

YCC Scotland Management Board Meeting
Meeting 01/09/16 Castle Rock Room, PGRIE.

Action Points

Members present: Angela Timoney (AT), Tracy Duff (TD), Alison Paterson (AP), Fiona Houston (FH), James dear (JD), Donna Watson ((DW) Minutes).

Teleconference: Simon Maxwell ((SM) Chair)

Item on Agenda	Action Point	Action By	Date for completion
1: Apologies	Nil		
2: Action points from previous meeting 26.5.16	<ul style="list-style-type: none"> • (Point 7.1) HIS and YCCS leaflets- TD stated that the new HIS leaflet covers medication reporting so YCCS do not need to produce another leaflet on this. • (point 8.2) SM suggested bringing the matter of YCCS engagement and co working with FARR up at the next Advisory Group meeting. • Toxbase figures- JD gave figures for last year with 256 clicks on the page through to YC reporting. JD suggested a study of examining these clicks through and comparing to YC reporting – this would need linkage with MHRA and be a substantial piece of work. 		
3: Matters Arising	<p>3.1 HEPMA – Business case is at Board Chief Executives. The proposal is for regional clusters with SG covering the capital costs and Boards supporting recurring costs. Reporting on ADR being embedded is still in question. AT will keep the group apprised of progress.</p> <p>3.2 Promotion of YCCS app- DW has looked at the royal colleges’ sites and apart from the RCGP no college has an obvious place where apps etc are advertised. TD and DW had discussed the development of a package (including the app links) that could be sent to colleges. It was felt that this might enable the information to be placed on the sites. Other board members agreed. SM thought this approach may be useful for the UoE who are updating their website, but that it should be succinct in nature.</p> <p>3.4 Prescription for Excellence- Refresh has been completed. Still to be presented and awaiting information on how it will impact/ be rolled out. AT will keep group apprised.</p> <p>3.5 YCC Advisory Board- Sharon Pflieger, Janet Harkness, Jane Harris and Anne Watson have been invited. William McAlpine is retiring so require new replacement for that post. DW has contacted AHP link for suggested replacement for Sonja Lamb- but no response.</p>	<p>AT</p> <p>TD/ DW</p> <p>AT</p> <p>DW/ FH</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>13/10/16</p>

	SM will contact a possible patient representative. 3.6 The terms of reference had been updated by AT and members agreed to these. DW will make the updates.	SM DW	05/09/16
4: Welcome	SM welcomed Fiona Houston (FH) who is the new Administration Assistant for MI/ YCCS.		
5: AGM:	TD and AP will be attending. SM will try and dial in when details become available. SM will send TD last year's presentation. Matters to be raised at AGM were identified as: <ul style="list-style-type: none"> • The embedding of YC reporting in electronic systems. • The embedding of patient reporting. • Re education regarding overdose reporting- as there is a challenge to capture toxicology/ overdose/ medication error data. SM & JD suggested that the message from the MHRA requires to be clarified. • The statement by R Parr on the safer use of medicines, and policy direction for Scotland. • The coordination of YC Social Media – what is the role of the MHRA and should it be greater/ acting as a hub? • Dial in details require identified. 	AP/ TD DW	12/09/16
6: YCCS Website/ Social media	FH has scanned other YC sites to see what activity they have. TD has identified NHS guidance/ MHRA top tips and NHS Lothian guidance. Board agreed that the YC twitter activity will be outside of the NHS Lothian remit. YCCS have a new MHRA funded Ipad, and will develop guidance identifying the remit/ protocols for use of social media. JD suggested that the name of any account required consideration so it could be accessible.	TD/ FH	Ongoing
7: Patient Group Involvement	DW has attended carers' event in collaboration with Edinburgh council. AP will be attending a meeting for carers in collaboration with the outreach pharmacy technician. The meeting is with Vocal (large Lothian based carers group). JD asked what the aims of these meetings etc was- DW informed the group that it was to raise awareness of the scheme and encourage reporting. SM acknowledged that YCCS have a contractual obligation re patients/ carers and parents.	TD/ AP/ DW	Ongoing
8: Research - MSc	AP reported that VISION role out in Scotland is not imminent. The role out timescale means that undertaking an MSc on YC embedding in electronic systems is not possible. SM suggested that if there were any other suggestions for possible projects then the group should let AP know.		
9: HIS Adverse Events Work stream.	9.1 Feedback from Safer Use of Medicines Group- TD and SM have been attending. However the overlap with other groups is noticeable.	TD	Ongoing

	9.2 Quality Roadshow- TD commented that the roadshows documentation and presentations did not contain information on YC reporting. YCCS are to add a slide in regard to this. Board commented that proposed slide should have logo and YC colour pallet added. SM commented that the roadshow name suggested mono professional interest i.e. pharmacists and suggested that 'medicines' should be included to encourage other attendees. TD will feed this back.	TD	Ongoing
10: Annual Report and Quarterly statistics	Draft annual report has been sent to MHRA for their comments. DW will send out quarterly statistics with the minutes.	DW	By next meeting
11: YCCS objectives for 2016-17	Priorities suggested were briefly discussed. The point re Champions was contentious and the value of the Wales model being applied in Scotland queried. JD felt that the road show format worked well. The question of who would be the champions was raised. The additions of Social Media and embedded YC reporting were seen as possible additions to the objectives.	TD	Ongoing
13: AOB	UKMi Professional development Seminar Posters- Board agreed that the MHRA logo should be put on the posters as well as YCCS		
12: Date and Time of Next Meeting	TBC		