



New Zealand Hospital Pharmacists' Association Incorporated
Te Kāhui Whakarite Rongoā Hōhipera o Aotearoa

Technicians' Special Interest Group Terms of Reference

Purpose of the Technicians Special Interest Group (SIG)

To facilitate a cross-sectoral approach to the developing role of technicians to the practice of pharmacy and to allow their representation in New Zealand Hospital Pharmacists' Association (NZHPA) matters by establishing a specialist interest group and an advisory committee to advise the Executive of the NZHPA.

Aim

To act as a source of advice and support to the members of the SIG and to the NZHPA Executive, and to actively promote the development of technicians allowing their contribution to healthcare to be maximised within their scope of practice.

Specific objectives are to:

1. Work with national and international bodies supporting the development of pharmacy technicians.
2. Explore and contribute to the design and delivery of a qualification pathway for technicians in collaboration with relevant national bodies including the New Zealand Qualifications Authority (NZQA) and the Pharmacy Industry Training Organisation (PITO).
3. Develop a regional and national network of technician groups by growing the membership to further the aims of the SIG.
4. Organise and deliver an annual programme of continuing education, including an annual study day.
5. Contribute to the overall aims of NZHPA by preparing and delivering against plans required to achieve the aims of the SIG.

Membership

Membership of the SIG is open to members of the NZHPA.

Committee

To address the identified objectives the SIG will appoint a committee that is duly elected from its members, with co-opted members as and when required.

The Committee shall comprise:

- The Convenor to be elected by the Committee and this decision to be ratified by NZHPA Executive
- A Vice-convenor to be elected by the committee
- A secretary to be elected by the committee
- A hospital technician representative
- A community pharmacy technician representative
- Two additional technician representatives
- A representative from the NZHPA Executive Committee

Note:

- The committee will endeavour to bring together representation from all the regions
- The position of secretary will be ratified at the first meeting of each year

The period of Convenor holding office shall be 2 years with the incumbent Convenor eligible for re-election.

A Vice-convenor shall be nominated in a similar manner as the Convenor. The duration of this position should be for 2 years.

To be in quorum, the Convenor, Vice-convenor or the Secretary has to be present and at least 4 other members, with a sensible balance of professional and organisational representation. Hospital, Retail, Industry, Training and/or Academia Representatives. (It is difficult to identify specific numbers required to be present from each professional or organisational body at this stage. It is proposed that over the course of the first year of operation, the issue of representation be monitored at each meeting to identify potential problem areas).

Conditions of membership

Members may be co-opted as and when required.

Members are required to declare any relevant interests. If an individual is in any doubt whatsoever about whether there is a conflict of interest (or that which may be potentially perceived by others), then they should state this at the start of any discussion, or prior to the meeting via the Convenor. Members may be excluded from decision making (to be judged by the Convenor), where appropriate.

As members will be truly representative, this carries a burden of dissemination/communication for the affected persons

Decision Making

A 'one member, one vote' system will operate. The Convenor has a casting vote, should there be an equal split. Any dissent against a decision is noted. An affected party can make an appeal against a decision at the next meeting.

Reporting

Reporting should be to all participating organisations via each ones preferred route. The secretary of the Committee will produce an annual report for the NZHPA.

Meetings

The Committee will meet at a time designated as required by the Committee to achieve its objectives.

Review

Given the nature of this new SIG, the terms of reference will be subject to formal review at the end of 12 months, but may be subject to challenge should the need arise in the interim.

Responsibility

This SIG and its subsequent committee is responsible to the executive of the New Zealand Hospital Pharmacists' Association (NZHPA).

1st August 2009