

## The Canadian Pharmaceutical Bar-Coding Project

### *Implementation Committee*

### *Terms of Reference*

#### 1.0 PURPOSE

The Institute for Safe Medication-Canada (ISMP Canada) and the Canadian Patient Safety Institute (CPSI) have formed an alliance to assist in the development and support of a national strategy around effective bar coding of pharmaceutical products. The national Implementation Committee (IC) has been formed to provide project advice and direction to the two agencies. Where necessary, the Committee will review and approve various related committee or work group structures, standards and documents related to the adoption and implementation of these barcode strategies.

The current project scope envisages a two-year project, though extension to the project and Committee may be proposed.

#### 2.0 COMMITTEE COMPOSITION

2.1 The IC will be comprised of representatives of leading Canadian health organizations, who are considered to be key stakeholders in the development and sustainability of national pharmaceutical barcode standards. Members of the IC will include:

- Canada Health Infoway
- Canada's Research-based Pharmaceutical Companies (Rx&D)
- Canadian Association of Chain Drug Stores (CACDS)
- Canadian Association for Pharmacy Distribution Management (CAPDM)
- Canadian Generic Pharmaceutical Association (CGPA)
- Canadian Group Purchasing Organization
- Canadian Patient Safety Institute (CPSI)
- Canadian Society of Hospital Pharmacists (CSHP)
- Health Canada (Invited)
- Institute for Safe Medication Practices Canada (ISMP Canada)
- Public Health Agency of Canada (PHAC)

Proposed Additions:

- Health Information Technology Association of Canada
- Provincial Health Quality Councils representative
- Provincial and/or Territorial Ministry of Health representative

2.2 The co-Chair positions will be the project representatives from ISMP Canada and CPSI.

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2.3 All members of the IC will serve for the duration of the project, which encompasses Phases II and III, as outlined in the two-year project document.

### 3.0 MEMBER DUTIES

3.1 To serve in an advisory capacity to ISMP-Canada and CSPI.

3.2 To provide project direction, including in areas of project deliverables, outcome indicators, steps and timeline for completion.

3.3 To contribute to the development of strategic plans in the issues vital to the success of the project, such as communication and sustainability.

3.4 To represent the needs of their representative healthcare sector and to assure input is received from their constituent members.

3.5 With the support of the Project Technical Task Force, to provide a recommended national bar-code technical standard which meets Canadian health sector requirements and an associated implementation plan (road map) to ISMP Canada and CPSI.

3.6 To endorse a national pharmaceutical bar-code technical standard which meets Canadian health sector requirements, and provide an associated implementation plan.

3.7 To advise on future aspects of pharmaceutical product bar-coding integration within Canadian healthcare, including methods by which its integration into practice may be measured.

### 4.0 OPERATIONAL PROTOCOL

4.1 The IC is considered a consensus-generating group. At the discretion of the co-chairs, votes may occur on issues where consensus cannot be reached. In such cases;

4.1.1 Each member organization holds a single vote.

4.1.2 A simple majority shall constitute a quorum for voting.

4.1.3 Member votes, or abstentions, will be recorded.

4.2 The Committee shall meet twice yearly, or upon the call of the co-Chairs. Teleconference calls may also occur, as needed.

### 5.0 COMMITTEE SUPPORT AND DOCUMENTATION

The IC will be supported through funding from within the designated project funds. Such funds will be held and administered by ISMP Canada under the approved two-year project budget.

5.1 ISMP Canada is responsible to maintain documentation related to the Committee. The agenda, Action summaries, and other documentation of the Committee will be maintained at the ISMP

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- Canada office.
- 5.2 Action Items will be recorded, and resultant actions reported to the IC members.
- 5.3 Copies of documents arising from this Committee are available from the ISMP Canada office.
- 5.4 Documents prepared by the Committee, or at the request of the Committee, will not reflect members' names and recorded input will remain confidential.
- 5.5 Communications approved by this group may be further vetted by ISMP Canada and CPSI Executives for consistency with those Agencies' individual standards and missions.
- 6.0 ACCOUNTABILITY AND AUTHORITY**
- 6.1 The Committee's activities shall be accountable only to the ISMP Canada and CPSI Executives.
- 6.2 Though the Implementation Committee is advisory to ISMP Canada and CPSI, it has the project authority to:
- a. Request information related to the development, effectiveness and sustainability of pharmaceutical bar-coding within healthcare.
  - b. Establish working task forces as necessary, within the limits of the available funding.
  - c. Make changes to the Terms of Reference of this Committee, subject to ISMP Canada and CPSI Executive review and approval.
  - d. Endorse pharmaceutical bar-coding standards, prepare reports and related recommendations.
- 7.0 EVALUATION**
- The Committee will ensure a self-evaluation of its activities.