

Seeking Expressions of Interest

1. Position Summary

Title: VicTAG Victorian Emergency and Life Saving Medicines (ELSM) Register Stewardship
Part time (4 hours per month), fixed term (3 to 5 years negotiable)
Victorian Therapeutics Advisory Group

Synopsis:

The Victorian ELSM Register on the Victorian Therapeutic Advisory Group (VicTAG) website contains a list of antidotes and other critical life saving medicines stocked by participating hospitals in Victoria. The information in the Register is reviewed and updated at least annually, based on information provided by participating hospitals, but may not reflect real time stock levels. For more detailed information about actual stock holdings at a particular time, and access to stock in emergency situations, members are asked to contact individual hospitals.

This Register is currently maintained by the Victorian Poisons Information Centre (VPIC) on behalf of VicTAG as a service to member hospitals. Expressions of interest are now sought for the ongoing stewardship of the Register.

2. Position Details

Aims and Objectives

To maintain the Victorian ELSM Register by:

- Developing a set of principles to govern the management of the Register, including roles and responsibilities.
- Developing a review schedule for participating Victorian hospitals to ensure the information in the Register is up to date.
- Updating the Register with information received from participating Victorian Hospitals.
- Utilising technology to ensure ease of use of the Register and making quality improvements as required.
- Relaying changes to the Register to the VicTAG Project Officer to make available on the VicTAG website.

The stewardship of the Victorian ELSM Register will be reviewed on a 3 to 5 yearly basis. Any health service can apply, with the support of their Director of Pharmacy.

Background

Stewardship of the Victorian ELSM Register began with a VicTAG-sponsored project by VPIC, who have maintained the register since.

The VicTAG Management Committee recognise the resources required to maintain the Register and appreciate the efforts of VPIC during this time.

To ensure that adequate resources are allocated to this task ongoing, VicTAG are providing remuneration to the successful applicant of this position.

Method

1. Develop a set of principles to meet the aims and objectives, in consultation with relevant stakeholders.
2. Provide final version of principles to the VicTAG Management Committee for endorsement.
3. Implement set of principles to maintain Register.

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Timetable

EOI closing date: **11th November 2022**

Expected Outcomes

- A set of governing principles to manage the Victorian ELSM Register to be submitted to the VicTAG Management Committee for endorsement.
- The Victorian ELSM Register to be maintained following the governing principles.
- A progress update to be provided to the VicTAG Management Committee annually.

4. Proposed Grant Budget

Grade 3, Year 4 salary, for 4 hours per month ongoing.

Design costs are additional and will be provided by VicTAG as required.

5. How to submit an Expression of Interest

- Provide information on why your health service would be a suitable lead site for the project (max 250 words).
- Provide CV of lead pharmacist and any other pharmacists who will be involved in the project.
- Provide a statement of support from the Director of Pharmacy.