Pharmacy & Therapeutics Committee Terms of Reference

**Purpose**

The Pharmacy & Therapeutics Committee is a subcommittee of, and is responsible to, the Medical Advisory Committee (MAC). The Committee serves as an advisory and resource body to Holland Bloorview Kids Rehabilitation Hospital staff on pharmacotherapy and other related issues. It acts as a formal link of communication between medical, nursing staff, and pharmacy and other health care professions. The overall goal of the Committee is to promote safe, rational and cost effective distribution, utilization, and administration of medications and feeds within the hospital.

**Objectives & Responsibilities**

The Pharmacy & Therapeutics Committee:

* Reviews, develops and recommends policies and procedures relevant to the prescribing, distribution, and administration of medications and feeds, in a safe, effective and economic manner
* Serves in an advisory capacity as well as a resource to the Medical Advisory Committee on all matters pertaining to the use of medications and feeds
* Reviews reports of medication incidents and adverse drug reactions and makes recommendations thereon.
* Develops, reviews and maintains a formulary of approved medications for use at Holland Bloorview Kids Rehabilitation Hospital which reflects optimal, cost effective drug therapy
* Monitors drug utilization in the Hospital
* Ensures there is a quality improvement program related to Pharmacy services
* Supports and contributes to staff educational programs related to medication therapy and informs staff on an ongoing basis of advances in therapeutics so as to promote effective drug therapy
* Provides guidance regarding the appropriate management of drug shortages
* Develops clinical guidelines or protocols for the safe and effective use of medications
* Reviews and supports investigational medication studies to ensure patient safety and adherence to Holland Bloorview policies
* Oversees the Antimicrobial Stewardship Program, and supports the judicious and safe use of antimicrobial agents

**Membership**

The Pharmacy & Therapeutics Committee will consist of:

**Appointed Members:**

* Physician, MAC representative – Chairperson
* Vice President, Medicine and Academic Affairs or delegate who is a member of the medical staff
* Director, Pharmacy Services or delegate
* Clinical Dietician
* Manager, Patient Safety
* Operations Manager, Rehab & CCC
* Collaborative Practice Leader – Nursing
* Collaborative Practice Leader – Inter-professional
* Nurse Practitioner
* Family Leader
* Ambulatory care representative?

**Accountability**

The Pharmacy & Therapeutics Committee reports monthly via the Chairperson to the Medical Advisory Committee.

The Safe Medication Practice Subcommittee reports monthly to the Pharmacy & Therapeutics Committee.

**Decision Making**

* A majority of members (50% + 1) must be in attendance for decision-making to take place.
* All members will have voting privileges
* The consensus approach will be utilized for decision-making.  If this is not feasible, a vote will occur with a majority (50% + 1 of those in attendance) for it to carry. A confidential vote can take place upon request.

**Meeting Frequency**

The Pharmacy & Therapeutics Committee shall meet a minimum of eight times per year or at the call of the Chair.

**Minutes**

Minutes are recorded by the Executive Assistant, Medicine and Academic Affairs, and are circulated to all committee members within one week of each meeting. A summary of the recommendations and discussions will be presented to the Medical Advisory Committee by the Chair and significant recommendations made to the Board of Trustees.

**Frequency of Review of Terms of Reference**

Every two years or earlier as required