

European Hospital Pharmacy Common Training Framework Steering Committee

Draft Terms of Reference



1. BACKGROUND

EAHP kindly invites its member associations from [Belgium](#), the [Czech Republic](#), [France](#), [Italy](#), [the Netherlands](#), [Portugal](#) and [Spain](#) (hereafter referred to as 'the 7 project countries') to nominate a single national representative each to participate in a formal Steering Committee to oversee the project to realise a common training framework (CTF) for hospital pharmacy specialisation in Europe.

With the ultimate intention of ensuring the highest standards of patient care within participating countries' health systems, the establishment of a common training framework will also permit highly skilled and educated health professionals to more easily move between countries and share learning and experience in practice settings.

Although, for management purposes, the Committee is made up of 7 EU countries with existing hospital pharmacy specialisation programmes of a legal mandatory nature, EAHP expect the Committee to conduct its activity in an open and transparent manner offering regular engagement and communication to all of EAHP's other member countries about project progress and decisions.

The below Terms of Reference are of an interim nature to assist the 7 project countries in nominating the appropriate individual to the Steering Committee. On formation of the Committee, the Committee may review the Terms of Reference and make amendments as it believes appropriate, subject to agreement by the EAHP Board.

2. ROLE OF THE EUROPEAN HOSPITAL PHARMACY CTF STEERING COMMITTEE

The role of the European Hospital Pharmacy CTF Steering Committee is as follows:

- ensures the project to form a common training framework for hospital pharmacy specialisation in Europe is delivered in a timely, transparent and robust fashion;
- oversees the assignment and completion of necessary tasks and research exercises required to bring the common training framework into existence, delegating to bespoke working groups and/or the EAHP secretariat as required and appropriate;
- conducts regular communication and engagement with all EAHP member associations;
- advises EAHP national member countries on appropriate and necessary country-level activity required to help bring the common training framework into existence;
- approves or reject changes to the project with a high impact on timelines and budget;
- assesses project progress and reports on project progress to the EAHP General Assembly and Board;
- uses influence and authority to assist the project in achieving its outcomes; and,
- reviews and approves all final project deliverables.

3. RESPONSIBILITIES OF THE STEERING COMMITTEE CHAIR

The Steering Committee Chair and Vice-Chair will be elected by the Steering Committee. Should the Steering Committee Chair be unable to attend a meeting, or part of a meeting, the Vice-Chair will serve as Committee Chair.

The responsibilities of the Steering Committee Chair are as follows:

- sets the agenda for each meeting and teleconference;
- ensures that agendas and supporting materials are delivered to members in advance of meetings/teleconferences;
- makes the purpose of each meeting/teleconference clear to members and explains the agenda at the beginning of each meeting;
- clarifies and summarises what is happening throughout each meeting;

- keeps the meeting moving by putting time limits on each agenda item;
- encourages broad participation from members in discussion by calling on different people;
- ends each meeting with a summary of decisions and assignments; and,
- acts as the principal spokesperson for the project to all audiences, including the EAHP Board, secretariat and membership, the European Commission and all other external stakeholders.

4. RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS

Individual Steering Committee members have the following responsibilities:

- understand the goals, objectives, and desired outcomes of the project;
- understand and represent the interests of the EAHP member association that nominated them;
- take a genuine interest in the project's outcomes and overall success;
- act on opportunities to communicate positively about the project;
- actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents;
- support open discussion and debate, and encourage fellow Steering Committee members to voice their insights; and,
- act as the principal liaison and communication point between the project and the EAHP member country association, its members and national stakeholders (e.g. competent authorities for professional qualification recognition).

5. GENERAL

5.1 Membership

The 7 project countries are each entitled to nominate 1 individual as their representation to the Steering Committee. The EAHP Board is entitled to nominate 3 representatives on the Steering Committee, meaning a total membership of 10 persons. The number of EAHP Board members may be increased to 4 persons while the posts of president-elect and immediate past president exist.

Individuals nominated by EAHP member associations and the Board should be selected on the basis of their specialist knowledge, ability to represent the interests of stakeholders, and ability to help resolve issues the project may face.

The Committee will also be attended and served by members of the EAHP secretariat.

5.2 Decision-making

5.2.1 Quorum

A minimum number of 7 Steering Committee members are required for decision-making purposes. The quorum must include a minimum number of 2 representatives from the EAHP Board of Directors.

5.2.2 Decision-making Process

The Steering Committee will operate its decision-making processes by consensus, in so far as if a majority of the Committee approve a given course of action, the Steering Committee chair should encourage the minority to accept the course of action, albeit with modification if agreed.

5.3 Frequency of Meetings

It is intended that the Steering Committee meet in person no more than 3 times a year, likely twice per year. Meetings may be associated with the EAHP Congress in late March, and the EAHP Board Meeting in

September each year. Between times, it is expected that business and decision-making may be conducted by email and other virtual methods (e.g. teleconferences).

Further to this, the Steering Committee will be expected to provide reports of progress on the project in good time for the EAHP Congress (March), General Assembly (June), September Board Meeting and the end of the calendar year.

5.4 Agenda, Minutes, and Decision Papers

A package will be sent to members no less than five business days in advance of a Steering Committee meeting. This package will include the following:

- agenda for upcoming meeting;
- minutes of previous meeting;
- a progress report for the project;
- decision papers; and,
- any other documents/information to be considered at the meeting.

5.5 Proxies

In terms of project continuity, the use of proxy representatives by EAHP member countries is not encouraged. However, in such cases where a Member of the Steering Committee cannot attend a meeting, arrangements may be made for a proxy representative, in discussion with the Steering Committee chair. Proxies will be entitled to participate in the discussion and are permitted a role in decision-making.

Steering Committee members will inform the Steering Committee chair as soon as possible if they intend to send a proxy to a meeting and no less than two business days before the scheduled meeting.