

TERMS OF REFERENCE - Minor Ailments Advisory Group (MAAG)

1.0 Background:

The Ontario College of Pharmacists (the College) is mandated to protect and serve the public, and committed to advancing safe, quality pharmacy practice throughout the province. In April 2019, the Ontario government announced that it would [expand scope of practice](#) for certain regulated health professionals, including pharmacists. Under these changes, pharmacists will be able to prescribe medications for certain minor ailments.

The government has asked the College to make regulations that would authorize pharmacists to prescribe for minor ailments, while ensuring that patient safety is not compromised. The College has been asked to submit regulation changes to support this expanded scope by June 30, 2020.

A Minor Ailments Advisory Group of key stakeholders including experts in medicine, public health, health systems research, community pharmacy and patient advisors has been established to inform and guide these changes. In addition, given the 2015 World Health Organization action plan on antimicrobial resistance that includes an objective to optimize the use of antimicrobials in humans and animals, the Group also includes the Ontario leads on antimicrobial stewardship, with a view to using this opportunity to take action on a provincial scale to address this crisis at the pharmacy practice level. The College will also consult broadly with pharmacy professionals, the public and other stakeholders, including the Pharmacy Associations, whose expertise will be key in drafting regulations that put patient safety first.

This document sets out the terms of reference for the **Minor Ailments Advisory Group**.

2.0 Role:

The Advisory Group will provide recommendations to the College for regulatory, policy, implementation and evaluation of pharmacist prescribing for minor ailments, with a view to improving health outcomes and quality of the system. These recommendations will inform the regulatory submission due to the government in June 2020.

3.0 Responsibilities:

All members of the Advisory Group are expected to fully participate in the discussions and contribute expertise to the following areas:

- Recommendations on which minor ailments and medications to include in the regulation
- Recommendations for regulatory, policy standards and implementation of pharmacist prescribing
- Competency, knowledge, and skills needed to support minor ailment prescribing
- Parameters that will be necessary to ensure safe prescribing
- An evaluation plan to measure impact of pharmacist prescribing, which may include both clinical and system outcome measures

4.0 Membership:

Membership for the Advisory Group will include health care providers, users, researchers, policy makers, sector stakeholders, and system representatives including:

- Pharmacy practice (representing hospital and community practice, independent and corporate ownership, urban and rural practice)
- Medicine (including rostered family medicine practice)
- Public Health
- Antimicrobial stewardship

- Academia with research, evaluation and implementation science
- Data and measurement capacity in Ontario's pharmacy sector and health system
- Quality performance measurement and development in the health system
- Patient perspective (representing care within a rostered and independent practice model)

A participant list will be attached to the Terms of Reference and will specify when an advisory member also represents an organization (see Attachment 1). Guests may be invited as required to support Advisory Group activities.

5.0 Attendance:

To maintain continuity and consistency in discussion and group composition, members will strive to attend all meetings in person, but teleconference will also be made available. If unable to attend on the meeting date, members are encouraged to provide written feedback if required.

6.0 Decision-making:

The Advisory Group will provide expertise and advice to the College. The group will inform College decisions respecting the regulations to enable pharmacist prescribing for minor ailments, which will be subject to Council approval in June 2020 following formal public consultation. Advisory group members will contribute to decisions within the limits of their expertise and will have the ability to abstain from decisions as they choose. Decisions and final recommendations will be made by consensus (i.e. majority). Dissenting opinions will be documented.

7.0 Frequency of meetings and manner of call:

The Advisory Group will meet monthly until December 2019. Additional meetings may be required until the June 2020 deadline for the regulatory submission. All meetings will be held in Toronto at the College, with reasonable notice given in advance to each member. Meetings will be one hour in duration.

8.0 Secretariat support:

The College will be responsible for providing secretariat support for the Advisory Group by:

- Scheduling and hosting meetings
- Coordinating the preparation of information including but not limited to agendas and minutes
- Recording proceedings and reports, and maintaining information for the work of the Advisory Group
- Ensuring meetings take place in venues accessible to persons with disabilities
- Distributing meeting agendas and other materials prior to meetings
- Completing the full regulatory submission to the Ministry

9.0 Expenses:

Advisory Group members serve as volunteers and are not remunerated for their service. The College will reimburse pre-approved travel expenses incurred by members in accordance with the [College's by-laws](#).

10.0 Conflict of interest:

Conflict of Interest: Members must make a declaration of any potential conflicts of interest related to Advisory Group business to the Chair. The Chair will determine what action, if any, is required arising from the conflict of interest.

11.0 Review:

Terms of Reference, including role, responsibilities, and membership will be reviewed as needed.

Attachment 1: Minor Ailments Advisory Group

Participant List

| Name | Organization representation (if applicable) | Type of Representation/Expertise |
|--|--|---|
| Javed Alloo | Individual | Medicine, Health System Policy |
| Noah Ivers* | Chair in Implementation Science, Woman's College Hospital Institute for Health System Solutions and Virtual Care | Medicine, Implementation Science |
| Valerie Leung | Public Health Ontario | Antimicrobial Stewardship, Pharmacist (hospital) |
| Mark McIntyre | Sinai Health System – University Health Network Antimicrobial Stewardship Program (SHS-UHN ASP) | Antimicrobial Stewardship, Pharmacist (hospital) |
| Andrew Morris | (SHS-UHN ASP) | Antimicrobial Stewardship, Medicine |
| Yoshi Nakamachi | (SHS-UHN ASP) | Antimicrobial Stewardship |
| Nardine Nakhla | University of Waterloo | Pharmacist Academia, Research (Self-care therapeutics and Minor Ailments) and Evaluation |
| Mina Tadrous | Implementation Science, Woman's College Hospital Institute for Health System Solutions and Virtual Care | Academia, Research and evaluation, implementation science, pharmacy and health system performance measures/data sources |
| Kevin Schwartz | Public Health Ontario | Antimicrobial Stewardship, Medicine. Paediatrics, research and evaluation |
| Randy Luckham | Individual | Pharmacist (community, rural, independent) |
| Rosemary McNeely | Individual | Patient Advisor (rostered) |
| Ann Rawson | Individual | Patient Advisor (independent) |
| Gail Dobell | Health Quality Ontario | Health system quality measurement and development |
| David Kaplan | Individual | Medicine (rostered family practice), Health system quality measurement and development |
| Tracy Wieresma | Individual | Pharmacist (community, urban, franchise) |
| Secretariat Support - Ontario College of Pharmacists | | |
| Nancy Lum-Wilson, Registrar and CEO (Chair) | | |
| Susan James, Director, Quality | | |
| Anastasia Shiamptanis, Policy Advisor | | |

*unable to attend meetings, involvement will be represented through Mina Tadrous