

Safe Medication Management - Steering Group Meeting

10 June 2008

Key Highlights from the Minutes

Disclosure of Interest

- The Disclosure of Interest register was discussed and reviewed and members made aware they are on the Steering Group as a representative of their primary role and other roles should not influence the capacity in which they discuss issues.

Steering Group Terms of Reference

- The draft Terms of Reference (TOR) were reviewed and discussed. The Steering Group will set key performance measures against which to evaluate their performance on an annual basis and the membership of the group will be periodically reviewed to ensure the needs of the Steering Group are met. Membership is likely to change during the course of the programme.
- Meetings will alternate between Auckland and Wellington to meet the geographical spread of the group.
- The Steering Group noted the importance of the links with primary care.

Programme Lead Report

- The establishment phase of the SMM Programme has been completed. A project team has been appointed. An architectural plan and roadmap has been drawn up. The timeframes may need to be amended as the programme develops due to the linkages and interdependencies of the sub projects. There are 8 sub projects within the programme and these have been logically clustered. The foundations for the programme have been identified.
- A Sector Advisory Group will be set up to provide expertise to the working groups. The latter are to be finalised. The working groups will show fair representation across the four DHB regions and will represent clinical, quality, pharmacy, operational and information groups.
- It is important that all stakeholders feel involved in the SMM Programme.
- A combined launch of the Safe Medication Management Programme and “Optimising the Patient Journey” Project is to be held on 1 July 2008 in Wellington. Representatives from key stakeholders have been invited.

Communication Strategy

- A communication strategy is being completed and will be signed off by the Steering group at the next meeting in July. The first newsletter for the SMM Programme will be sent out by the end of June to all key stakeholders.

General business

- The Safe Medication Management Programme will need to be linked with any related legislation change.
- There is an interim consumer representative at present. The process for calling for nominations for two consumer representatives is currently being finalised with support from the Ministry of Consumer Affairs.