



## **Role Description for Volunteer to act as Project Management /Admin Support to ISoP Medication Errors SIG**

### **Background to role:**

The person /persons in this role, who will be unpaid volunteers, primarily support the operations of the SIG and provide PM / Admin support to Dr Brian Edwards (Brian) and Prof. Ian Wong (Ian) as Group Coordinators. The role may well be divided across two individuals but many of the tasks are interchangeable as required. It will involve the organisation / setting up of some meetings for the SIG, together with providing some support to the sub-groups, within the SIG, on an as-required basis.

Variable experience of pharmacovigilance needed. ISoP member preferred.

### **Time allocation expected:**

Typically we would expect a half hour call a week, general SIG activities 1 hour/month; a hour call every 2 months with minutes (4 hours write-up including comments from Brian/Ian)

### **General activities:**

#### ***These can be divided as follows:***

- Regular (at least monthly) updates of the membership and contact list
- Arranging two monthly or ad hoc SIG meetings in collaboration with Brian/Ian – we have an arrangement with ISoP to use go-to-meeting- Sophie (ISoP Exec Sec), Brian or Ian can act as host.
- Preparing and sending out agendas for these meetings and agendas for sub-team meetings as required
- Attending these meetings and taking minutes (notes and action points) for initial circulation to Brian/Ian, and then circulation to all SIG members
- Maintain a task list in the form of deliverables with timelines and named task allocation

- Attending and taking minutes of any of the sub-team meetings on an as-required basis
- Supporting Brian/Ian and other SIG members with PowerPoint presentation preparations as required
- Periodic catch-up calls with Brian/Ian as determined by Brian/Ian

It is fair to say that the role is evolving and other tasks may be added to these in discussion with the PM.

It will be a good idea to identify templates for Meeting agenda and Meeting Minutes so these can be used consistently across the SIG and within each of the sub-groups. However, this is very much 'Your Role' to make of what you can.

**Set-up activities:**

Any tool is acceptable for these activities at your discretion such as Dropbox for filing or Excel for creating member and task lists. Please use whatever you are most proficient with.

Please contact ISoP Administration ([administration@isoponline.org](mailto:administration@isoponline.org))

**May 9th 2018**