**NHMC**

**National Homecare Medicines Committee**

**Homecare Standardisation Group**

**TERMS OF REFERENCE**

**1. AUTHORITY**

* 1. The Homecare Standardisation Group is a sub group of National Homecare Medicines Committee (NHMC) and will lead and report on the standardisation of processes and documentation relating to homecare services within homecare organisations including the NHS

1. **PURPOSE**
   1. To work with and support all homecare organisations in standardising homecare processes and documentation
   2. To support the implementation of standardised processes and accompanying documentation in homecare organisations
   3. To support innovation within the homecare market, offering support and advice from an NHS perspective
   4. In particular (but not exclusively), the Group will work closely with the National Clinical Homecare Association (NCHA) through a shared standardisation workplan and shared prioritisation of projects
2. **MEMBERSHIP**
   1. The membership of the Group will consist of Regional Homecare Specialists, Regional Procurement Specialists, NHSE Commercial Medicines Unit (CMU) representatives and operational NHS Homecare staff, as follows;

* Chair (voluntary role and separate from NHMC chair function)
* Regional Homecare Specialists (suggested minimum 5)
* NHSE Commercial Medicines Unit (CMU) representative
  1. Precise membership will be at the discretion of the Chair
  2. Precise membership may change as appropriate for the needs of the workplan

1. **REPORTING RESPONSIBILITIES**
   1. The Group will report to NHMC and through that committee to National Pharmaceutical Supply Group (NPSG)
   2. The standardisation workplan will be updated and circulated at NHMC meetings
   3. The standardisation workplan will be circulated to the NCHA and ABPI homecare group quarterly (after each NHMC meeting)
   4. The standardisation group Chair will appoint a project lead for each project as appropriate
   5. The project leads will request participation from a wider group of operational homecare staff as required
   6. The project leads will update the Chair on the progress of each project at each meeting
2. **MEETING FREQUENCY AND ADMINISTRATION**
   1. The Group will meet monthly either in person or via teleconference or similar with the NHS regional homecare specialists
   2. The Chair of the Group will maintain an up to date rolling work plan
   3. The Chair will ensure that the NHMC standardisation workplan aligns with the NCHA workplan as appropriate

1. **DUTIES**

The duties of the Group are as follows;

* 1. All members must recognise their responsibility with regard to confidentiality which, when required, must be maintained at all times
  2. All members are expected to promote awareness of the role of NHMC and the Standardisation Group. They should make themselves available to explain and clarify discussion points within the geographical areas and organisations that they represent, at all times and refer homecare providers to the Chair with national issues where appropriate
  3. All members should actively review the documents when available for consultation and ensure the geographical area they represent also have an opportunity to respond
  4. All members must commit to supporting the workgroup agenda and activities. The role of the workgroup is to support the relevant sections of the overall NHMC work programme

1. **MONITORING EFFECTIVENESS**
   1. The Group will maintain a workplan and action plans where relevant
   2. Once a year, the Group will review its own performance, the workplan, action plan and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the NHMC

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