
**Minutes of the Management Board Meeting
Held on Monday 1st June 2009
At 1.00 pm in the Seminar Room, Pharmacy Department NRIE**

Present:

Dr S Maxwell, Senior Lecturer in Clinical Pharmacology, University of Edinburgh Medical Director CARDS, (Chair)
Professor N Bateman, Professor of Clinical Toxicology University of Edinburgh
Melinda Cuthbert, Acting Principal Pharmacist, YCC Scotland, RIE
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE

1 Apologies for Absence

Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute) Lothian
Sinead Ferry, Information Officer YCC Scotland was attending an induction course and could not attend.

2 Minutes of previous meeting

The minutes of the meeting held on Monday 23rd February 2009 were accepted as a true and accurate record. The spelling of Audrey Birt and Jane Murkin was to be corrected on pages 5 and 6 respectively.

3.0 Matters Arising**3.1 Annual Report 2007/8**

Sheila has a list of all the stakeholders who should receive a copy of the Annual Report however she has not had time to identify the Email addresses of all those concerned. It was suggested that Sinead could assist with this once she is in post. Bill Scott has received a paper copy.

Action SN/SF

3.2 Nurse ADR Poster

Melinda has had 100% uptake from all Scottish Health Boards and still has to distribute to two of these boards.

Action MC

3.3 YCC Scotland Web Page

Sheila covered most of the required updates on the YCC Scotland website. She ran into some issues with copyright regarding copying full PDFs of articles on to the site and it was agreed that links to abstracts or Pubmed links would be adequate.

Action SN

Still to contact the site leads in Lothian asking them to nominate at least two staff members to review the YCC Scotland website asking if it is:

- Easy to navigate
- Clear
- Providing the information which they want and expect from the website

We should also indicate that any response is welcome.

Action SN

3.4 GP CPD Online Training on ADRs

Melinda has identified Peter McAllister as the lead contact. It was agreed that Melinda would contact Peter McAllister to offer an ADR module to include in future training sessions. It was noted that the sessions are usually based on case examples from practice.

Action MC

Following the Advisory Board Meeting on the previous week it was agreed that Postgraduate Deans should be contacted to promote postgraduate GP training on ADRs in all areas of Scotland. Sheila and Melinda to identify the Deans and Simon to write to them.

Action SN, MC SM

3.5 Pre-Registration and MSc Pharmacists Projects on ADRs

Katherine Davidson's MSc project is still progressing. It was agreed that Simon would arrange to meet up with Moira Kinnear at the Western General Hospital to progress future projects.

Action SM

3.6 A&C Post Developments

Sinead Ferry will start in the department on Wednesday 3rd June. Melinda has updated SOPS and developed her training schedule.

Action MC

3.7 Lay Guide and Teaching Resource Pack

The Lay guide is still a work in progress at MHRA in London. The Generic Teaching Resource Pack has been produced and both Melinda and Sheila have adapted this to use in recent presentations. It is essentially a useful resource and both Melinda and Sheila have comments to pass back to the MHRA to improve it further.

Action MC SN

3.8 Pre-Populated Yellow Card Reporting

Mick Foy is currently piloting this with EMIS. When this goes live in Scotland there will be a need for training for GPs and an opportunity for YCC Scotland to provide this. It is anticipated it could be another year before these systems go live nationwide.

3.9 Patient Reporting ADR Research project

Melinda, Sheila and Simon met with Laura Kitto to discuss her involvement with the project this morning. Melinda will prepare the Access database prior to Laura starting. Laura will arrange training on the use of the database.

Nicola Brown, pharmacy technician from WGH will also be involved in part of this project.

Action MC SN

3.10 Promotion of YCC Scotland to Community Pharmacy and Patient Safety Programme

A letter has been sent to Harry McQuillan for distribution to all Scottish Community Pharmacies.

Jane Murkin attended the recent Advisory Group meeting and we plan to link in to their next session in the autumn. Melinda to liaise with Jane Murkin.

Action MC

3.11 Dear Healthcare Professional Letters

Melinda is drafting a letter to Bill Scott so this can be passed to Harry Burns, the CMO. Letter also to be signed by Simon and Nick.

Action MC

3.12 YCC Scotland Induction Packs

Melinda has drafted a one-day timetable to cover the role of YCC Scotland. It was agreed that, with the assistance of Sinead and the inclusion of some areas of self-directed work in the programme, it need not take up excessive YCC pharmacists' time.

Action MC

3.13 Future Promotion of Patient Reporting

Sheila to re-send information to Simon.

Action SN

Sheila to contact Andy Stewart at SCVO to suggest that YCC Scotland could provide a presentation free of charge to explain Patient Reporting at the 2010 Gathering

Action SN

3.14 Proposal for Deputy Medical Director of YCC Scotland

Nick and Simon are aware of one possible candidate.

3.15 European Clinical Pharmacology Meeting 12th-15th July 2009

Simon explained that there is currently a window for submitting late breaking abstracts for posters for this conference. Both Melinda and Sheila should submit a brief 150 word abstract on the Public Health Initiative on ADR Reporting – Initial Results and Melinda's MPhil Research Results to Simon ASAP. As Sheila will be away on Annual Leave at the time of the conference, Simon has offered to present the poster. Melinda will be short staffed in the MI/YCC department that week but should be able to be free for a couple of hours.

Action SN MC

3.16 Meeting with Bill Scott

Simon and Melinda reported that this meeting had proved to be very productive. Melinda will Email or write to Bill Scott with a summary of the agreed action points.

Action MC

4.0 Collaboration with ENCePP (European Network of Centres for Pharmacoepidemiology and Pharmacovigilance.

It was agreed that we should aim to become involved with this network. Sheila to download the application form and complete as far as she can before passing to Simon

Action SN SM

5.0 Issues Arising from Advisory Group Meeting

Melinda to contact Mick Foy as per Advisory Group Minutes
Sheila to identify Postgraduate Deans

6.0 AOCB

Nothing identified

7.0 Date and Time of Next Meeting

Sheila to "doodle" with dates at the beginning and end of September/October 2009.

Action SN