



**Thursday, March 9, 2017
USP-US
WebEx
Meeting Summary**

Goals and Anticipated Outcomes

- New and Old Business
- Council reports and activities

Attendance

Present: Frank Federico, IHI (Chair); Ashok Ramalingam, DoD (Vice Chair); Amy Cadwallader, American Medical Association; Ryan Burke, APhA; Ann Gaffey, American Society for Healthcare Risk Management; Joan Enstam Baird, American Society of Consultant Pharmacists; Deborah Pasko, American Society of Health-System Pharmacists; Rita Brueckner, Department of Veterans Affairs; Michael Gaunt, Institute for Sage Medication Practices; E. Robert Feroli, Medication Safety Officers Society; Elizabeth (Scotti) Russell, National Associate of Boards of Pharmacy; Maureen Cahill, National Council of State Boards of Nursing; Caitlin Lorincz, National Patient Safety Foundation; Carolyn Ha, Pharmaceutical Research and Manufacturers of America; Shawn Becker, USP; Diane Cousins, AHRQ; Rita Munley Gallagher,

Absent: AARP, AGS, ANA, GPA, The Joint Commission, NASPA, SHM, Chrissie Blackburn, Deborah Nadzam

Alternates attending with Primary Delegates: Donna Bohannon, USP

Observers: Abbey Ammerman, USP; Rick Schnatz, USP;

1. Opening, Procedural, and Administrative Matters

a. Welcome, Call Meeting to Order

Mr. Frank Federico, Chair, called the meeting to order at 12:00 p.m.

Ms. Abbey Ammerman called roll and determined that a quorum was present.

b. Approval of the Summary of the Previous Meeting

Council Members reviewed the summary of the previous meeting and provided no changes.

Motion: Dr. Elizabeth (Scotti) Russell moved to approve the summary of the previous meeting. The motion was seconded.

The motion was adopted by unanimous voice vote with no abstentions.

c. Review of the Agenda

The Council members reviewed the meeting agenda.

2. Secretariat's Report

Web Analytics

Ms. Bohannon reported that the NCC MERP website continues to see steady traffic with more than 150,000 page views annually. She noted that there appears to be an annual spike of traffic in October, but there is no known reason for the spike. The "About" tab, continues to receive the most page views (41,000) followed by the Types of Medication Errors page (24,000). The

Recommendations (9,100), Taxonomy (7,000), and Dangerous Abbreviations (5,400) also see steady web traffic.

Ms. Bohannon noted that she will share the analytics with the Council and asked that each member organization check the links used on the NCC MERP website for their organization and notify us should any links change.

ACTION ITEM: Ms. Bohannon to send web analytics reports to the Council.

3. Introduction of the Advisory Committee & Charter

Dr. Frederico reminded the Council that at the last meeting, it was proposed that an advisory or steering committee be formed to help provide strategic direction for NCC MERP. Several individuals volunteered to participate in this group at that meeting. In February, the group was convened and discussed their role and responsibilities. A draft charter was developed to formalize this group. It's proposed that it be called the Advisory Committee and that it consist of the chair, vice-chair, secretariat, and five members. Dr. Frederico noted that the Advisory Committee members would serve a 2 year term and in the future, would stagger the rotation of membership. The committee will meet quarterly, a month prior to the Council meetings and will assist in the development of the agenda for Council meetings.

The Charter was shared with the Council for review and several edits were suggested:

- Add language to clarify Advisory Committee members are the organizations, not specific individuals except in the case of those who hold individual membership.
- Change the term "independent agency" to "individual member"
- It should be posted on the website and include the committee membership for transparency

4. Review of the Opioids Web Resources

Ms. Bohannon thanked all who submitted web resources on Opioids and presented an outline of what had been submitted. It was agreed that this information should be posted on the NCC MERP website once reformatted. Several Council members noted that they had additional information to send to Ms. Bohannon. To ensure that the information stays up to date, it was recommended that it be updated quarterly.

ACTION ITEM: Ms. Bohannon and Ms. Ammerman to coordinate the posting of the Opioids Information outline on the NCC MERP website and solicit new information quarterly.

5. Organizational Priorities

Dr. Ramalingam noted that the NCC MERP vision, mission and goals had not been reviewed for several years and suggested the Council revisit them. These documents were presented and the Council determined no edits were needed at this time.

Ms. Becker noted that the Taxonomy remains an important product. FDA, ISMP, USP and others refer to it, however it has not been updated for some time. It was recommended that a small working group convene to review and propose edits.

ACTION ITEM: Ms. Becker to convene a working group to review the Taxonomy. The following organizations volunteered to participate: ASHRM, ISMP, FDA, ISMP, MSOS.

Ms. Becker noted that she received a request from an international commercial software vendor requesting to use the Taxonomy in a product. Members of the Council noted that previous

commercial requests had been declined, but they were open to more discussion. There were questions regarding how the information would be used and if there were any metrics that NCC MERP could request to provide lessons learned for the Council. It was determined that more information was needed.

ACTION ITEM: Ms. Becker to follow up with the company representative and invite them to participate via webinar during the next Council meeting.

Dr. Federico noted that an item that came out of the Advisory Committee was the possibility of developing a learning system. After some discussion, it was determined that the Advisory Committee should revisit this concept and bring back to the Council at a later meeting.

6. Member Updates

Participants were asked to discuss their organizations (or own) top two medication-safety priorities.

National Council of State Boards of Nursing – Because several states have legalized the medical and recreational use of cannabis, ORG is in the process of developing guidelines for healthcare providers.

National Patient Safety Foundation – National Patient Safety Awareness Week will be March 12-18. The annual meeting for NPSF will be held May 17-19 in Orlando and will feature a Medication Safety Across the Continuum track. NPSF had the pleasure of collaborating with ASHP and CDC on a webcast about Combating Antibiotic Resistance. The link to the replay is available on their website.

Medication Safety Officers Society – MSOS is launching a new quarterly webinar series which will feature speakers discussing real solutions that have been implemented and successful.

Institute for Safe Medical Practices – ISMP just launched a new Self-Assessment tool on their website.

Ms. Ammerman announced that the next meeting would take place June 1, 2017 at USP headquarters in Rockville, MD.

The meeting adjourned at 4:45 p.m.