**NHMC**

**National Homecare Medicines Committee**

**Homecare Digital Strategy Group**

**TERMS OF REFERENCE**

**1. AUTHORITY**

* 1. The Homecare Digital Strategy Group is a sub group of National Homecare Medicines Committee (NHMC) and will lead and report on activities related to digital developments within homecare services.
1. **PURPOSE**
	1. To support IT innovation within the homecare market, offering support and advice from an NHS perspective
	2. To collaborate with National Clinical Homecare Association (NCHA) member organisations with regards to IT developments within the homecare market
	3. In particular (but not exclusively), the Group will work closely with the National Clinical Homecare Association (NCHA) where there are interfaces to or impacts on homecare provider IT systems
	4. To support the NHS with regard to the implementation of new, or changes in existing legislation, regulations and recommendations within areas that affect IT in the homecare market
	5. To be the representative of NHS homecare organisations for any regional or national IT projects that will affect or potentially affect the provision of homecare services
	6. By exception, engagement homecare provider organisations not registered with the National Clinical Homecare Association (NCHA) may also be supported by the Group
2. **MEMBERSHIP**
	1. The membership of the Group will consist of;
		* Chair (voluntary role and separate from NHMC chair function)
		* Regional Homecare leads (minimum x 3)
		* Pharmaceutical Market Support Group (PMSG) colleagues (x2)
		* NHSE Commercial Medicines Unit (CMU) representative
		* NCHA representative
	2. Precise membership will be at the discretion of the Chair
	3. Precise membership may change as appropriate for the needs of the action plan
3. **REPORTING RESPONSIBILITIES**
	1. The Group will report to NHMC and through that group to National Pharmaceutical Supply Group (NPSG)
	2. Updates from meetings will be sent to NHMC and PMSG highlighting any issues for escalation to PMSG for consideration by peer review
	3. The digital strategy group Chair will appoint a project lead for each project as appropriate
	4. The project leads will request participation from a wider group of operational homecare staff as required
	5. The project leads will update the Chair on the progress of each project at each meeting
4. **MEETING FREQUENCY AND ADMINISTRATION**
	1. The Group will meet with any providers of IT solutions for homecare services as necessary
	2. The Group may also hold ad hoc meetings, Teleconferences (TC) and other meetings if deemed necessary by the Group. These ad hoc meetings may be restricted to NHS only members or include representatives from Department of Health, NHSE, NHS Digital or any other partner where homecare services should be taken into consideration at the discretion of the Chair
	3. The Group will represent the NHS homecare market as necessary in any IT projects led by Department of Health, NHSE, NHS Digital NHS Improvement or any other partner where homecare services should be taken into consideration

1. **DUTIES**

The duties of the Group are as follows;

* 1. All members must recognise their responsibility with regard to confidentiality which, when required, must be maintained at all times
	2. All members are expected to promote awareness of the role of NHMC and the homecare Digital Strategy Group. They should make themselves available to explain and clarify discussion points within the geographical areas and organisations that they represent, at all times and refer homecare providers to the Chair with national issues where appropriate
	3. All members must commit to supporting the workgroup agenda and activities. The role of the workgroup is to support the relevant sections of the overall NHMC work programme
1. **MONITORING EFFECTIVENESS**
	1. The Group will maintain a workplan and action plans where relevant
	2. Once a year, the Group will review its own performance, the workplan, action plan and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the NHMC

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