Electronic Prescribing and Medicines Administration (ePMA) Board Meeting

Purpose of meeting
- Strategic direction and guidance for the project
- Accountable for project success within agreed tolerances
- Represent business needs of the organisation
- Review any potential issues and risks, and assist in finding suitable resolution, in relation to the ePMA project.
- Review and comment on any key project decisions that have been unable to be agreed or made as part of the formal project arrangements.

Membership

Chair: Operational Director

Deputy Chair: Executive Medical Director

Lead Pharmacist - ePMA.
Informatics Project Manager.
Trust Chief Pharmacist
Group Nurse Director (x1)
Head of Informatics – Customer Operations
Head of Information Governance and Medico Legal
CCIO

Other members can be co-opted depending on risk/issues

Quorum

Key representation must be present to form a Quorum. Minimum of 4 members including the Chair or Deputy Chair.

Note: This will be reviewed throughout the programme of projects.

Key Outputs
- Project updates.
- Risks and Issues.
- Scrutinise working group programme
- Guidance and agreement on key project decisions.

Time, Frequency & Duration
Meetings shall bimonthly but cancelled if there is no urgent business to discuss.

Support Arrangements
Venue:
Admin Support:

Linkages to other meetings & groups
- CDTQ (sub group of)
- Medicines Management Committee
- Project Working Group(s)
- Informatics Project Group
- Trust CHIG
- CCIO Clinical Reference Group

Standing agenda
- Apologies
- Action Checklist
- Project Updates
- Risk/Issues for discussion/resolution or escalation to Operational Delivery Risk Register
- Any Other Business
- Date, Time and Venue of Next Meeting