, Procurement and Medicines Safety networks
- Chief and Senior Pharmacists – Departments of Health, NHS England
- MHRA
- National Institute for Health and Care Excellence
- National Pharmaceutical Supplies Group
- Royal Pharmaceutical Society
- Pharmaceutical Industry
- Scottish Medicines Consortium
- All Wales Medicines Advisory Group
- Relevant local and regional networks
- CPPE, WCCPE, NHS Education Scotland

Structure

UKMi Executive is a representative group of regional and 'National' Medicines Information Pharmacists from the following centres

East Anglia	West Midlands
London (Northwick Park)	Northern (Leeds)
London & South East	Northern Ireland
North West	Wales
Northern (Newcastle)	Scotland - Edinburgh
South West	Scotland - Glasgow
Trent	Scotland - Aberdeen
Wessex	Scotland - Dundee

Ex-officio attendees may join the meetings subject to the agreement of the executive.

Meetings

The UKMi Executive meets regularly at approximately two to three monthly intervals. Meetings may comprise one or two day business meetings or shorter teleconferences/webinars.

Attendees comprise the Directors of the regional and national Medicines Information centres or their nominated deputies. A representative from each regional/national centre will normally be expected to attend each meeting. A quorum of two-thirds of members is required for decision making. Minutes will be published on the UKMi website.

Officers

The Chairperson and Secretary shall be elected for a period of two years in alternate years. These periods may be extended by up to two years with a consensus agreement from the executive.

A Vice Chairperson shall be elected to serve for terms of two years with an expectation of succeeding the Chairperson after two years.

A Treasurer shall be appointed to have oversight of any pooled or shared financial resources of the UKMi executive and to report at each Exec meeting.

Election of officers 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 vote will be eight of the 13 full members.

Decision making

All member organisations must commit to regular attendance at executive meetings, as continuity and balance of input into decision-making is of utmost importance. Nominated deputies should be identified and empowered, wherever possible, to ensure that a balanced complement of members is always present.

Open, honest and challenging debate is encouraged at meetings. Decisions should be reached by consensus. Once a decision has been finalised a corporate view will be presented and maintained by executive members.

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.

Working Groups/Sub-committees

Task-specific Working Groups are delegated from within the membership of UKMi Executive, with additional representatives co-opted from other bodies as required. Local MI staff will be encouraged to become members of UKMi Working Groups wherever possible. The Working Groups are responsible for developing policy and guidelines on specific topics.

The following Working Groups are currently constituted.

- Clinical Governance
- Workforce Development
- Information Technology
- Horizon Scanning and Medicines Evaluation
- Patient Safety
- Research and Development

These terms of reference shall be reviewed annually or more frequently as required.

DOCUMENT CONTROL

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