



New Zealand Hospital Pharmacy Association (Inc)

Te Kāhui Whakarite Rongoā Hōhipera O Aotearoa

NoIDs Steering Group Charter

Background and purpose

Notes on Injectable Drugs (NoIDs) is published online (noids.nz) and paper-based formats. NoIDs is a key NZHPA product which contributes to the on-going financial viability of the association.

The steering group provides business as usual governance and strategic direction of NoIDs. This document describes the on-going arrangements for the Steering Group.

Terms of Reference

To provide governance for the on-going rolling production and maintenance of NoIDs, to a high quality, and to agreed budget and timelines.

To oversee the

- financial governance of the production of NoIDs
- recruitment and management of the Business Manager, Chief Editor and subeditors
- quality assurance processes, and regular review of these, to ensure the currency and quality of content, and the reputation of NoIDs
- trends in sales, user feedback and wider use of NoIDs by subscribers in order to review the format and platform at regular intervals
- troubleshooting and timely response to technical and content concerns
- review of feedback on content and format to inform the review schedule of monographs and ensure NoIDs meets users' needs
- risk management of NoIDs

To raise concerns and where appropriate provide recommendations or escalate to the NZHPA Executive on

- legal and indemnity concerns
- terms and conditions of contractors
- other issues outside agreed parameters as they arise
- pricing schedule
- management of risk

Additional detail on Steering Group activities is described in the NoIDs Responsibility Matrix

Accountability

To the NZHPA Executive

Membership

Membership is voluntary and will include seven appointed members. The Chief Editor and NoIDs Business Manager, who will provide secretarial support, will be invited as non-voting members.

The members and the chair will be appointed by the NZHPA Executive following an expression of interest and selection process by the Steering Group. A person specification document will be used to guide member selection.

The appointed members will be current members of NZHPA and will include at least one of each of the following (some members may fulfil more than one criteria)*

- Practicing ward pharmacist
- Informatics pharmacist
- Previous NZHPA Executive member or an experienced leader within the NZ hospital pharmacy sector
- A current NZHPA Executive representative
- A Medication Safety / Governance pharmacist
- An experienced Medicines Information pharmacist who is member of MINZ

Between the steering group members the following **expertise** is needed*

- Governance - financial and organisational
- Health informatics
- Medication Safety
- Current clinical practice including experience with using NoIDs and contact with nurse users
- Medicines information expertise – MINZ member, with strategic view

Within the Steering Group there are a number of **roles** that members will need to take the lead on

- Budgeting and financial reporting (in collaboration with NoIDs Business Manager and NZHPA accountant/financial controller)
- IT platform support and development
- Quality assurance
- Recruitment, selection and management of operational staff

*NZHPA members who fulfil missing roles or possess missing expertise may be co-opted by the steering group for defined periods of time if required

Term of SG membership

Due to the new rolling update model of NoIDs this Steering Group is an on-going standing group. It is anticipated that appointed members will remain on the group for at least two years to maintain continuity.

Meetings and time commitment

Meetings will be conducted by Zoom at a time that suits members.

The quorum for a meeting is four members, not including the Chief Editor and the NoIDs Business Manager

The frequency of meetings will vary during the year, and it is anticipated that there will be one per month regularly scheduled meetings of an hour duration. Meetings will be scheduled to occur one to two weeks in advance of NZHPA Executive meetings. Additional meetings may be called if needed.

There will be an estimated one to two hours a month time commitment expected of SG members for activities such as meeting preparation, emails, budget/document review etc.

Reporting

The steering group will submit monthly and quarterly reports of progress to the executive and escalate any issues in between this period if needed.

Monthly	Additionally three monthly
Tracking against budget (provided by accountant)	Tracking of monograph review completion
Variance in expected sub-editor hours	Summary of nature and management of queries received
Number and detail of errors and how they are managed	
Updated risk register	
Summary of current work and any decisions required	

Delegated financial authority

The annual budget (beginning 1 June) is to be submitted to NZHPA Exec for approval in early May each year. This should be developed in line with the budget template provided by the NZHPA accountant / financial controller

The Steering Group are able to authorise

- Approved budgeted expenses such as
 - Business Manager and Editorial staff invoices to agreed rates
 - Editorial staff invoices that exceed agreed contracted hours in accordance with Schedule 2
 - Web developer
 - Printing costs for standard run
- One off unbudgeted cost to maximum of \$200

Other expenses should be referred to NZHPA Exec for discussion and approval.

Related documents

NoIDs Responsibility matrix

Approval process for additional sub-editorial hours

