

**SALISBURY NHS FOUNDATION TRUST
MEDICAL GASES COMMITTEE (MGC)
TERMS OF REFERENCE**

Overview

The overall aim of the committee is to minimise Trust, staff and patient exposure to risk associated with medical gases (both piped and cylinders) by promoting safe practice and taking action to reduce the potential for adverse events involving medical gases.

Remit

To improve the safety, efficiency and effectiveness of the trust medical gas system through collation and dissemination of best practice across the trust.

- To receive and review all incident reports involving medical gases looking for trends and areas of learning and dissemination.
- To identify substantive actions, including training, to address the identified issues and trends.
- To make recommendations on actions required to the Clinical Risk Group (CRG) or Health and Safety Committee (HSC).
- To ensure that recommendations agreed by the Clinical Risk Group or Health and Safety Committee are implemented and to monitor the efficacy of these solutions through audit where appropriate.
- To advise on and develop Trust policies, procedures and documentation pertinent to medical gases.
- To consider notices from the Medicines & Healthcare products Regulatory Agency (MHRA) and national and regional reports of incidents relating to medical gases and ensure that appropriate action has been.
- To promote good practice with regard to medical gases through dissemination of information and risk avoidance measures and through staff training.
- To commission or undertake formal risk assessments of all aspects of medical gases making recommendations to the CRG or HSC where risks are identified and implementing agreed strategies.
- To report orally to the CRG or HSC when required and deliver a written report annually to include progress against the agreed work plan and a draft work plan for the forthcoming year.

Core membership

- Chief Pharmacist (Chair)
- Pharmacy store manager
- Senior Authorised Person for the Medical Gas Pipeline System
- Senior Nurse representative
- Midwife representative
- Business and Logistics Manager
- Representative from the risk department
- Lead Medical Equipment
- Operating Department Practitioner Lead (ODP)
- Health and Safety Manager (Deputy Chair)
- Representation from procurement
- Medical Devices Manager
- Facilities / Portering Manager

Other persons both internal and external to the Trust will be invited as necessary to assist on work streams. Fully briefed deputies of the above are permitted.

Quorum

A minimum of 4 members are required including the chair and 3 other core members.

Meetings

Routine meetings are held quarterly with minutes and action points published to members.

A chair person is elected annually from and by the membership.

The chair person is responsible for:

- Production and distribution of an agenda at least one week prior to a routine meeting
- Production and distribution of draft minutes of meetings not more than one week after the meeting

Reporting and accountability

The Medical Gases Committee is a formal sub-group of the Health and Safety Committee and accountable for clinical risk issues to the Clinical Risk Group.

The Members of the group report back and are accountable to the professional groups that they represent as well as to the Medical Gas Group for actions that they agree to undertake.

Steve Bleakley
Chief Pharmacist
May 2016