



A GUIDE TO THE DELPHI PROCESS

November 2013

What is the intended purpose of the Summit's statements of practice?

[The European Summit on Hospital Pharmacy](#) brings together hospital pharmacists and its primary stakeholders to decide fundamental statements of practice that will guide the future development of hospital pharmacy in Europe. The statements will form the basis of EAHP's practice development activity and be a key source for national level benchmarking and service improvement efforts across Europe.

With this in mind, an EAHP working group, made of hospital pharmacists from across Europe, has throughout 2013 developed 48 draft statements of practice across 6 areas:

1. introductory statements and governance;
2. selection, procurement and distribution;
3. production and compounding;
4. clinical services;
5. patient safety and quality assurance; and,
6. education and research.

The 2008 *FIP Global Statements on Hospital Pharmacy Practice* ([‘the Basel Statements’](#)), were reviewed for their applicability for the European context, developments in practice since 2008, and the particular ambitions and priorities for the European hospital pharmacy profession.

In advance of the [EAHP Summit on Hospital Pharmacy](#) (14-15 May 2013) EAHP is now embarking on a multi-stage process of testing and consultation with its member associations and others. The Summit will complete the process with final voting and ratification of statements

If you have any technical enquires during the Delphi process please contact SynMind directly:
Caroline de Roos (caroline.deroos@synmind.nl)

If you have any questions regarding the process please contact David Preece (david.preece@eahp.eu)

What is EAHP's process of consulting on statements?

Initial testing with members and input from observers (*Completed*)

EAHP's 34 member countries, alongside organisations invited to be observers at the Summit, were asked to test and evaluate the draft statements concluded by Summit Working Group 2. This process closed on Thursday 7th November 2013.

Delphi round 1 (15th November – 6th December 2013) (*Open Now*)

An independently moderated and evaluated consultation process will commence with all voting participants in the European Summit on Hospital Pharmacy (i.e. hospital pharmacists, other healthcare professionals, and patients). The process will accord with Delphi consensus finding principles, including anonymity in contributions and comments, independent facilitation and evaluation, and an opportunity to amend opinion based on the contributions of others.

Delphi round 2 (13th January – 3rd February 2014)

Informed by previous responses, the second formal round of Delphi consultation will seek to narrow difference of opinion and be a final basis for informing and focusing proceedings at the May 2014 Summit, at which event facilitators seek to achieve a conclusive consensus on statements of practice for hospital pharmacy in Europe.

The Delphi method & pre-Summit consultation

EAHP considers the Delphi consensus finding method to be an adaptable tried-and-tested technique for the purpose of building consensus towards agreed statements on hospital pharmacy practice. The Delphi process describes a research technique that encourages expression of different views in an attempt to move towards consensus on any given topic

The Summit's two rounds of online Delphi consultation will:

- **be anonymous;**

Each organisation will receive a unique username and password to the online portal. The identity of comments submitted will be kept anonymous in the displayed portal interface. Comments will be externally moderated without identification of the association that made them.

- **be independently moderated and evaluated;**

The online moderators will not be directly linked to any of the participating associations or EAHP.

- **be enabled to allow participants to view, and be informed, by the comments of others; and,**
- **build round by round towards stronger consensus**

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