

TERMS OF REFERENCE: AIMS Safety Insights Group

1.0 Background

The Ontario College of Pharmacists' (the College) mandate is to serve and protect the public. To support this mandate, the College is responsible for encouraging continuous quality improvement within the profession of pharmacy. With better data and information, both pharmacy professionals and the College can make evidence-informed decisions to improve the quality of pharmacy care in Ontario.

The overall goal of the AIMS (Assurance and Improvement in Medication Safety) program is to improve medication safety through the recording and analyzing of incidents and near misses that will identify solutions and quality improvement opportunities aimed at preventing future medication incidents and near misses. The College is committed to supporting community pharmacies to use data to strive towards this goal and emphasizing learning through a safety culture where individuals are comfortable bringing forward medication incidents without fear of punitive outcomes.

Driven by OCP's commitment to put patients first and support high quality and safe patient care, the AIMS Safety Insights Group recommendations will assist and facilitate learning from medication incidents and near misses with the goal of improving patient safety.

This document sets out the terms of reference for the **AIMS Safety Insights Group (AIMS-SIG)**.

2.0 Purpose

This group will draw upon the experience of experts from various environments related to medication safety such as community pharmacy, academia and health data analysis, to support the AIMS program goals of sharing lessons learned across the province.

The AIMS-SIG will review and interpret AIMS data analysis and make recommendations on opportunities for continuous quality improvement. The anonymized AIMS data will be analyzed by the Ontario Drug Policy Research Network (ODPRN) and will be reviewed and interpreted by this group. Through their expertise and experience, the AIMS-SIG will identify underlying system causes, develop guidance and provide suggested preventative actions. By having a multi-stakeholder perspective that consists of medication safety experts, data analysts, practicing pharmacy professionals, and patients, it supports a robust approach that identifies areas of risk to patient safety, appropriate knowledge translation, and guidance that can be shared back to the profession.

The AIMS-SIG will be responsible for identifying the recommendations that will be shared through regular reports based on data analysis which will include key findings and proposed actions for pharmacy professionals and other stakeholders.

3.0 Scope

The following activities are in scope for the AIMS-SIG:

- Reviewing data analysis, identify and prioritize questions to guide analysis and areas for further investigation

Terms of Reference: AIMS Safety Insights Group

- Identify practice insights, key themes, actionable recommendations and CQI opportunities for pharmacy practice
- Contribute to the content of the report, review and provide feedback on drafts

4.0 Responsibilities:

The primary objective of the AIMS-SIG is to provide guidance and actionable recommendations for pharmacy professionals, the pharmacy sector and other health system stakeholders on how to improve medication safety, by reviewing data analysis, directing further in-depth analysis, identifying key findings, and contributing to robust medication safety reports for Ontario.

All members of the working group are expected to fully prepare for meetings by reviewing meeting materials and participating in the discussions.

Specifically, group members are expected to contribute in the following ways:

- Review initial analyses, consider available evidence, identify and prioritize areas for further in-depth analysis and questions for investigation
- Review in-depth analyses to develop practical recommendations for pharmacy professionals and other stakeholders as appropriate
- Recommend review of data or recommendations with others not involved in the working group that may have the necessary expertise to support the process
- Work together to recommend key findings, taking into consideration criteria including importance, relevance, actionability and evidence-base
- Contribute the content for each report and provide feedback on drafts

In addition to the group members, the College, ODPRN and Pharmapod will hold specific roles and responsibilities to support the work of the AIMS-SIG with the goal of improving medication safety. They include:

The College - Secretariat Support:

- Provide background and context on the AIMS program
- Co-chair the AIMS-SIG as a non-voting member
- Design, copy-edit and produce the drafts and final report based on the discussion, guidance and recommendations made by the AIMS-SIG
 - The College may provide input into the reports, but will not influence the results or recommendations in the reports
- Disseminate the findings and communicate with registrants and the appropriate stakeholders to support a timely and measurable impact
- Influence the uptake of these recommendations with pharmacy professionals and stakeholders
- Implement the AIMS-SIG recommendations that identify internal opportunities for improvement
- Maintain the contractual relationship with ODPRN to support the data analysis of the AIMS data
- Provide secretariat support (see Section 10.0 Secretariat Support)

ODPRN - Observer:

- Conduct analyses of the AIMS data, including:
 - Descriptive analysis on current trends and types of reports made

Terms of Reference: AIMS Safety Insights Group

- Exploring clusters and characteristics of commonly occurring medication safety reports
- Leveraging data to find patterns in commonly occurring reasons for medication safety events
- Post-hoc population-level analysis using administrative claims data

Pharmapod - Observer:

- Observe meetings and bring AIMS SIG insights to the Pharmapod team to improve the AIMS Pharmapod platform, including:
 - Information that will improve the platform experience for users
 - Information that will improve data quality for future AIMS data analyses

5.0 Membership:

The breakdown of membership is represented below:

Co-Chairs:

- 1 co-chair with medication safety and data analytics expertise
- 1 co-chair from OCP with expertise in data analytics and the AIMS program

Group Members (total 11-12 members):

- 2 front-line community pharmacists
- 1 front-line community pharmacy technician
- 1 medication safety expert not affiliated with a pharmacy organization
- 2 pharmacy operations representatives that have analyzed incident data and applied into pharmacy practice
- 1 educator with experience in pharmacy practice
- 1 patient representative
- 1 individual with data analytic expertise
- 1 individual with communications and/or knowledge translation expertise

Analytics Resource:

- Ontario Drug Policy Research Network (ODPRN)

AIMS Pharmapod Platform Observer:

- 1 individual with expertise in the AIMS Pharmapod platform

Secretariat Support:

- OCP practice or policy team representative
- OCP communications representative (when appropriate)

A membership list is attached to the Terms of Reference and specifies affiliation.

6.0 Communication:

The AIMS-SIG will strive for transparency by posting meeting proceedings, including the decision-making process between group members, the College and ODPRN, on the College website in a timely manner. The College will play a key role in supporting the communication and dissemination of the AIMS-SIG activities as well as key milestones and progress to date, such as ensuring key updates and progress of the group are made available on the College website to support transparency of the discussions and decisions. Given the mandate of The College, which is to serve and protect the public, the College will act on the AIMS-SIG recommendations and identify opportunities for improvement that will support the overall goal of the AIMS Program. These actions will be shared on the College website.

7.0 Attendance:

Meetings will be held virtually at the present time. To maintain continuity and consistency in discussion and group composition, members will strive to attend all meetings.

Members are not permitted to send a delegate in their place in the event that they cannot attend a meeting. If unable to attend on the meeting date, members are encouraged to provide written feedback for consideration.

8.0 Recommendations & Decision-making:

Recommendations for the medication safety reports will be made by the AIMS-SIG members. The College and ODPRN will not participate in decision making and are non-voting members.

At meetings, a quorum of 50% of membership is required for decision-making. Although members will strive to make decisions and recommendations by consensus, it may be necessary to vote on certain recommendations. Votes will be recorded in the minutes, but not with names attached.

9.0 Frequency of meetings:

The working group will meet regularly (approximately monthly), and reasonable notice of meeting dates and times will be given in advance to each member. Meetings will be up to 2 hours in duration, and will occur between the hours of 9am and 5pm Mondays through Fridays.

10.0 Secretariat support:

The College will be responsible for providing secretariat support for the working group by:

- Scheduling and hosting meetings
- Coordinating the preparation of information including but not limited to agendas and minutes
- Recording proceedings, and maintaining information for the work of the working group
- Ensuring meetings take place in venues accessible to persons with disabilities
- Distributing meeting agendas and other materials prior to meetings
- Support drafting, designing and distributing regular reports

Terms of Reference: AIMS Safety Insights Group

- Supporting the communication and dissemination of the AIMS-SIG activities as well as key milestones and progress to date, such as ensuring key updates and progress of the group are made available on the College website to support transparency of the discussions and decisions

11.0 Expenses:

Working group members are entitled to remuneration as outlined in the [College's remuneration guidelines](#).

12.0 Non-Disclosure, Confidentiality & Conflict of Interest:

Throughout the course of this work, working group members may be privy to confidential information. To support honest dialogue throughout this process, all members of the working group will be required to sign a statement of confidentiality and non-disclosure.

Conflicts of interest will be acknowledged at the first meeting. It is expected that these interests will not impede the ability of the working group to develop principles of shared accountability in the public interest.

13.0 Review:

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

Terms of Reference: AIMS Safety Insights Group

AIMS Safety Insights Group Member List

Lisa Dolovich (Co-Chair)	University of Toronto
Barbara De Angelis	Rexall
Deb Saltmarche	Shoppers Drug Mart
Michael Hamilton	ISMP Canada
Sherilyn Houle	University of Waterloo
Rosemary McNeely	Patient Partner
Christine Thibeault	Registered Pharmacy Technician (North)
Ali Hussain	Registered Part A Pharmacist (Toronto)
Nadet Sabry	Registered Part A Pharmacist (East)

Observers

Mina Tadrous	ODPRN
Carla Beaton	Pharmapod

Ontario College of Pharmacists Staff List

Vivian Ng (Co-Chair)	Manager Strategic Policy and Analytics
Jane McKaig	Manager Community Practice
Karin Taylor	Policy and Analytics Officer