



**NCC MERP Meeting  
February 20, 2019  
2:00 p.m.–3:45 p.m.  
WebEx**

---

**Attendees:**

Matthew Grissinger (ISMP), Chair; Ann Gaffey (ASHRM), Vice Chair; Shawn Becker (USP), Secretariat; John van den Anker (ACCP); James Burris (AGS); Amy Cadwallader (AMA); Bob Feroli (MSOS); Frank Federico (IHI); Rita Brueckner (Department of Veterans Affairs); Elizabeth Scotti Russell (NABP); Maureen Cahill (NCSBN); Tara Modisett (NASPA); Deborah Davidson (NeedyMeds); Rita Munley Gallagher; Deborah Melnyk; Chrissy Blackburn;

**USP Observers:** Abbey Ammerman; Donna Bohannon;

**Opening, Procedural, and Administrative Matters**

Mr. Matthew Grissinger called the meeting to order and welcomed everybody to the meeting. Ms. Ammerman called roll and acknowledged a quorum. The summary of the previous meeting was reviewed and approved unanimously. Dr. Grissinger reviewed the agenda for the meeting and asked for approval of the agenda. The agenda was approved unanimously.

**Secretariat's Report**

Ms. Shawn Becker provided updates on the NCC MERP membership. She recognized Ann Gaffey as the new vice chair for NCC MERP. She noted that she has reached out to ASHP to determine who will serve as the new delegate. Additionally, Ms. Becker explained that Scotti Russell had changed positions at NABP and would no longer serve as the delegate.

**Action Item:** Ms. Becker will reach out to ASHP and NABP to identify the new delegates.

**Rules & Procedures**

Ms. Becker explained that the Advisory Committee reviewed the Rules and Procedures documents and shared recommended edits. The proposed edits center around clarifying membership types and removing out-of-date procedures.

- Council members reviewed the document and provided comments in several areas. There was consensus that there was no need to include a specific number of members in the Rules & Procedures; similarly, there was agreement that the founding members section could be removed, so long as there is documentation of that in historical archives.

- It was noted that patient representative members and individual members had traditionally served 2-year terms that were eligible for renewal. In practice this has not been the case.
- It was noted that there are liaisons from government organizations, most of whom serve as full voting members, but some agencies or departments might prefer that the delegate be non-voting. Council members suggested that having two membership categories could be confusing, rather it was proposed that language be added to indicate that voting privileges are at the discretion of the agency/department/organization.
- It was noted that language regarding the roles of the chairperson and vice chairperson was shifted and a new dedicated section on vacancies was added.
- Language defining the advisory committee was added to the rules and procedures.
- The procedures for meeting cancelation and notification was significantly edited to remove reference to a calling tree.

**Action Item:** The revised draft of the rules and procedures will be redistributed to the council for further review prior to a formal vote to adopt.

### **Archival Policy**

Dr. Mulney Gallagher explained that over time, recommendations and/or statements become out of date and, therefore, not reflective of current science or the present environment. The goal of the NCCMERP archiving process is to clarify recommendations and/or statements that are no longer current and to identify those that need to be updated. It was proposed that beginning this year, recommendations/statements that are 10 years old should be considered for archiving. Each subsequent year, the council will consider a year's worth of documents to be archived and held by the secretariat.

The council members agreed that an archiving policy was needed. Once finalized it should be added to the rules and procedures. It was also noted that a formal policy for the review and updating of statements/recommendations also be finalized.

**Action Item:** The chair and advisory committee will revise the two policies to propose to the full council at the next meeting.

### **NCC MERP Recommendations and Statements**

Mr. Grissinger noted that there are three statements/recommendations that are in various stages of development. At the last meeting, it was suggested that a statement on the concept of patient counseling be developed. Deb Melnyk volunteered to begin an outline and will provide an update at a future meeting. Dr. Federico noted that IHI has been doing some work around the idea of measurement for patient safety. A statement is in draft form and has been shared with leadership. The goal is find measures that are actually meaningful and not burdensome. A statement on leadership in medication/patient safety is also under development and ready for initial review by the advisory committee.



## **Closing**

Ms. Ammerman announced that the council members will receive a poll to schedule the next meeting. The chair thanked Council members and adjourned the meeting at 3:45 p.m.