

Pharmacy Council

Terms of Reference

Mandate

The Pharmacy Council will support and coordinate the development of best practice initiatives and shared pharmacy services within Waterloo Wellington. The Council will provide oversight and leadership to pharmacy working groups that may be struck from time to time to address specific projects.

The Pharmacy Council will:

1. Develop and implement plans to incorporate local, regional and provincial initiatives related to pharmacy best practice and services.
2. Support the provision of standardized pharmacy services across the hospitals and link to community providers as appropriate.
3. Support the development of a regional model of pharmacist and pharmacy technician practice including scope of practice, specialist recruitment and retention strategies.
4. Facilitate the development of strong pharmacy service and professional partnerships to enhance care to patients.
5. Utilize data, information, evidence and knowledge to enhance pharmacy services performance to improve service delivery, building capacity and enhance the use of pharmacy resources.
6. Establish standardized metrics and monitoring of pharmacy practices.
7. Collaborate with other clinical Councils to provide pharmaceutical review, advice and assistance as required.
8. Engage community partners in enhancing the continuum of pharmacy services and the transfer of information.
9. Provide regular communication through the Sponsor Organization to the CEO Council, other Clinical Councils and organizations about the work of the Council.
10. Collaborate on the provision of pharmacy education with hospitals, universities, colleges and other organizations.

Accountability

The Council is accountable to the Sponsor Organization.

Membership

Sponsor Organization—Co-Chair

Hospital Pharmacy Director—Co-Chair

Hospital Pharmacy Directors/Managers/Delegates

CEO of Sponsor Organization—ex officio

Vice Presidents responsible for Pharmacy—ex officio

Ad Hoc Members

CCAC Representative

Other Council Representatives

WWLHIN Representative

Physician Expertise

Community Pharmacist Representative

University of Waterloo School of Pharmacy

Decision Making

Decisions are made by consensus. Consensus involves collaboration not compromise. Consensus requires a focus on working together to achieve agreements with a focus on best practice and best patient care. If consensus cannot be obtained, each organization represented will have one vote and the majority will be 50% plus 1.

Meetings

Monthly except July & August. OTN and Teleconferencing will be available.

Annual Work Plan, Agendas & Minutes

Agendas will be circulated 5 business days prior to the scheduled meeting. Minutes will be recorded for the meetings and circulated to Committee Members. The annual work plan will be provided to the CEO Council and an update provided quarterly.

WWLHIN Pharmacy Council

Annual Work Plan 2014

Action Item	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Meeting	x	x	x	x	x	x			x	x	x	x
Quarterly Report to CEO Network			x			x			x			x
Terms of Reference Review (annual)	x											
Annual Work Plan development				x								
Antimicrobial Stewardship Project -D. Wilkinson -Link to Critical Care Network; other Councils as needed	x	x	x									
OCP Hospital Pharmacy Accreditation Project -V. Sills -Link to other Councils as needed	x	x	x	x	x	x	x	x	x	x	x	x
Standardization of Patient Pay Medications Project -J. Martin				x					x		x	

-Link to other Councils as needed												
Medication Reconciliation Project -A, Mann -Link to Other Councils as needed	x	x	x	x	x	x	x	x	x	x	x	X
Antidote Shared Inventory Project -N. Vorsteveld -Link to Emergency Council/ Critical Care Network; other Councils as needed				x					x			