



College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: info@cphm.ca | Website: www.cphm.ca

Safety IQ Advisory Committee

Terms of Reference

Approved by College Council on October 15, 2018 and updated December 10, 2021

Type of committee

An advisory committee to Council.

Mandate

The mandate of the Safety IQ Advisory Committee is to serve as a resource to Council and the Quality Assurance Committee in matters related to the provincial continuous quality improvement program (CQI) – Safety Improvement in Quality (Safety IQ). The Safety IQ Advisory committee periodically reviews the Safety IQ program to evaluate the progress and success of the program and makes recommendations to Council on program enhancements that will improve pharmacy practice and patient safety.

Responsibilities

- Monitor the implementation of the Safety IQ CQI program and make recommendations for revisions as required.
- Review statistics from the National Incident Data Repository as well as platform providers and recommend strategies to engage community pharmacy participants.
- Review analysis of Safety IQ incident data by ISMP Canada and make recommendations on potential resources or recommended updates to practice directions to enhance patient safety.
- Consider/review resource material for use by community pharmacies to enhance their use of the tools and advance a culture of safety within Manitoba community pharmacies

Membership

The Chair of the committee is appointed by Council.

The Committee Chair or a designate must be present at all meetings of the Safety IQ Advisory Committee. The Chair may choose to invite additional participants to committee meetings when needed to address gaps in knowledge or expertise.

The Safety IQ Advisory committee will comprise of the following volunteer individuals:

Member of the National Association of Pharmacy Regulatory Authorities



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Chair – To be appointed by
Council Committee Members

- 2 – Quality Assurance Committee members
- 3 – community pharmacy representatives
- 1- Non-community pharmacy practice representative
- 1 – Pharmacy technician representative
- At least 1 – Public representative (recruited by the College and appointed by Council)
- 1 – College of Pharmacy, University of Manitoba representative
- 1 – Pharmacy Technician Education Program, MITT representative

Adhoc Representatives to serve as a resource for the committee as needed

- 1 – Manitoba Health representative
- 1 – Information Technology representative

The Deputy Registrar and Practice Consultant are ex-officio members of the committee and serve as staff resources for the committee. The Communications Specialist also serves as a staff resource for the committee.

Meeting procedures

Schedule: The Safety IQ Advisory Committee will meet at a minimum of two times annually or at the call of the Chair.

Quorum: No fixed number of members of the Safety Advisory Committee are required for quorum.

Matters arising at any meeting of the Safety Advisory Committee should be decided by consensus and, failing that, will be decided by a majority of votes. The Chair of the Safety IQ Advisory Committee may only vote to break or to cause a tied vote. All attending members have the ability to vote.

Format: The Safety IQ Advisory Committee may meet and conduct business using video-conferencing or teleconferencing connections or by other electronic means when some or all of the members are unable to meet in person.

Agenda: Drafted by the committee Chair, with input from committee members, and assistance from College staff.

Minutes: Recorded by College staff for review and approval at the next committee meeting.



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Remuneration: Participation on the committee is on a voluntary basis.

Conflict-of-interest disclosure

Each committee member must sign and comply with the College's Conflict of Interest Policy and must declare conflicts of interest.

Confidentiality

Each committee member must sign the College's Confidentiality Agreement indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

Accountability

The Safety IQ Advisory Committee are accountable to Council. The Chair will report to Council on the activities of the Safety IQ Committee at each meeting of Council as well as to the Quality Assurance Committee.