

Scottish Neurology Pharmacy Specialist Interest Group (SIG): Terms of reference

Remit of group

The purpose of the neurology pharmacy SIG is to inform national strategic policies, priorities and disseminate expert clinical advice. We will share best practice on the management of patients with neurology conditions, in Scotland, with the aim of optimising clinical outcomes and population health.

Objectives

The objectives are to:

- Identify key areas for improving neurology care in Scotland
- Develop and deliver a work plan to deliver recommendations detailed in any National reports, for example, the Effective prescribing and therapeutics Quality Prescribing strategy.
- Provide an opportunity for members to network and focus on specific topics, issues
- Influence Scottish educational neurology programmes at undergraduate and postgraduate level.
- Provide an opportunity for members to share learning & good practice and participate in peer review

Disseminate key neurology prescribing advice and information from the group to key stakeholders and wider multidisciplinary groups.

Members

The Health Board should nominate a maximum of four representatives (proportionate to the size of the Health Board), ideally with a multi-sector representation. The representatives shall ensure that any information is appropriately communicated to the necessary individuals within their board area.

Suggested list includes representatives from:

- Neurology pharmacist/Independent Pharmacist prescriber working in primary care or secondary care
- Pharmacy technician working in neurology
- G.P practice pharmacist
- Community pharmacist

Collaboration

The Scottish Neurology Pharmacy SIG will work closely with:

- Directors of Pharmacy
- National Neurology Service Improvement Forum
- Scottish Government Head of Effective Prescribing & Therapeutics
- Community Pharmacy Scotland
- NHS Education Scotland

- SP3A
- National Acute Pharmacy Service
- Schools of Pharmacy
- Third Sector organisations:
- Climate emergency and sustainability board leads

Additional input: Additional input may be sought from the following people, when required, to help drive forward national priorities eg.

- G.P. with a special interest in Neurology
- Neurology Consultant
- Physiotherapists
- National Procurement/Homecare Leads
- Paediatrics

Meetings

The Neurology SIG meeting will be quarterly via MS Teams (with one face to face meeting)

The Chair, two vice-chairs (from different sectors) and Secretary will be nominated by members of the Scottish Neurology Pharmacy SIG group.

- Office holders will hold office for a maximum period of two years. He/she will be eligible for re-appointment after a minimum interval of one year.
- The Chair will preside at Scottish Neurology Pharmacy SIG meetings and in his/her absence one of the Vice-chairs will preside.
- In the absence of both, the group will appoint a Chair for that meeting only.
- The Chair will act as representative for the duration of the office at national level.
- The Vice-chairs will represent the group in the absence of the Chair.
- The Chair, with agreement of the group, may nominate a representative to attend meetings and represent the group.

Annual General Meeting (AGM)

The Scottish Neurology Pharmacy SIG AGM will normally be held as part of the first hour of the first scheduled meeting in Quarter 3 of the financial year.

AGM business -

- Appointment of office bearers when necessary
- Review of Terms of Reference - annually
- Review of the Work Plan monitoring progress and outcomes.

Minutes of this meeting will be taken and ratification of minutes will take place at the next scheduled Scottish Neurology Pharmacy SIG group meeting.

Action Plan

- Core Members will agree a Work Programme on an annual basis (First meeting of calendar year).
- Core members will actively participate in work plan
- Progress will be reviewed as an agenda item at 1st and 3rd meeting of the year
- Action Plan will be shared with DOP group

Reporting

The Terms of Reference and work plan plus action minutes (in the form of flash reports) of the SIG meetings will be submitted to the Directors of Pharmacy Group.

It is suggested that the Neurology pharmacy SIG will report and discuss issues as needed with the Scottish Practice Pharmacy + Prescribing Advisors Group (SP3A), NAPS and Community Pharmacy Scotland. The chair of the Neurology pharmacy SIG may attend the SP3A leadership meetings and NAPS meetings, as needed.

A Teams channel will be open to wider membership of interested pharmacy professionals, fed into by the core membership.