



**New Zealand Hospital Pharmacists' Association Incorporated**  
Te Kāhui Whakarite Rongoā Hōhipera o Aotearoa

## **Pharmacists in Mental Health Special Interest Group (MH SIG) Terms of Reference**

### **Purpose:**

To ensure that New Zealand Hospital Pharmacists Association (NZHPA) members are supported and represented on mental health pharmacy issues within the New Zealand healthcare sector.

### **Aims:**

- To act as a source of advice and support to the members of the SIG and the national executive on issues relating to mental health pharmacy, both clinical and technical.
- To develop processes addressing clinical and technical issues related to mental health pharmacy on a District Health Board (DHB), regional and national level, including national standard operating procedures, educational activities, resource allocation, and research.
- To promote the continued education of mental health pharmacy for practising pharmacists and technicians as well as pharmacy undergraduates and technician students.
- To promote practice based research in these specialist areas of practice.
- To liaise and act as a point of communication with other national and international mental health bodies.

Specific objectives are:

1. To develop and maintain a regional and national strategy for mental health pharmacy in New Zealand.
2. To develop and maintain national guidelines and standardise practice for mental health pharmacy.
3. To prepare and facilitate an implementation plan for such a programme.
4. To explore the design and implementation of an education and qualification pathway for mental health technicians and pharmacists in collaboration with NZQA and PITO.
5. To liaise and act as a point of communication with other national and international mental health bodies.

### **Membership:**

Membership of the MH SIG is open to members of the NZHPA.

### **Committee:**

- To address the identified objectives, the CNO SIG will appoint a committee that is duly elected from its members, with co-opted members as and when required.
- The committee at a minimum shall comprise of a convenor, vice convenor and secretary. These positions are to be elected from within the committee. The decision(s) relating to these positions are to be ratified by NZHPA executive.
- The committee may also include a representative from the NZHPA Executive Committee. Other SIG members may be co-opted to the committee as and when required.
- The duration of all positions will be for two (2) years, with elections to be held after this period. Office bearers shall be eligible for re-election.
- This SIG committee is responsible to the New Zealand Hospital Pharmacists' Association (NZHPA).
- Members are required to declare any relevant interests. If an individual is in any doubt whatsoever about whether there is a conflict of interest (or that which may be potentially perceived by others), then they should state this at the start of any discussion, or prior to the meeting via the Convenor.

### **Decision Making:**

- When decision making, at least 25% of the committee (quorum) must be in attendance.
- A 'one member, one vote' system will operate.
- The convenor has a casting vote should there be an equal split.
- Any dissent against a decision is noted.
- An affected party can make an appeal against a decision at the next meeting. This must be made in writing and addressed to the convenor at least 5 working days before the next meeting.

### **Reporting:**

- Committee members should report back to SIG members and their wider hospital pharmacy colleagues where appropriate.
- The convenor of the committee will produce an annual plan and an annual report for the NZHPA based on the SIG decisions.
- The secretary will produce minutes of each meeting including the SIG AGM within 5 working days of the meeting being held.
- The annual plan, report and minutes will be available on the NZHPA website once ratified to all SIG members.

**Meetings:**

- The committee will meet at a time designated as required by the committee to achieve its objectives as per the guidelines for SIG groups.
- At a minimum, there should be at least one committee meeting annually to follow up any issues arising from the AGM.
- Meetings may be face to face or by teleconference. The annual NZHPA conference and SIG meeting are ideal opportunities to organise separate committee meetings.
- Committee members should endeavour to attend meetings. If they cannot, they must ensure they have reported any progress on SIG work they have been undertaking or any items they wish to be raised in their absence to the convenor 5 working days in advance of the meeting.

**Annual General Meeting (AGM):**

- The SIG should ideally hold its AGM before the year ending 31<sup>st</sup> May each year as this allows time to inform the NZHPA Executive and the members of their activities before the NZHPA AGM.
- A quorum of 50% of members should ideally be present at the AGM. If this is not possible this should be documented and the SIG Convenor or Deputy-Convenor should consult with the NZHPA SIG Officer or NZHPA President.
- A 'one member, one vote' system shall be used for any decisions. Should there be an equal split; the SIG Convenor has the casting vote. Any disagreement against a decision should be noted. Any member should be able to appeal against a decision at the next SIG meeting.

**Review:**

These terms of reference will be subject to formal review every 24 months, but may be subject to change should the need arise in the interim.