

## TERMS OF REFERENCE

### 1. Purpose:

- To act as an expert and informed body on pharmacy-based aseptic preparation; to promote good practice, to identify and resolve problems, to maximise the effectiveness and development of services, and to address all issues pertaining to this objective.
- To act as a consultative resource for all matters relating to the aseptic preparation of pharmaceuticals

### 2. Principal Functions & Objectives

- 2.1 To act as a nationally acknowledged expert group and communications network for the provision of advice on issues pertaining to aseptic preparation of pharmaceuticals including cytotoxics, parenteral nutrition and all other related product groups.
- 2.2 To maintain effective links between the NHS PASG and local aseptic networking groups in order to disseminate information both to and from these local groups. In particular, this will enable awareness to be raised nationally about local issues and projects under development.
- 2.3 To evaluate, endorse and disseminate appropriate standards of best practice, and to promote the efficient use of resources.
- 2.4 To provide a representative to the National Advisory Board
- 2.5 To compile such resource and management documents as necessary to promote best practice.
- 2.6 To develop appropriate relationships and communication with: the Medicines and Healthcare products Regulatory Agency (MHRA), Departments of Health, Royal Pharmaceutical Society of Great Britain (RPSGB) the National Patient Safety Agency (NPSA), the NHS Pharmaceutical Production Committee, UK Radiopharmacy Group, the NHS Pharmaceutical Quality Assurance Committee, NHS Technical Specialist Education and Training group (TSET) , British Oncology Pharmacy Association (BOPA), British Pharmaceutical Nutrition Group (BPNG) and the pharmaceutical industry, to facilitate developments and initiatives of benefit to patients and hospital pharmacy services.
- 2.7 To provide a forum for the exchange of views, ideas, information and advice of special interest in the field of aseptic preparation services
- 2.8 To provide, support and encourage opportunities for education and training in issues relevant to the speciality.
- 2.9 To monitor, interpret and contribute to the development of relevant guidance or legislation, and to disseminate such information to interested parties.
- 2.10 To promote research and development in areas of need and to monitor and report on these activities.
- 2.11 To enable and encourage cooperative working

### **3. Minutes and Records**

Minutes of meetings shall be taken and circulated to appropriate contacts in the following groups:

- (i) RPSGB Hospital Pharmacists Group
- (ii) NHS Pharmaceutical Production Committee
- (iii) NHS Pharmaceutical Quality Assurance Committee
- (iv) British Pharmaceutical Nutrition Group
- (v) UK Radiopharmacy Group
- (vi) British Oncology Pharmacy Association
- (vii) National Paediatric Pharmacists Group
- (viii) Office of the Chief Pharmacist and equivalent (Scotland, Wales & Northern Ireland)  
*(Send to Office)*
- (ix) The Medicines and Healthcare Products Regulatory Agency (M.H.R.A)
- (x) National Patient Safety Agency
- (xi) National Advisory Board

This is undertaken to promote communication and develop relationships.

### **4. Membership:**

- 4.1 Membership of the NHS Pharmaceutical Aseptic Services Group will be by requested nomination only.
- 4.2 Members will be nominated to ensure national representation, and where appropriate, will have been nominated by their local Aseptic Services group. Specifically, the NHS PASG will consist of at least one, and preferably two, members from the following SHA areas:

North East  
North West  
West Midlands  
South East Coast  
South West  
East of England  
East Midlands  
London  
South Central  
Yorkshire and Humber

together with one representative each from Scotland, Wales and Northern Ireland.

4.3 Members will reflect and be drawn from the following categories:

- (i) Hospital Pharmacy staff with practical expertise in aseptic preparation services. This should include representatives from both licensed and unlicensed units, and those with specialist interests such as paediatrics and clinical trials.
- (ii) Quality Assurance Pharmacy staff with active responsibility for aseptic preparation services.
- (iii) Up to two representatives from each of the following committees:
  - NHS Pharmaceutical Production
  - Radiopharmacy
  - Quality Assurance Committees.
- (iv) In addition, representatives of academia and other bodies with an interest or expertise in aseptic services may be appointed by invitation of the Group, including the RPSGB Hospital Pharmacists Group, M.H.R.A., NHS Technical Services Education & Training Group (NHS TSET).

**5. Conduct and Management of the Group:**

- 5.1 A nominated Chairman, Vice Chairman, Secretary and Treasurer, known as the Officers, shall administer the affairs of the NHS Pharmaceutical Aseptic Services Group.
- 5.2 Officers will be elected for 2 year terms of office.

The vice chairman will serve one year as vice chairman, followed by two years as Chairman and a further year as vice chairman.
- 5.3 The officers are appointed from within the membership of the group, and confirmed by the group.
- 5.4 The Chairman, or in exceptional circumstances, the Vice-Chairman, will represent the NHS PASG on the National Advisory Board.
- 5.5 Meetings will be held four times a year.
- 5.6 A minimum of 12 members must be present for a meeting to be quorate. If less than 12 members are present the meeting may continue but decisions must be deferred to a quorate meeting.
- 5.7 Where a conflict of interest may arise, members must declare their interest and be prepared to withdraw from the meeting of the NHS Pharmaceutical Aseptic Services Group when items of sensitivity are discussed, on the advice of the chairman (e.g. when commercial products or services, or related issues are raised).

## **6. Finance**

The NHS PASG Treasurer will manage the Group's financial affairs. A bank account is held in the name of NHS Pharmaceutical Aseptic Services Group and is administered by the treasurer. This account requires two signatures from the officers of the Group namely the Chairman, Secretary or Treasurer on any correspondence or cheque. A balance sheet is held for each financial year and is updated whenever a transaction occurs. At financial year end, this balance sheet is verified as correct by the Chairman who holds ultimate responsibility for the Group's business affairs.

Any monies generated by the activities of the group are deemed to be held 'in trust' on behalf of the NHS. In the event of the closure of the group any monies will be distributed to the appropriate NHS body.

## **7. Strategy:**

The NHS Pharmaceutical Aseptic Services Group shall achieve its purpose by the following:

- 7.1 National Meetings - organised periodically to address topical issues, disseminate information and to educate. Specific aims for the national meeting are:
  - To provide a forum for the exchange of views and information.
  - To identify and disseminate examples of best practice.
  - To increase awareness of relevant standards, legislation and topical issues.
  - To provide education and training according to identified needs.
- 7.2 CIVAS Handbook: - Produced regularly by a sub-group of the NHS PASG, with specific responsibilities for both publication of the Handbook and review of updated information published between editions.
- 7.3 To stimulate discussion at regional and local level by feedback from the group.
- 7.4 Other publications - produced to meet specified requests and needs  
e.g.
  - Special topics of relevance and current interest.
  - Articles for the pharmaceutical press.
  - Development and maintenance of a Web site, and internet based discussion forum.
- 7.5 Questionnaires / Surveys: - Periodic assessment of current practices  
- Surveys of needs / research / education.

## **8. Officers:**

<b>Chairman</b>	<b>Vice Chairman</b>	<b>Treasurer</b>	<b>Secretary</b>
<b>Richard Needle 1992-2006</b>	<b>David Lovett 2007-</b>	<b>Richard Needle 1996-2006 with Tim Sizer 1996-2006</b>	<b>Jeff Koundakjian 1993-2001</b>
<b>Peter Rhodes 2006-</b>		<b>Lyndsay Raine 2006-2010</b>	<b>Lyndsay Raine 2002-7</b>
		<b>Mary Taylor 2010-</b>	<b>Charlotte Gibb 2007-</b>

### Document History

Discussion document originally drawn up on 25 March 1996: Tim Sizer

2<sup>nd</sup> Draft prepared 13 December 1996: NCIVASG

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