

## EUROPEAN STATEMENTS OF HOSPITAL PHARMACY

### **Action plan: October 2016-April 2017**

#### Action items:

##### Implementation team

1. Circulate slide set from meeting – working on it (SharePoint)
2. Circulate self-assessment tool questions – done
3. Circulate action plan – this document

##### Ambassadors

1. Update their national associations
2. Help with developing the self-assessment tool
  - a. Consider what levels are required for each statement
  - b. Consider relative level of importance of statements
3. Identify relevant stakeholders
  - a. What documents / evidence could be useful
  - b. Potential national strategies for engaging stakeholders
  - c. Prioritisation of stakeholders
4. Awareness Campaign
5. Building resources
  - a. Centres of excellence
  - b. Case-studies
6. Identify opportunities to present the Statements
7. Potential strategies/barriers/regional issues
8. Statement implementation website

This action plan contains a summary of the tasks and actions items discussed during the 1<sup>st</sup> EAHP Meeting of Implementation Ambassadors.

Please keep in mind that ambassadors should discuss with their member associations in which areas they want to focus. Some of the action items will not require a lot of work from the ambassadors, but a review of the work already done by EAHP.

As soon as we have SharePoint running, this action plan will be easier to understand. Documents will be uploaded (ambassadors will be able to edit them online) and tasks will be assigned.

Please keep also in mind that as we stated during the meeting, EAHP is here to work for the ambassadors and member associations, so please **let us know what you need at any time**. Maybe you want to tackle issues that are not mentioned by EAHP but that are important for your country so do not hesitate to get back to us with inputs.

### 1. Update member associations

It is important that ambassadors update their national associations about the progress of the project and about the meetings that take place in Brussels. EAHP will support ambassadors and provide all kind of documents when needed.

### 2. Help with developing the Self-Assessment tool

EAHP has sent to all ambassadors an excel file with the self-assessment tool questions. As stated in the document, what we are trying to do is to determine which Statements are binary Statements and for the ones that are not, what are the different levels of implementation and what does each level mean.

We understand ambassadors are busy, and because we already have a working group, the team asked ambassadors to work on the documents only if they have time (input from ambassadors will be very useful).

We plan to have a demo of the tool for February.

#### **Action for ambassadors:**

1. Send us your feedback and comments about the questions for the self-assessment tool. It is important for EAHP to get your input on the different “grades” and “Levels” of implementation of the Statements.
2. Discuss with your associations which statements are a high priority and which statements are a low priority

**Deadline:** November 28 2016

### 3. Identify relevant stakeholders

EAHP, member associations and ambassadors need to start identifying national relevant stakeholders within their countries. Ambassadors have already sent to EAHP a list of stakeholders that should/could be approached.

The next step will be to identify priorities among these stakeholders and to decide what's the best way to approach them:

- letter from EAHP President Joan Peppard
- documents introducing the Statements and the project
- invitation to national conferences
- meetings with the national board and ambassadors
- meetings with ambassadors and the EAHP Statement implementation team

Important to understand what's the purpose of the approach: present the Statements; seek endorsement; lobby for a piece of legislation...).

EAHP will present a list of relevant documents to engage stakeholders. Input from ambassadors will be asked.

**Action for ambassadors:**

1. Send a list with national relevant stakeholders (if not done yet). Discuss with member associations the stakeholder list.

1. Edit the documents in SharePoint to let us know:

- a. What documents / evidence could be useful to approach stakeholders within your countries
- b. Potential national strategies for engaging stakeholders (seeking endorsement/awareness/get support)
- c. Prioritisation of stakeholders

**Deadline:** The Stakeholder's dossier for each country should be finished by December/January 2016/2017. EAHP will create subtasks using SharePoint to make it easier and to reduce the workload.

#### 4. Awareness Campaign

As discussed during the meeting, raising awareness among hospital pharmacists and other relevant stakeholders is crucial to move towards Statement implementation.

EAHP is preparing a package of awareness materials that will be presented during the Congress in Cannes. EAHP will ask ambassadors and member associations to send us their feedback and input about the awareness materials.

EAHP will also ask their associations which specific awareness materials (aside the ones that will be presented during the Congress) could be useful to raise awareness within their countries.

**Action for ambassadors:** Send us feedbacks and inputs about the awareness materials

**Deadline:** 19 December 2016 (content of the campaign, check what EAHP has come up with); 26 January 2016 for the actual awareness materials. Details will be included in SharePoint.

## 5. Building resources

### a. Case Studies

During the meeting in Brussels, the EAHP Implementation team and implementation ambassadors discussed the importance of start collecting and gathering case studies. For instance:

- Research Papers to demonstrate evidence-based approach
- Case studies showing evidence of the quality benefits for the patients
- Business studies showing the cost-benefits

**Action for ambassadors:** Help EAHP collecting case studies and spread the work within their network so people are aware that they can submit, if they want, their work to EAHP in order to be published.

**Deadline:** First deadline February 2017 but ongoing process until the next ambassadors meeting. Reminders and updates will be sent through SharePoint. We will need resources to populate the website before the Congress.

### b. Centres of excellence

EAHP and ambassadors should start identifying potential centres of excellence. Centres of excellence are hospital-champion in their field-willing to provide training to hospital pharmacists all over Europe in procedures related to the Statements.

EAHP will send ambassadors more details about what's the criteria for centres of excellence.

**Action for ambassadors:** Identify potential centres of excellences. More details will be sent through SharePoint.

**Deadline:** First deadline February 2016 but ongoing process until the next ambassadors meeting. Reminders and updates will be sent. We will need resources to populate the website before the Congress.

## 6. Identify opportunities to present the Statements

EAHP and ambassadors should start identifying opportunities where the Statements and the project could be introduced and discussed. For instance:

- National Congress of Hospital pharmacists
- National Conference of Hospital pharmacists
- National Conference of other healthcare professionals (hospital managers; doctors, nurses...)
- Seminars
- Meetings with Health ministries

This is important to both keep track of when and to whom the Statements are introduced. EAHP will help ambassadors to produce all needed documents.

It is also important to update EAHP about the meetings you have with your associations to discuss the project and to send us (when important) what has been agreed.

**Action for ambassadors:** Let EAHP know about opportunities and venues where the Statements can be presented. When useful, send outcomes and comments from the meeting/conference/congress to EAHP.

**Deadline:** Ongoing process.

#### 7. Potential strategies/Barriers/Regional issues

EAH, member associations and ambassadors need to start coming up with potential strategies to move towards Statement implementation.

For instance:

- **at a national level:** countries can adopt the Statements into national standards or national good practices
- **at a local/hospital level:** going through an external healthcare accreditation could be a way for hospitals to move towards Statement implementation. Even though it will not be goal for the accreditation, in order to achieve it, hospital managers might help hospital pharmacist to implement procedure that comply with the Statements

It is also important that ambassadors start working with their associations to identify the main barriers to the implementation that should be tackled during the project and to convey regional issues that should be tackled and that may affect the project.

**Action for ambassadors:**

1. Identify Barriers and regional issues
2. Identify potential strategies

**Deadline:** On-going process until the next ambassadors meeting

#### 9. Statement Implementation website

This is not a tasks for the ambassadors, but rather a volunteer task (as for the self-assessment tool). EAHP is setting up the Statement implementation website and a demo will be ready by the end of January. EAHP will ask ambassadors to check the demo and let us know what they think before the presentation at the Congress.

**Action for ambassador:** Send input and feedback

**Deadline:** As soon as the website is set up