

1.INTRODUCTION

SEFH's healthcare products workgroup (GPS) was established in 2008 to support the work of hospital pharmacists working with healthcare products.

OUR CHALLENGE	Involving hospital pharmacists in the comprehensive management of healthcare products
GENERAL GOALS	<ul style="list-style-type: none"> ✓ Promote rational use of healthcare products. ✓ Foster hospital pharmacists' participation in the management of healthcare products. ✓ Encourage hospital pharmacists' participation in the use of healthcare products for the benefit of patients. ✓ Prepare standardized working documents and procedures for the assessment, selection and use of healthcare products in the hospital setting. ✓ Encourage the participation of hospital pharmacists in clinical, educational and research activities related to healthcare products
SPECIFIC GOALS	<ul style="list-style-type: none"> ✓ Bring together hospital pharmacists with an interest in healthcare products. ✓ Promote the exchange of knowledge and ideas among professionals. ✓ Encourage participation of pharmacists in the selection of the healthcare products to be used in their hospital. ✓ Prepare consensus-based documents and procedures for evaluating, selecting and using healthcare products in the hospital setting. ✓ Make information on healthcare products available to hospital pharmacists. ✓ Promote the organization of training courses and debates on healthcare products, geared specifically towards trainee hospital pharmacists. ✓ Promote the conduct of multi-center research projects. ✓ Collaborate with other health professionals and other scientific societies. ✓ Actively participate in healthcare product-related pharmaceutical care.
MISSION	Encourage the involvement of hospital pharmacists in clinical, educational and research activities in the field of healthcare products.
VISION	Integrate hospital pharmacists in the management of healthcare products with a view to promoting their rational use
METHOD O: Organization M: Members P: Health professionals Ps: Patient and society K: Knowledge management	<p>Work in an integrated and aligned manner to implement SEFH's strategic plan following the guidelines laid down by the society, namely,</p> <ul style="list-style-type: none"> - Face new challenges (O) - Develop a strategy based on maximizing the value of SEFH members (M) - Turn the workgroup into a role model for health professionals (P) - Overall person-centered plan (Ps) - Meet the individual needs of professionals, members and carers (K)

2. CURRENT MEMBERSHIP AND ORGANIZATIONAL STRUCTURE:

(For further details, see Annexes I and II at the end of the document)

The membership of the GPS workgroup is as follows:

- Coordinator: Marisa Gaspar Carreño
- Secretary: Seira Climent Ballester
- Advisory committee: María Queralt Gorgas Torner,
- Steering committee: Arantxa Aguinagalde Toya, Sergio García Cases, Piedad López Sánchez, Juan Francisco Márquez Peiró, María Cristina Muñoz Contreras, Isabel Romero Crespo, Juan Selva Otaolauruchi and Miriam Toca Muñoz.
- SEFH representative: Mar Galindo Rueda
- Support group: Teresa García Hernández, Noemi Gómez García, Leire Leache Alegría, Alicia Martín Vila, M^a José Torner Giner and Silvia Valero García

The steering committee shall be made up by a maximum of 8 members and shall include a coordinator, a secretary, an advisory committee, an unlimited number of support group members and a SEFH representative.

The workgroup coordinator shall have the following functions:

- Manage the workgroup's work
- Coordinate the workgroup's work with that of other Workgroups.
- Interact with SEFH's Governance Board.
- Define, together with the members of the workgroup, the goals to be pursued as well as the tasks to be completed and the workplan to be followed
- Establish, together with the secretary, the workgroup's regulations.
- Prepare, together with the secretary, a report on the workgroup's annual activities, which should be sent to SEFH's Technical Secretariat.

The workgroup coordinator shall be required to:

- Represent SEFH and its members as the coordinator of the GPS workgroup.
- Dynamize the workgroup to ensure it achieves its goals.
- Define, together with the other members, the workgroup's annual goals and assign specific tasks with specific deadlines to the members of the steering committee to guarantee their attainment.
- Appoint a website manager among the members of the steering committee (see point 6)
- Ensure that minutes are taken of every meeting of the workgroup.

- Prepare a report of the workgroup's annual activities at the end of every financial year (June-July) following a standard format.

The workgroup's secretary shall have the following functions:

- Convene and coordinate the workgroup's meetings.
- Interact with SEFH's workgroup coordinator and with SEFH's Technical Secretariat.
- Prepare the minutes of the workgroup's meetings and send them to SEFH's Technical Secretariat.
- Assist the coordinator in preparing the report on the workgroup's annual activities
- Ensure proper maintenance of the workgroup's website web and of the database containing the details of the workgroup's members and officials.

The Advisory Committee, as an advisory expert body, shall contribute their expertise and wisdom when asked to do so by other workgroup members. They shall assist the coordinator and the secretary answering their queries and/or optimizing their decisions.

The members of the steering committee will be required to:

- Attend the workgroup's meetings.
- Answer queries sent to them by e-mail.
- (Jointly and individually) participate actively in the different activities carried out by the workgroup (tasks, projects, queries, etc.)
- Perform the functions assigned to each of them by the coordinator.
- Represent the workgroup when required to do so.
- Execute the different projects and strategic priorities of the workgroup.
- Regularly attend training sessions on healthcare products
- Act independently without conflict of interest when dealing with the matters under the group's purview.
- Declare if they have any conflict of interest regarding the healthcare product evaluations they may be required to carry out.

The Support Group will also participate in the activities of the workgroup. They will work under the leadership of one of their own, who will be known as the collaborators' spokesperson. The spokesperson shall be elected unanimously by the members of the steering committee and the advisory committee. In the absence of unanimity, the decision will be made by simple majority.

3. WORKGROUP MEMBERSHIP RENEWAL

The tenure of workgroup officials will be renewed by open call (through SEFH's mailing list and website, among others) to encourage participation of other SEFH members. The call shall include the requirements to be met and information on the scale used to evaluate candidates. Applications will be received and processed by SEFH's Technical Secretariat. The final resolution and the candidates' scores must be recorded in the minutes of one of the workgroup's meetings.

The workgroup coordinator and secretary shall be elected every two years for a maximum term of four years (two elections). The renewal of these positions must be made gradually to ensure continuity of the workgroup's activities. In case of reelection, it shall be indispensable to demonstrate to SEFH's Governance Board the attainment of all the goals set for the previous term. Should it be decided that the coordinator take over the position of the secretary at the end of their term, or vice versa, the procedure will be the same as that used for reelections, i.e., they will be required to demonstrate to the Governance Board that they achieved all goals of the previous position.

At least 20% of the positions on the steering committee should be renewed every two years.

The steering and advisory committees, including their outgoing members, shall choose the new members by consensus or simple majority, ensuring that the committees contain a broad representation of the different areas of hospital pharmacy and that candidates played an active role in the activities of the group in the previous years.

The workgroup coordinator and secretary shall be appointed by consensus by the steering and advisory committee members. In the absence of consensus, the election shall be made by simple majority. Candidates must be steering committee members.

3.1. CRITERIA FOR JOINING AND LEAVING THE GPS WORKGROUP

The workgroup is open to any SEFH member interested in joining it. Registrations must be made through the workgroup's website. Admissions shall be decided together with the workgroup's members and subject to such requirements as being a SEFH member and being in some way involved in the management of healthcare products. Once a decision has been adopted, it shall be communicated directly to the applicant. Admissions to the steering committee or the support group will be decided by the coordinators and the secretary.

Members wishing to leave the workgroup or who would like their personal details to be modified, should send an e-mail to that effect to the coordinator and the secretary.

4. WORKGROUP'S DISCIPLINARY CODE

Unjustified absence from two consecutive workgroup meetings or the neglect of the duties described in the relevant section above shall entail exclusion from the workgroup.

5. DISSOLUCIÓN OF THE GPS WORKGROUP

Dissolution of the workgroup may be decided for any of the following reasons:

- The workgroup has not conducted any activities for two consecutive years.
- The initially proposed goals have ceased to be relevant.
- The workgroup has infringed SEFH's workgroup operational regulations.

The workgroup coordinator or any member of SEFH's Governance Board may request the workgroup's dissolution if one more of the situations above occurs.

The request can be made at any time and in writing to SEFH's Governance Board. The document must state the reasons behind the request. The secretary shall include the request on the agenda of the following ordinary meeting of the Governance Board, which shall be entitled to authorize the workgroup's dissolution without further formalities.

Once the workgroup's dissolution has been authorized, the Governance Board shall make the relevant announcement to the workgroup coordinator at to all SEFH members through SEFH's communication channels.

6. GPS WORKGROUP WEB SPACE

The GPS workgroup will be assigned a space within SEFH website, which they will be responsible for maintaining through a contents manager appointed by SEFH. The workgroup's web space shall be managed by a member of the workgroup's steering committee, who will previously have received the training needed to update the site's contents. The work will be supervised by the workgroup secretary and coordinator.

7. COMMUNICATION CHANNELS

The workgroup shall use its website as its main communication channel. The steering committee shall post on the website the details of the training activities organized as well as any other information considered relevant to the workgroup members. Workgroup members may use the secretary's and the coordinator's emails as well as the website's discussion forum to make comments and/or suggestions or share information.

8. TRAINING ACTIVITIES AND RESEARCH PROJECTS

The GPS workgroup may organize both training activities and research and other professional development projects aligned with its goals and strategic priorities. Such initiatives must be made known to SEFH's workgroup coordinator and SEFH's Governance Board, through SEFH's representative on the group's steering committee, as well as to SEFH's Technical Secretariat. The Technical Secretariat shall manage the different training and research activities, as required by SEFH's by-laws. As far as training activities are concerned, the workgroup must specify the contents to be imparted and draw up an economic report, stating the available sources of funding.

Should SEFH's workgroup coordinator or SEFH's Governance Board identify a potential synergy with an initiative of another workgroup or consider that some other workgroup should also be involved in the training initiative, the training program will not be implemented until the relevant workgroups have become involved.

9. SEFH'S ANNUAL CONGRESS

At every SEFH congress, the GPS workgroup shall provide an account of their activities during the past year and present an action plan for the future. In this regard, they will contact the chairperson of the congress' scientific committee and with SEFH's workgroup coordinator sufficiently in advance to be able to appropriately organize the corresponding session.

ANNEX I. MEMBERSHIP OF THE GPS WORKGROUP'S STEERING COMMITTEE

Workgroup coordinator	Workplace	e-mail / Twitter
Marisa Gaspar Carreño	Intermutual Occupational Health Hospital (Valencia)	mgaspar@hilevante.com @sisigaspa
Secretary	Workplace	e-mail / Twitter
Seira Climent Ballester	Alicante General University Hospital (Alicante)	seira.climentballester@gmail.com
Steering committee	Workplace	e-mail / Twitter
Arantxa Aguinagalde Toya	Beata Santa Ana Hospital (Madrid)	aaguinagalde.hbma@hospitalarias.es @aaguinagalde201
Sergio García Cases	La Florida Elderly Care Home (Alicante)	garcia_sercas@gva.es @segacases
Piedad López Sánchez	Tomelloso General Hospital (Ciudad Real)	piedadls@gmail.com @Piedad_L_S
Juan Francisco Márquez Peiró	Pharmacovigilance Unit. AEMPS (Madrid)	marquez_juapei@gva.es @JMARQUEZ0579
Maria Cristina Muñoz Contreras	La Vega Hospital (Murcia)	maria.cristinamunoz@hotmail.com @cristinuki86
Isabel Romero Crespo	Project Manager at MICOE	romerocrespo@gmail.com @IsabelRomeroCre
Juan Selva Otaolarruchi	Alicante General University Hospital (Alicante)	selva_jua@gva.es @jua_selva
Miriam Toca Muñoz	Pharmacovigilance Unit. AEMPS (Madrid)	miriam.toca@gmail.com
SEFH representative	Workplace	e-mail / Twitter
Mar Galindo Rueda	Virgen de la Arrixaca University Hospital (Murcia)	marimargalindo@gmail.com @mmar_galindo

ANNEX II: MEMBERS OF THE GPS WORKGROUP'S ADVISORY COMMITTEE

Consultant	Workplace	e-mail/twitter
Maria Queralt Gorgas Torner	Vall d'Hebron University Hospital (Barcelona)	qgorgas@gmail.com @qgorgas

ANNEX III: MEMBERS OF THE GPS WORKGROUP'S SUPPORT GROUP

Colaborator	Workplace	e-mail / Twitter
Teresa García Hernández	Health product management, control and vigilance unit. Regional Ministry of Public Health. (Valencia)	garcia_terher@gva.es
Noemí Gómez Gardía	HM Sanchinarro University Hospital (Madrid)	ngomez@hmhospitales.com
Leire Leache Alegria	Navarrese Health Service-Osasunbidea (Navarre)	lleache28@hotmail.com
Alicia Martín Vila	Meixoeiro Hospital. Vigo(Pontevedra)	Alicia.martin.vila@gmail.com
Maria José Torner Giner	Health product management, control and vigilance unit. Regional Ministry of Public Health. (Valencia)	torner_mjo@gva.es
Silvia Valero García	La fe University Hospital (Valencia)	silvia.valero.garcia@gmail.com