

# Seeking Expressions of Interest

## 1. Project Details

**Project Title:** Medication Safety Alerts

### Project Synopsis:

As a strategy to address Medication Safety issues relevant to Victorian hospitals, this project will develop Victorian Medication Safety Alerts to facilitate consistent education and communication across the VicTAG member hospitals. Topics will be selected by through the VicTAG Quality Use of Medicines (QUM) Group and developed by the project officer at the host site, in collaboration with the Medication Safety Alert sub-group.

## 2. Project Details

### Aims and Objectives

To develop Medication Safety Alerts as determined by the Medication Safety Alerts sub-group (a sub-group of the VicTAG Quality Use of Medicines (QUM) Group).

### Background

This is an extension of a previous project funded by VicTAG to develop a centralised medication safety notice distribution scheme aimed at improving efficiency and consistency by avoiding the need for each hospital to undertake the process individually.

### Method

1. Idea for alert can come from any VicTAG member
2. **Subgroup:** Approve alert idea and determine format (poster vs. A4 leaflet) prior to development beginning.
3. **Project officer:** Draft content on Word file (does not to be in correct branding or images as this will be undertaken by VicTAG designers), focus is on key messages (keep words to a minimum) and what to do to reduce risk.
4. **Project officer:** Circulate draft to subgroup for initial review and comment
5. **Subgroup:** Provide feedback to project officer
6. **Project officer:** Incorporate feedback and forward draft to VicTAG QUM (aim to circulate one week prior to meeting to allow discussion at meeting)
7. **VicTAG QUM:** Review draft and approve content.
8. **Project officer:** Make suggested changes to finalise draft and email to VicTAG QUM chair for approval
9. **VicTAG QUM chair:** Provide feedback/approval to project officer.
10. **Project officer:** Forward final draft to VicTAG designers to do artwork, images, etc. (cc VicTAG Professional Officer)
11. **Project officer:** Review designer draft to ensure accurate (liaise with designers if corrections required).
12. **Project officer:** Forward designer draft to VicTAG QUM and to VicTAG professional officer for tabling at VicTAG Management Committee for approval.
13. **VicTAG professional officer:** Arrange uploading to website and email VicTAG members

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## Timetable

EOI closing date: 30<sup>th</sup> October 2018

## Expected Outcomes

Final alerts available on the VicTAG website.

An interim report detailing achievements to be submitted after 6 months.

A final report detailing achievement to be submitted after 12 months.

## 4. Proposed Grant Budget

Medication safety alerts will be funded by completion of an alert. The project lead site will be remunerated \$500 per alert with estimated development of 10 alerts per year. Professional design costs will be paid directly to the designers.

## 5. How to submit an Expression of Interest

- Provide information on why your site would be a suitable lead site for the Medication Alerts project (max 250 words)
- Provide details and credentials of lead pharmacist, and any other pharmacist who will be involved in the project
- Provide a timeline for the 12-month period, including possible commencement date and dates for submission of interim and final reports
- Provide a statement of support from the Director of Pharmacy