Digital Programme

EPMA Steering Group

Terms of Reference

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Senior Responsible Owners:
Mark Dayer
Luke Gompels
Alison Wootton

Managing Successful Programmes:
A Programme: “temporary, flexible structures that are created to direct, co-ordinate and oversee the implementation of a group of related projects and activities, to deliver outcomes and benefits related to the organisations strategic objectives”
EPMA Steering Group Terms of Reference (ToR) History

Document Location

The source of the document will be found on the EPR Programme SharePoint site.

Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Summary of Changes</th>
<th>Date</th>
<th>Author</th>
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<tr>
<td>0.1</td>
<td>First draft</td>
<td>04/05/17</td>
<td>David Chalkley</td>
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<td>David Chalkley</td>
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Approvals

This document requires the following approvals.

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Mark Dayer</td>
<td>EPMA Clinical Lead / Caldicott Guardian</td>
<td>23/08/17</td>
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1. Introduction

In 2016 the Trust was awarded Global Digital Exemplar (GDE) status attracting £10M of external funding through payments linked to digital maturity milestones. The Trust is committed to the implementation of an Electronic Prescribing and Medicines Administration (EPMA) system as part of a payment milestone in the financial year 2019/20.

The Carter report made the following recommendation;

“Trusts should, through a Hospital Pharmacy Transformation Programme (HPTP), develop plans by April 2017 to ensure hospital pharmacies achieve their benchmarks such as increasing pharmacist prescribers, e-prescribing and administration, accurate cost coding of medicines and consolidating stock-holding by April 2020”

The EPMA Steering Group will oversee the selection, delivery and deployment of an EPMA, reflecting a strong emphasis on safety and clinical functionality, supported by clear operational ownership and engagement.

This document aims to set out the terms of reference for the EPMA Steering Group which is responsible for the strategic oversight and governance of the EPMA Project and associated GDE milestone delivery.

2. Terms of Reference

2.1. Authority

The EPMA Steering Group is authorised by the EPR board and medical director to provide senior responsible officers with clinical, operational and technical input to decisions affecting the Project.

The EPMA Steering Group is made up of representatives from across the Trust, representing clinical professions. The EPMA Steering Group has been identified as reporting to the EPR programme Board, Patient Record Advisory Group (PRAG) and Patient Safety Improvement Board; however escalation in the first instance may be to another group within the Trust, dependent upon the issue.

2.2. Governance Structure

The following governance structure is in place for the escalation of risks and issues, to report on progress and to ensure that decisions are taken at the correct level within the Trust.
2.3. Purpose

The purpose of the EPMA Steering Group is as follows:

- Accountable for driving the EPMA vision;
- Responsible for providing Clinical Leadership to the Project;
- Responsible for ensuring the Project reflects Trusts priorities, GDE ambitions and strategic direction;
- Responsible for the EPMA system selection and associated processes;
- Responsible for ensuring the EPMA vision aligns with other GDE commitments and milestone delivery;
- Responsible for receiving and understanding key risks and issues and ensuring compliance to action plans;
- Responsible for supporting communication and staff engagement in relation to the Project;
- Responsible for understanding the benefits of the EPMA vision and ensuring mechanisms are in place to enable change, and to monitor and provide accountability for benefits realisation.
- Responsible for escalating significant risks and project updates to the EPR programme Board, Patient Record Advisory Group (PRAG) and Patient Safety Improvement Board as appropriate.

2.4. Membership

The revised membership of the EPMA Steering Group is shown below:
<table>
<thead>
<tr>
<th>Group Member</th>
<th>Job Role</th>
<th>Board Role</th>
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</thead>
<tbody>
<tr>
<td>Mark Dayer</td>
<td>EPMA Clinical Lead / Caldicott Guardian / MRAG Chair / PRAG Chair</td>
<td>SRO and Chair</td>
</tr>
<tr>
<td>Luke Gompels</td>
<td>Chief Clinical Information Officer (CCIO)</td>
<td>SRO and Vice Chair</td>
</tr>
<tr>
<td>Alison Wootten</td>
<td>Chief Nursing Information Officer (CNIO)</td>
<td>SRO and Senior User</td>
</tr>
<tr>
<td>Ian Eyre-Brook</td>
<td>Consultant Surgeon and Clinical Safety Officer (CSO)</td>
<td>Clinical Safety / Senior User</td>
</tr>
<tr>
<td>Mark Ashley</td>
<td>Clinical Pharmacy Manager</td>
<td>Senior User</td>
</tr>
<tr>
<td>David Chalkley</td>
<td>Deputy CCIO and IT Clinical Safety Lead</td>
<td>Programme Manager</td>
</tr>
<tr>
<td>Christopher O’Brien</td>
<td>Project Manager</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Victoria Melhuish</td>
<td>Project Lead Nurse</td>
<td>User representative</td>
</tr>
<tr>
<td>Oliver Beaumont</td>
<td>Doctor</td>
<td>User representative</td>
</tr>
<tr>
<td>Steve Sampson</td>
<td>Nurse Practitioner</td>
<td>User representative</td>
</tr>
<tr>
<td>Chantal Baker</td>
<td>Matron</td>
<td>User representative</td>
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2.5. Attendance

EPMA Steering Group members are expected to:

- Attend all meetings, the Trust standard is attendance of 80% of meetings in one year;
- Come to meetings having read any supporting papers;
- Send a representative or provide the Chair with an update if unable to attend;
- Send any apologies for absence at least two working days in advance of the meeting to the designated Chair.

2.6. Meeting Inputs

Meeting inputs to include:

- Meeting Agenda;
- Previous meetings action minutes;
- Project Manager’s Highlight Report, detailing any decisions required;
- Any other supporting papers for agenda items as required;

Papers should be distributed to EPMA Steering Group at least 3 working days prior to the meeting.

2.7. Meeting Outputs

Meeting outputs to include:

- Action minutes from the meeting showing the decisions taken and actions agreed with clear ownership and delivery timescales;
- Attendees to disseminate outputs to their relevant teams/colleagues.
Action minutes will be distributed within 3 working days of the meetings and will be available via the EPR SharePoint site.

2.8. Frequency and Quorum

The EPMA Steering Group meetings will be held monthly; under exceptional circumstances the CCIO/CNIO or Deputy CCIO may take decisions outside of the formal meetings under the direction of the Chair.

The meeting will be quorate when at least five members are present, including at least the Chair or Vice Chair.

2.9. Review

These Terms of Reference are to be reviewed as and when necessary, but not less than on an annual basis.
3. EPMA Steering Group Meeting Schedule 2017/18

TBD