



SA MEDICATION SAFETY ADVISORY GROUP (SAMSAG)

TERMS OF REFERENCE

VISION

- To improve the health of South Australians by enhancing medication safety and reducing preventable medication-related harm in hospitals and the wider community.

ROLES

- Be identified as the peak SA Health advisory group promoting safe use of medicines.
- Support consistency and linkage between national and state agendas and action at the local health network (LHN) level.
- Identify policy directions, priorities and strategic directions for service development and delivery, relevant to medication safety and medication safety-related research.
- Ensure communication and information flow between local, state and national stakeholders.
- Facilitate a culture of shared learning and ongoing practice improvement regarding medication safety.

FUNCTIONS

- Coordinate, promote, evaluate and otherwise oversee and support initiatives and structures to improve medication safety across the public health care system in South Australia.
- Make recommendations regarding the implementation of national and state-wide directives related to medication safety and to support the implementation and evaluation of these recommendations across SA Health.
- Facilitate communication regarding medication safety between relevant stakeholders involved including hospital, LHN and community health care professionals, consumers and policy makers.
- Provide a forum to discuss, offer guidance and progress medication safety issues identified through local level incident data.
- Assess the quality and quantity of available data and information related to medication safety and take appropriate actions to improve data/information sources.
- Provide advice to the Department for Health and Ageing on medication safety issues as required.
- Facilitate ongoing practice improvement and knowledge of medication safety issues through education and research.
- Provide support and guidance to LHNs in relation to medication safety risks identified.



REPORTING

Reports directly to:

- South Australian Medicines Advisory Committee (SAMAC)

Provides reports to:

- SAMAC
- Safety and Quality Strategic and Operational Committees
- South Australian Safety and Quality Council
- LHN Medication Safety Committees (SAMSAG minutes)

Provides advice as required to:

- LHN Clinical Governance and Medication Safety Committees
- Enterprise Patient Administration System (EPAS)
- Australian Commission for Safety and Quality in Health Care
 - Health Services Medication Expert Advisory Group
 - Medication Reference Group
 - Medication Continuity Expert Advisory Group

PROPOSED MEETINGS

Meetings are scheduled (with teleconference facilities) four times a year or as determined by the Chairperson.

ALLOWANCE AND EXPENSES

Sitting fee available for consumer representatives and non SA Health representatives within employee arrangements as per SA Health Policy.

NOTICE OF MEETINGS

Established annually in advance.

CONFIDENTIALITY

All papers relating to the activities of SAMSAG are confidential, unless otherwise specified.

TERM OF APPOINTMENT

The term of membership for committee members is two years, with option to re-nominate. Membership is revised as required annually by the Chair, to ensure there is on-going renewal of the committee and to ensure that appointment of new members is spread over a period of time.



MEMBERSHIP

SAMSAG is chaired by the Director, Medicines and Technology Programs (MTP) or delegate.

The Committee will be multidisciplinary representing healthcare professionals involved in the medication management cycle including medical, pharmacy, nursing and midwifery and/or safety and quality.

Members will have an interest or expertise predominantly in medication safety and/or patient safety. Expertise in systems design, clinical risk management, clinical governance or quality management will also be sought.

The committee has the ability to co-opt members with specific expertise or from other sectors if required.

Membership will include:

- up to three representatives from each LHN and should be representative of the health units within the LHNs
- one nominee from SAMAC
- SA Pharmacy Portfolio Medication Safety Lead
- one nominee from Mental Health
- one Consumer nominee
- one nominee from Safety and Quality
- one nominee from Nursing/Midwifery.

TEMPORARY VACANCIES

Temporary vacancies may be filled at the discretion of the Chairperson.

ATTENDANCE

It is expected that members attend at least two of the SAMSAG meetings for each calendar year either in person or by teleconference.

Members should table an apology if unable to attend. Members unable to attend a meeting may recommend a proxy to the Chairperson. Attendance by a proxy is at the discretion of the Chairperson.

WORKING GROUPS

Working groups may be formed as required in relation to a specific project or area of work. Groups will develop policies and provide direction for implementation of strategies at a local level to increase medication safety in priority areas. Participation will be sought from experts drawn from the professions within the public hospital system and elsewhere, as required.





OUT-OF-SESSION RESOLUTIONS

To resolve some matters in a timely manner, the Chairperson may elect to determine the committee's position by way of out-of-session vote. A written proposal/s will be circulated to members, usually by email and a time and date will be specified for responses to be returned.

MINUTES

The draft minutes will be circulated shortly after each meeting and members will provide feedback if required. If no comments are forthcoming, the unconfirmed minutes will be sent out for circulation.

QUOROM

Half of members plus one for issues requiring vote.

SECRETARIAT

An Executive Officer is provided to the SAMSAG by MTP.

MTP is responsible for the management of the Secretariat and coordination of SAMSAG's activities in conjunction with SAMAC.

Updated: 05 September 2017

