

TERMS OF REFERENCE: PSS ILTC Pharmacists Workgroup 2019

Effective Date: 1st April 2019 - 31st May 2021

Updated by Choo Yan Cheng on 24th April 2019



OBJECTIVE

The **PSS ILTC Pharmacists Workgroup** is committed to:

1. Standardising pharmaceutical care practices within the workgroup by
 - (a) Acting as a platform for health information and pharmaceutical care knowledge exchange
 - (b) Creating and sharing standard operating procedures
 - (c) Offering standardised training framework for workgroup members
 - (d) Upskill team members on their capability to deliver best pharmaceutical practices

2. Drive pharmaceutical care initiative / practice standards in ILTC sector through
 - (a) Promoting collaboration with various stakeholders to develop quality or improvement projects
 - (b) Providing medication related training to the ILTC healthcare professionals and care staff
 - (c) Providing advisory support to ILTC partners

WORKGROUP STRUCTURE AND GOVERNANCE

The workgroup consists of an executive committee and members.

The executive committee consists of Chairperson, a Vice chairperson, committee members and a PSS Council member(s) as ex-officio.

All members must have a valid PSS membership.

Appointment and Term of Executive Committee

The Executive Committee's term will start in 1st April of the calendar year and end on 31st March of the following calendar year.

In the event of stepping down, the outgoing and incoming Executive Committee will provide an update to PSS Secretariat.

Roles of Executive Committee:

The Chairperson and Vice Chairperson are responsible for convening and leading the workgroup to produce specific deliverables as outlined.

The Chairperson shall:

- Develop the work plan for the workgroup. The work plan shall be aligned with the PSS strategic plans and priorities
- Prepare the budget for the financial year
- Manage and monitor the schedule and progress for projects and deliverables
- Routinely provide updates to the PSS ex-officio
- Represent the workgroup at the request of PSS (eg: local and overseas congress)

The Vice Chairperson shall:

- Work with the Chairperson to develop the work plan for the workgroup. The work plan shall be aligned with the PSS strategic plans and priorities
- Organise update session to pharmacy managers/ ILTC partners
- Organise the Meeting schedule for each year
- Oversee conduct of meetings
- Represent the workgroup at the request of PSS and Chairperson (eg: presentations, meetings)
- Cover the chairperson's job scope when he/she is unavailable

E-Learning Training coordination lead member shall:

- Coordinate the setup of E-Learning platform with stakeholders (Includes but not limited to Singapore Nursing Board, AIC, PSS)

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- Arrange for updates on the various educational materials to ensure they are in-touch with latest practice standards
- Disseminate feedback on training material to authors, in order to plan for and improve on future iterations
- Provide updates at least every 6-monthly to Chairperson/Vice-Chairperson on issues related to the E-learning platform
- Assist with resolving issues related to the E-learning platform

Thematic CE and learning Trips lead member shall:

- Collate ideas and arrange for periodic thematic CEs on topics related to ILTC pharmacists
- Collate feedback on the training sessions and disseminate to the trainers, in order to plan for and improve on further sessions
- Liaise or work with individuals or institutions to provide thematic CEs or learning trips for the workgroup
- Coordinate sharing for the learning trips for members who are unable to attend
- Assist in liaising with the PSS website administrator to upload CEs unto the official PSS website
- Assist with any other issues regarding thematic CE or learning trips which may arise
- Set the training calendar and review it every 6-monthly with the Chairperson/Vice-Chairperson

Secretary shall:

- Maintain the shared database (currently in Google Drive) containing the SOPs, contact list and other documents
- Ensure that the documents in the database are updated in a timely manner
- Maintain a copy of the documents in the database to update PSS secretariat on a regular basis
- Ensure that the access to the database and other communication channels are maintained, with addition of new members or removal of ex-members
- Collate any feedback regarding the database or its contents for improvement purposes
- Update the Workgroup when new additions or changes are made to the documents in the database
- Assist with any other issues regarding the SOPs, database or contact list which may arise

Quality improvement projects coordinator lead shall:

- Collate ideas regarding quality improvement for nursing home workgroup or procedures
- Explore new programs which can help to improve nursing home pharmacists' work or resident safety
- Liaise or work with individuals or institutions to explore and implement quality improvement projects with the workgroup
- Liaise with the workgroup members to coordinate and fairly distribute the workload for the project
- Provide 6 monthly updates to the Chairperson/Vice-Chairperson on the progress of any ongoing project
- Assist with any other issues regarding quality improvement programs or procedures which may arise

The Ex-officio shall:

- Provide oversight to align chapter/committee directions and activities with PSS strategic plans and priorities
- Be the liaison between the chapter/committee and PSS council
- Routinely provide updates to the PSS council

Members will provide valuable inputs and assistance in achieving the deliverables. Members are expected to actively participate in group meetings and events, volunteer, collaborate, and meet specific group goals.

Members shall:

- Provide and share their expertise and experience;
- Review project/CE materials and provide comments promptly;

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- Accord priority to attend all meetings and be appropriately prepared;
- Complete all necessary assignments prior to each meeting; and
- Assist with administrative tasks and other activities for the workgroup
- Disseminate relevant information to their institutions after each meeting and gather information/feedback as practicable prior to the next meeting. (unless otherwise stated, the intellectual property of the workgroup is not to be disseminated to non-members of the workgroup)
- Lead or assist with meeting coordination if necessary.

APPOINTMENT

Members

A member will be appointed for a period of two years, after which the Letter of Appointment needs to be renewed.

A member will be recognised for each year of active membership.

A member's position may be declared vacant if the member:

- Resigns from the workgroup (this should be submitted in writing and submitted to the chairperson, 1 month prior to the effective date)
- Resign from the institution they represent. (if they wish to rejoin the workgroup under a new institution they are required to reapply to the chairperson)
- Fails to attend at least 1 meeting per year (At least one meeting per window: 1st June 2019 - 31st May 2020, 1st June 2020 – 31st May 2021)

In the case where a member's position is declared vacant, the chairperson or resigning member may appoint/recommend a new member to fill the position.

DELIVERABLES

In line with the objectives of the workgroup, the work plan for 2019 shall include

1. Review the pharmaceutical waste disposal needs of nursing homes.
2. Increasing member capabilities in vaccinations.
 - Internal CE for pharmacists
 - Survey nursing homes for vaccination-specific practices and potential training needs.
3. Explore the PSS website as an online CE platform for Nursing Home staff.
4. ILTC project.
 - Validation of MRS GRACE as medication regime simplification tool in Singapore
5. Update of forms used during Nursing Home review.
 - DRP collation form
 - PSS Medication Review Form

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OPERATING GUIDELINES

Convening of Meetings

- Meetings will be held at the time and place agreed.
- The workgroup will meet at least once every 2 months (if the meeting coincides with the Singapore Pharmacy Congress, it will be postponed to the next month).
- A different institution will assist in organizing each meeting and recording the minutes as per the pre-approved meeting schedule.
- Notice of meetings will be disseminated at least two weeks prior to the meeting date.

Conduct of meetings

- Meetings will end with a clear summary and understanding of expectations and assignments.
- The appointed meeting coordinator will
 - work with the Thematic CE lead to plan the agenda and meeting date
 - book meeting room with PSS Secretariat
 - select the minute taker
 - review the minutes draft
 - compile slides for submission to secretary.
- The appointed work group minute taker will keep a record of
 - meeting attendees
 - key issues raised
 - actions required
- Members will be notified about the meeting date at least 3 weeks in advance and reminded 1 week before the meeting.
- The previous meeting minutes and the agenda for the next meeting will be forwarded to members of the workgroup at least two weeks before the next meeting date.
- If non-members wish to attend a meeting, permission needs to be sought from Chairperson/Vice Chairperson with 2 weeks' notice. The Chairperson or Vice Chairperson will reserve the right to decline requests.