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## **VicTAG Inc Quality Use of Medicines (QUM) Committee**

### **Terms of Reference**

**September 2023**

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## **A. BACKGROUND**

1. VicTAG is an independent, not-for profit association that represents the interests of medicines and therapeutics committees in Victorian public hospitals.

## **B. PURPOSE AND ROLE**

2. VicTAG Inc's purpose is to promote quality use of medicines by sharing unbiased, evidence-based information about medication therapy and to support the goals of, and facilitate the National Medicines Policy of access, quality, and safety in the use of medicines in Victorian hospitals.
3. The VicTAG Management Committee controls and manages the business and affairs of VicTAG Inc according to the Rules of the Association.
4. The VicTAG Quality Use of Medicines (QUM) Committee is a subcommittee of the VicTAG Management Committee.
5. The role of the VicTAG QUM Committee is to support and advocate for the safe and appropriate use of medicines by healthcare consumers, health practitioners, healthcare providers and health educators through advocacy and collaboration with member health services and other healthcare institutions.

## **C. STRATEGIC OBJECTIVES**

6. The VicTAG QUM Committee will support VicTAG Inc's objectives to:
  - 6.1 Support medication and therapeutics committees.
  - 6.2 Promote rational, high quality, cost-effective use of medicines in hospitals and the wider community.
  - 6.3 Investigate and evaluate new initiatives in therapeutics.
7. VicTAG, through its multi-disciplinary membership and acting as an advisory group to hospitals, health professionals and others, will achieve its mission through the following activities:
  - 7.1 Develop or adopt hospital-developed guidelines aimed at standardisation of hospital practices.
  - 7.2 Develop, in collaboration with members, appropriate policies on issues relevant to hospital medicines and therapeutics committees, for example, medicines and therapeutics committee medicine formulary applications, funding of high-cost medicines, and medicine policies.
  - 7.3 Communicate with medicines and therapeutics committees on items of common interest, for example new pharmaceuticals, medication safety, and policy formulation.
  - 7.4 Provide input into education programs in relation to access, quality, and safety of medicines at local, state, and national levels.
  - 7.5 Develop, disseminate, and support strategies to assist hospitals in achieving the safe and efficacious use of medicines.
  - 7.6 Form appropriate working groups to deal with specific issues relating to access, quality, safety, and the quality use of medicines in Victorian and Tasmanian hospitals.

7.7 Provide a support forum to hospital medicines and therapeutics committees to advance work in specific areas such as electronic medication management including electronic prescribing and decision support.

7.8 Support research into the quality use of medicines.

7.9 Liaise with organisations of similar purpose to achieve common goals.

#### **D. AUTHORITY AND RELATIONSHIPS**

8. The VicTAG QUM Committee must report to the VicTAG Management Committee through its Chair.

9. The VicTAG QUM Committee may seek information internally and externally and, where necessary, obtain external legal and professional advice to assist in undertaking its responsibilities after obtaining approval from the VicTAG Management Committee.

10. The VicTAG QUM Committee may refer items to other committees as required. The composition, role, functions, and procedures of sub committees must be approved by the VicTAG Management Committee. These committees must report to the VicTAG Management Committee and VicTAG QUM Committee through their Chairs.

#### **E. MEMBERSHIP**

11. VicTAG members representing public hospitals and healthcare institutions in Victoria and Tasmania may elect to be members of the VicTAG QUM Committee.

11.1 There is no limit to the number of VicTAG QUM Committee members.

11.2 Member may include, but are not limited to:

11.2.1 Clinician representing the Medication and Therapeutics Committee (or equivalent) from a public hospital or healthcare institution in Victoria or Tasmania.

11.2.2 Clinician involved in Quality Use of Medicines (QUM) from a public hospital or healthcare institution in Victoria or Tasmania.

12. The office holders of the VicTAG QUM Committee shall comprise of the following:

12.1 Chair

13. Guests may attend VicTAG QUM Committee meetings as necessary via direct invitation from the VicTAG QUM Committee Chair or from a VicTAG QUM Committee member after approval from the Chair.

14. Each office holder of the VicTAG QUM Committee of VicTAG Inc shall hold office until the next annual general meeting.

#### **F. OPERATIONAL PROCEDURES**

##### **F1. Meetings**

15. The VicTAG QUM Committee shall meet at least 5 times in each year and usually bimonthly.

16. If the Chair is absent from a meeting and no acting Chair has been appointed, the members of the VicTAG QUM Committee present may choose one of them to act as a Chair for that meeting.

17. A quorum shall consist of any 6 members of the VicTAG QUM Committee.

18. Meetings of the VicTAG QUM Committee may be held or participated in by conference call or similar means, as determined by the Chair.
19. Any member or guest of the VicTAG QUM Committee who has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, by the VicTAG QUM Committee at a meeting must, as soon as practicable, disclose of the nature of that interest and, unless the VicTAG Management Committee and VicTAG QUM Committee agrees otherwise, recuse themselves from that meeting and, where relevant, not vote on the matter. The disclosure of interest must be recorded in the minutes of the meeting.

### **F2. Decisions**

20. The VicTAG QUM Committee will endeavour to reach decisions by consensus. In the absence of consensus, a resolution of the VicTAG QUM Committee must be supported by a simple majority of those Committee members present and voting. The Chair does not have an additional casting vote.
21. Decisions of the VicTAG QUM Committee may be made by circular or written resolution. A proposed circular resolution of the VicTAG QUM Committee is passed when a majority of members present vote on the matter and have voted in favour of the proposed resolution. The resolution is taken to be passed on the date, and at the time, when the last vote in favour to satisfy the majority threshold is passed.

### **F3. Meeting documentation and reporting**

22. Meeting documentation (including the agenda, minutes of the previous meeting and all other relevant documents) will be distributed to the members of the VicTAG QUM Committee and all attendees no later than four working days prior to each meeting.
23. The proceedings of each meeting must be minuted and the minutes must accurately reflect the work and resolutions of the VicTAG QUM Committee. A draft of the minutes of a meeting must be prepared and promptly provided to the Chair for review. The draft minutes of a meeting must be considered and approved by the VicTAG QUM Committee at the next meeting following.

## **G. REVIEW OF TERMS OF REFERENCE AND COMMITTEE PERFORMANCE**

24. The VicTAG Management Committee and the VicTAG QUM Committee will conduct an annual review of these Terms of Reference and of its performance no later than the March meeting.