
Management Board Meeting
Tuesday 01 April 2003
4pm, Pharmacy Seminar Room, RIE

Present: Dr N Bateman, Medical Director, SPIB and CARDS, RIE
Sheena Kerr, Principal Pharmacist, Medicines Information, RIE
Melinda Cuthbert, Senior Pharmacist, CARDS, RIE
Dr N Lannigan, Chief Pharmacist, LUHT
Dr S Maxwell, Senior Lecturer, Dept Clinical Pharmacology, University of
Edinburgh

1 Apologies for absence

There were no apologies

2 Minutes of previous meeting

Minutes from the meeting held on Tuesday 4 February 2003 were adopted.

3 Matters arising

3.1 Dissemination of annual report to Scottish Executive

It was decided that the executive summary of the annual report for 2002 for CARDS (see enclosure 1) would be disseminated to the following:

- Members of the Advisory Group
- Chief Executives of Health Boards
- Medical Directors of all Trusts
- ASTCP members
- CMO
- CNO
- CPO / Deputy CPO
- Nes
- QIS (NHS Quality Improvement Board)
- SMC
- Chief Nurses of hospital trust in Scotland
- Heads of Clinical Pharmacology within Scotland
- Heads of Schools of Pharmacy within Scotland
- June Raine
- Liz McGovern, Pharmacist, Public Health
- SMIPG
- Post Graduate Deans of Schools of Medicine in Scotland

Dr Maxwell will provide names of Post Graduate Deans.

ACTION: Dr Maxwell

Dr Lannigan raised the concern that the numbers quoted in this report were the 'official figures' being given by the CSM/MCA. Melinda advised that due to the nature of the live ADROIT database, the number of registered reports were subject to change from one point in time to another when reports are generated from ADROIT. This is due to such factors as identification of duplicate reports, uncommitted reports, and time delay in processing. The CSM/MCA use a disclaimer on these reports to cover for this. It was decided that the following would be added to the Executive Summary Annual Report, and likewise to all future reports produced in the future.

It should be noted that the number of registered reports for 2002 should be recognised as subject to change due to the nature of the ADROIT database, including various factors such as identification of duplicate reports'.

3.2 Website Design

Web page is now almost completed. Dr Maxwell and S Kerr biographies are still required for the web page but once these are forwarded to Ben Foster the web page should be able to be finished

ACTION: Dr Maxwell/S Kerr

3.3 Medical Staff cover

Currently there is no set cover decided between Dr Maxwell and Dr Bateman. At present Dr Maxwell's access to the CSM N: drive has still not been arranged and without this he could not view the yellow cards on-line. Once this is sorted, formal cover arrangements will be discussed.

It was suggested by Dr Bateman that a letter be drafted and sent to the IT department regarding our dissatisfaction with the tardy action of this request. The letter should be copied to Dr Bateman and Dr Lannigan.

ACTION: M Cuthbert

3.4 Change of e-mail address

The request to change the e-mail address from CARDS to CSM Scotland has been received by the IT department. As soon as they have made this change they will advise us. This should hopefully take place within the next week or 2.

3.5 PDF software

This software has been purchased however the IT department will not install this until after we have moved to the NRIE

3.6 Yellow card peer review

Previously it had been decided that peer review of yellow cards would be incorporated into the Management Board Meeting. However, this does not seem feasible and it was suggested by Dr Bateman that peer review could be incorporated into the clinical pharmacologists lunch-time meetings which take place on Mondays at ling-time at the WGH. It as thought

that 3 times per year would be sufficient. Dr Bateman to contact Dr Oliver, Specialist Registrar, to arrange this for the future. The first meeting would be led by Melinda and would cover information from the annual report.

ACTION: Dr Bateman/M Cuthbert

It was agreed between Dr Bateman and Dr Lannigan that sandwiches, refreshments etc would be funded through the Pharmacy department for these meetings if necessary.

3.7 Summary of yellow cards received 1st quarter of 2003

In the first quarter of 2003, from January to March a total of 190 reports were received. This reflected a 6.7% increase over the previous quarter. Black triangle percentage still remains about 30% of the total and the number of serious reactions remains between 60-75% per month. Melinda is currently in the process of preparing the quarterly report. She is still waiting for past data from London and as soon as she has this data the reports will be completed and disseminated.

ACTION: M Cuthbert

4 Launch Seminar and Guest List

It was decided that the launch seminar would be a half-day event as opposed to a whole day. The favoured site would be Stirling Management Centre (StMC). Melinda to make contact with StMC to check availability for October and November. She will first check the schedules of the key members of the CSM Management Board to check their availability for these months. A price quote will also be requested for the hire of the room for half day and arrangements for coffee on arrival and tea/coffee and biscuits at the end of the afternoon seminar.

ACTION: M Cuthbert

A suggested draft programme (see enclosure 2) was discussed. Guest speakers for there presentations still to be confirmed but Dr Bateman and Dr Lannigan will check their availability.

ACTION: Dr Bateman

It was decided that key stakeholders would be invited to this meeting and then the remaining numbers would be left open for others to register. The key members suggested for invitation would be CMO, CNO and the CPO of Scottish Executive. Dr Lannigan to check their calendar and availability for this event once draft program available.

ACTION: Dr Lannigan

Members of the CSM/MCA including the Chairman, and June Raine would be invited. Dr Bateman to check their availability.

ACTION: Dr Bateman

It is possible that the new Minister of Health after the May 1st election , may also wish to attend. Once elected they will be contacted. Further discussion of the launch seminar will take place at the next members board meeting being held in June.

5 Any other business

5.1 MRC workshop on patient safety

Dr Bateman reported that he had recently attended the above workshop on patient safety in Tayside that was chaired by Peter Davies. It was identified at this meeting that Scotland is uniquely placed within the British Isles for systems of pharmacovigilance and epidemiology, it has a number of key databases which are not available in other parts of the UK that could be used to collect anonymised data which can be pooled. These centres include CSM Scotland, MEMO, Toxbase, Information & Statistics Division (ISD). The use of CHI numbers will be a key part of the development of this programme. It was suggested by Dr Bateman that CSM Scotland may wish in the future to pursue the collection of CHI numbers on yellow card reports. However, since these numbers are unique to individual patients the issue of confidentiality and data protection would be an issue that would need to be considered. Members from ABPI, SMC and ISD were in attendance at this meeting as well. R Muir of ISD discussed the SMRI 1 coding of ADRs on discharge that could be utilised for collection of ADR incidents in the hospital setting. Dr Bateman will further discuss this with him to see how we could best link these data sets of ISD and CSM Scotland in the future.

ACTION: Dr Bateman

5.2 HIV reporting Scheme

Dr Lannigan reported that he recently had attended the pre-registration pharmacist project presentations and during that he became aware of the HIV reporting scheme that collects ADR reporting for HIV patients separately from other patients within the UK, that would be reported via the yellow card reporting scheme. Others in attendance were already aware of this scheme but as to what actually happens to the data once it is collected by the CSM in London is not known. M Cuthbert to request further information on the HIV reporting scheme from CSM in London.

ACTION: M Cuthbert

5.3 Dermatology ADR

Dr Bateman recently had a discussions with Dr Claire Benton of Dermatology, concerning raising the profile of ADR reporting within the dermatology out-patient clinic. He requested that yellow cards be sent to Dr Benton for placement within the out-patient department, to aid facilitation of this.

ACTION: M Cuthbert

5.4 Oncology correspondence

Further to the letters which had been received by Dr Bateman regarding the oncologist concerned at both the WGH, Edinburgh and the Southern General, Glasgow regarding the reporting of ADR reporting and how it reflected upon their practice, it now appears that the concern of the oncologists at the WGH, Edinburgh have been appeased by the reply letter which has been written by Dr Bateman.

5.5 NHS 24 – ADR reporting by patients

M Cuthbert met with Debbie Jamieson from NHS 24 today to discuss concerns regarding possible role out of ADR reporting by patients similar to NHS directive in England. She is due to meet with members of CSM to discuss their pilot project currently being carried out in London to see what positive outcome or objectives have been achieved. After this meeting she will report back to CSM Scotland. She is very keen to develop a working relationship between herself, the NHS24 group and CSM Scotland. M Cuthbert will advise at next meeting on the outcome.

ACTION: M Cuthbert

5.6 Non-academic GPs

Dr Bateman wrote to the chairman of the Scottish General Practitioners Committee for a nomination of a GP who shall join the Advisory Group of the CSM Scotland. A non-academic member was sought as one academic GP is currently on the committee. Dr David Alexander from Dunfermline was the candidate nominated. Dr Bateman has since officially written to him to invite him to join the group and an official reply is still awaited.

6 Date of next meeting

The next meeting is scheduled for 4pm, Tuesday 3 June 2003 at the Pharmacy seminar room, NRIE.

ACTION: M Cuthbert