

East of England Homecare Sourcing Group

Terms of Reference

Accountable To: Chief Pharmacists

Reporting Arrangements: Reports to Pharmacy East of England Network (PhEN)

Purpose: To act as an operational network group for local pharmacy homecare teams to share good practice, promote effective medicines optimisation and ensure optimal use of East of England NHS Collaborative Procurement Hub (EoECPH) homecare contracts. To act as the primary discussion and review forum for projects developed under the centralised homecare governance model.

Membership:

Initially -

- Local Homecare Teams or a representative thereof
- Pharmacy Procurement Team or representative thereof
- EoECPH Procurement Team representative
- Regional Procurement Specialist Pharmacist

Membership is open to all Trusts within the East of England region.

Quorum: The quorum shall be a minimum of 6 represented Acute Trusts.

Frequency: Quarterly

Attendance: Members must be mandated to act on behalf on their Trusts / Bodies. Members are invited to attend (or be represented at) the meetings with delegated authority.

Chairperson: East of England Regional Homecare Lead

Secretariat: Initially provided by EoECPH then shared duty by members on a rotational basis.

Draft Minutes will be distributed within 10 working days after the meeting and will be ratified at the subsequent meeting.

Responsibilities:

- Share best practice relating to medicines homecare arrangements across the region
- Ensure appropriate use of local incident and complaint reporting systems and benchmark across the region to share learning
- Develop and improve the processes in managing medicines homecare to ensure that the Royal Pharmaceutical Society (RPS) homecare standards are met
- Improve communication amongst member Trusts on homecare issues or updates
- Support the development of a centralised homecare governance model
- Support the development of contracts which improve governance and emphasise optimal medicines optimisation (outcomes, safety and experience)

- Monitor overall medicines homecare activity (spend, patient numbers, financial benefits) across Trusts to enable benchmarking
- Support EoECPH tendering activities through the development of homecare specifications and input into contract adjudications
- Share information relating to available contracts and monitor overall uptake
- Liaise with Homecare providers and manufacturers regarding escalated service issues as appropriate
- Develop a regional approach to governance documentation and KPI reporting which is aligned to national documentation.
- To monitor and review KPI data and report / alert chief pharmacists where required.
- To review local implementation of national guidance/outputs of NMHC
- To monitor the impact of supply chain shortages on homecare services and share management plans
- Share local Trust service review issues relating to existing contracts and convene regional service reviews
- Develop an annual work plan for outputs of the group
- Co-ordinate and monitor the repatriation of patients to homecare providers.

Commitment of Sourcing Group Members

A key task of each member is to contribute to the overall control and direction of the Group. To succeed, the adopted centralised model requires commitment from all participating Trusts. This applies not only to the principles of the Group but also to each and every individual contracting exercise.

Group members are encouraged to equally contribute their views, experiences and knowledge to the successful working of the group and promoting and upholding RPS professional standards at all times.

Performance Indicators

Measured by communication improvement, pooling of knowledge and issue resolution.

Interaction with other Groups / stakeholders:

Minutes will be circulated to members of the group, PhEN, Chief Pharmacists, members of the Shires, Essex and East Anglia Purchasing Consortiums and commissioning stakeholders as appropriate.

The group will receive updates from national forums (CMU/PMSG/NHMC) via existing regional representation



East of England NHS Collaborative Procurement Hub

Organisation:

*Sourcing Group Member
Signature:*

Name: (Please print)

Designation:

Date:

*Sourcing Group Member
Signature:*

Name: (Please print)

Designation:

Date:

*Chief Pharmacist's
Signature:*

Name: (Please print)

Date:
