

YCC Scotland Advisory Board Meeting

3rd May 2017

Minutes

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| In Attendance: | |
| Angela Timoney (AT) | Director of Pharmacy, NHS Lothian (Chair) |
| Tracy Duff (TD) | Lead Pharmacist YCC Scotland and Medicines Information, RIE. |
| Alison Paterson (AP) | Senior Pharmacist YCC Scotland and Medicines Information, RIE. |
| Donna Watson (DW) | Information Officer YCC Scotland, RIE (Minutes), |
| Anne Watson (AW) | (Teleconferenced) |
| Elaine Figgins (EF) | (Teleconferenced) |
| Karen Harkness (KH) | ASMIP (Teleconferenced) |
| Prof. Simon Maxwell (SM) | Medical Director, YCC Scotland (Teleconferenced) |
| Keith Small (KS), | Representing ABPI |
| Karime Et Taouil (KE), | Representing IRIC |

| 1 | Apologies | Professor Tom MacDonald, James Dear, Jane Harris, Fiona Houston. | |
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| | Item | Notes | To action |
| 2 | Membership | <p>AT welcomed everyone and gave a short outline of the Advisory Groups role and remit.</p> <p>AT introduced new members- AW and EF. EF was invited to give a short resume of her experience.</p> <p>SGPC- Following the retirement of William McAlpine the group was seeking a replacement from the SGPC. TD received notification that there is no representative available. AW suggested contacting John McKay and will forward details to AT/TD. Other suggestions included contacting HIS.</p> <p>Patient Representative- SM has contacted David Standley. And he wished to have some more information. He has now agreed and is awaiting information about the next meeting so he can put it in his diary. Suggestions for representatives included contacting the Alliance and KS will forward the details to SM. AW suggested Irene Oddfellow / Ian Welsh and will send details to SM.</p> <p>ADTC Collaborative- Sharon Pflieger was previously on the group and TD will re-contact SP to see if she is able to continue or suggest a replacement. AT suggested contacting Laura McIver to source a replacement member.</p> | <p>AW</p> <p>KS/ AW SM</p> <p>TD</p> |
| 3 | Minutes of Previous meeting | 13/10/16- Accepted as an accurate record. | |
| 4 | Research | | |
| 4.1 | Update on Screening for adverse events project | No further feedback on this matter | |

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| 4.2 | Farr Pharmacoepidemiology Group update | <p>No further feedback on this matter.</p> <p>The group expressed that it would be useful to have further information on FARR and the work it is undertaking. TD advised that she had received an invite to their last meeting, and agreed to forward future invites to the management board members. It was agreed that at least one member of the board should dial in/ attend and feedback to the advisory group. TD will liaise with JD regarding this as JD is the nominated link with FARR. It was also agreed that Marion Bennie – who is involved in FARR- should be invited to the next Advisory Group meeting.</p> | <p>TD</p> <p>TD/JD</p> |
| 5 Matters arising | | | |
| 5.1 | Trainee Dr half day release: | <p>IRIC involvement in the training has not yet been incorporated. JD and KE to liaise regarding this.</p> <p>KE shared a presentation that IRIC uses at events – this was only present to attending members and will be circulated with the minutes. KE to send to TD.</p> <p>AW advised the group that NES have a Dr Foundation section on their website and it may be possible to get the presentation uploaded to this section. This can be further looked at once the presentation has been circulated.</p> <p>KE informed the group that patient reporting of adverse incidents with medical equipment can only occur via the Yellow Card site and the MHRA forwarded any responses on. DW will send some patient Yellow Card guidance sheets to KE so that IRIC can see how YCCS currently advise patients how to report devices.</p> | <p>JD/KE</p> <p>KE/ TD</p> <p>DW</p> |
| 5.2 | ADR E-Learning Modules: | <p>TD has spoken with Leon Zlotos and is meeting with him soon regarding the need to update the modules. Difficulties to any updates are time available from NES staff and the funding as it is quite expensive.</p> <p>TD raised the maintenance of the module. User feedback indicates they are time consuming and complex- so a more comprehensive upgrade is perhaps needed. There are new European Pharmacovigilance modules (CPD accredited) which may be more attractive to possible users. TD is to map these modules to the YCCS modules and send the link to the European modules to the group. TD to write a proposal paper on the modules. There was discussion about how much influence the YCCS modules had on the European modules and if it appears to be significant then some acknowledgement was suggested.</p> <p>NES have a new digital platform and this may make updating materials and the costs involved less onerous.</p> <p>The question of Brexit impacting on the European modules was raised and this may make the YCCS ones more relevant.</p> <p>The discussion concluded to keep the current modules.</p> | <p>TD</p> <p>TD</p> |
| 5.3 | Educational Establishments | <p>DW fed back that the survey had been sent out but the response rate had been very low (6 responses). The survey will be resent.</p> | TD/FH |

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| | survey | AW suggested sending to the Council of Deans of Scotland and will send links to this to TD. | AW |
| 5.4 | Update E-Yellow Card & HEPMA: | HEPMA will not have YC reporting in it. There is an aim to work with Ayrshire & Arran who have had HEPMA for some time. Ongoing. | AT/ TD |
| 5.5 | Promotion of Toxbase App to Pharmacy | KH had taken the App to ASMIP. Comments were feedback to JD and then forwarded onto the App developers as in its present form ASMIP were reluctant to promote it. No further news however it was noted that some parts look different recently. TD to follow up the feedback and if it has impacted. KH will retake it to ASMIP if any changes have occurred. | TD KH |
| 5.6 | Toxbase/ RIDR Update | The RIDR pilot has started. | |
| 5.7 | Annual Report & health board reports: Reporting trends | DW feedback that ¼ reports in their new format have been sent out. Comments were received back and they have been updated accordingly. General consensus was positive. Annual report data is now in and there has been a 1% increase in reporting overall since last year. AW suggested that some of the data e.g. high risk drug reporting could link with the SPSP work / Safety Climate work especially re community pharmacy/ Primary Care. This should be taken up with Laura McIver and Rose Marie Parr. Also John McKay might be a useful contact. | TD/AT |
| 6 | YCC Objectives Priorities 2016/17 | It was agreed that the annual report would help develop the objectives/ priorities for next year. Linking in with community pharmacy via the SPSP work. TD/ AT to discuss with RMP/ LM whether this could be established as part of next year's National framework. Electronic reporting- contact Elaine Paton/ Alison Strath regarding electronic prompting of ADR reporting via CMS. Work with colleagues in IRIC and HIS via NSAOSG to scope interest and feasibility of a National adverse event reporting contract. It is noted that some software such as Ulyses does have the functionality to generate e-YCs. Targeting the public versus patients was discussed as a possible new direction next year. | AT/TD AT/ TD TD |
| 7 | IRIC update | KE updated the group on what has been happening in IRIC: <ul style="list-style-type: none"> The MESH implants report has made an impact. It has been published but there was uncertainty if it had been accepted by the SG. IRIC are working with National Procurement regarding the purchasing on incident reporting systems and best value deals. The Ulyses SafeGuard system does allow for YC reporting. EF advised that for orthotics and best value a regional approach | |

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| | | <p>was undertaken.</p> <ul style="list-style-type: none"> Bar-coding equipment has been trialled in England and IRIC are looking at the implications for this on patient safety. | |
| 8 | Live on Twitter | YCCS is now live and AP presented the most recent statistics. Positive comments were given re this. | |
| 9 | Resources | | |
| 9.1 | Toolkit | <p>DW demonstrated the toolkit and outlined the reasons for development- to be a one-stop-shop with easy access for users to find essential information on YC reporting/ promotion. The kit is hosted on eth software site and accessed via a URL. The link will be resent and the group were asked review and give comments by the end of May.</p> <p>Following this it will need SG and MHRA approval.</p> | <p>ALL</p> <p>DW</p> |
| 9.2 | Community Pharmacy Practitioners | TD has recently met with Community Pharmacy Lead in Lothian re the possibility of linking into the Community Pharmacy Practitioners network. Very positive meeting. This is ongoing. | |
| 9.3 | Current awareness Bulletins | Group agreed that piloting an ADR Current Awareness Bulletin and hosting it on the Knowledge Network would be agreeable. This would reflect the work that is currently put up on the website. | DW |
| 10 | Updates from Other Meetings | <p>MHRA Scope Action Meeting: TD feedback on an event she attended on behalf of SG. There were the outcomes of 8 projects highlighted. TD felt it was an interesting event, especially regarding patient /general public engagement, use of language/ terminology with patients and patient stores. A report will be produced on the event and TD will circulate.</p> <p>KS echoed the terminology aspect as ABPI have been looking at PIL content. This work is ongoing.</p> <p>SM suggested that these aspects could help form one of the YC objectives for next year.</p> | TD |
| 11 | Patient Engagement | | |
| 11.1 | Patient Engagement stories (SCOPE) | See pt 10 | |
| 11.2 | Feedback on possible groups to target | <p>EF will send possible AHP contacts to TD/AP for training.</p> <p>GP Practice Boot camps: These may be good to target primary care pharmacists. Contact- Fiona Reid.</p> <p>Independent Prescribers via the Schools of Pharmacy. Contact- Trudy MacIntosh (RGU) and Derna Campbell (Strathclyde).</p> | <p>EF</p> <p>TD/AP</p> <p>TD/AP</p> |
| 12 | AOB | | |
| 12.1 | Possible attendance at NMP leads meeting | JH was to investigate an invite for TD and DW to attend the next meeting- ongoing. | JH |
| 12.2 | Minutes of the Advisory Group Meeting on the website | The minutes have not been uploaded since 2013. This will recommence. | DW |
| | Contributions of | DW highlighted a recent document produced by MHRA on the | |

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| | YC reporting | contribution YC have made to Patient Safety. Paper to be circulated with minutes once they have been agreed. | DW/FH |
| | GP Surgery Slides | AP has developed slides for GP surgeries TV screens. These will be circulated and feedback requested by the end of May. | ALL |
| 13 | Date/ time of next meeting - | TBC | FH |

Summary Action List

| Item No | Item for Action | Responsible | Due Date | Update |
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| 2 | AW to forward JM Contact details Forward the details of the Alliance to SM. Send contact details for Irene Oddfellow / Ian Welsh Contact Sharon Pflieger and Laura McIver re ADTC Collaborative contact. | Anne Watson Keith Small Anne Watson Tracy Duff | | |
| 4.2 | TD will forward to the management board details re WebEx updates from FARR. TD will liaise with JD regarding inviting Marion Bennie to the next Advisory Group meeting. | Tracy Duff Tracy Duff /James Dear | | |
| 5.1 | JD and KE to liaise regarding IRIC involvement in the Dr half day training. KE send TD presentation for circulation. DW to send KE patient reporting crib sheets | James Dear/ Karime Et Taouil KE/ Tracy Duff Donna Watson | | |
| 5.2 | TD To meet with LZ re modules. European Pharmacovigilance modules: TD to send link to advisory group/ map the YCCS modules and write a proposal paper. | Tracy Duff Tracy Duff | | |
| 5.3 | Educational establishments survey to be resent. AW send details of Council of Deans of Scotland to TD. | Tracy Duff /Fiona Houston Anne Watson | | |
| 5.5 | TD to follow up feedback and see if it has impacted. KH to take back to ASMIP once feedback received. | Tracy Duff Karen Harkness | | |
| 5.7 | Laura McIver and Rose Marie Parr to be contacted re YC reporting and the links to the SPSP work. | Angela Timoney/ Tracy Duff | | |
| 9.1 | Advisory group to feedback on the toolkit DW to update and send to SG/ MHRA. | ALL Donna Watson | 30/05/17 | |
| 9.3 | DW to pilot a current awareness bulletin. | Donna Watson | | |

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| 10 | Scope event report to be circulated | Tracy Duff | | |
| 11.2 | EF will send possible AHP contacts to TD/AP for training. AW to send details re GP Practice Boot camps Contact with the Schools of Pharmacy re awareness raising/ training. | Elaine Figgins Anne Watson Tracy Duff /Alison Paterson | | |
| 12,2 | Agreed minutes of meetings to be uploaded | Donna Watson | | |
| | Contribution of YC reporting to patient safety document to be circulated. | Donna Watson /Fiona Houston | | |
| | GP Slides: to be circulated and group to give comments | ALL | 30/05/17 | |
| | Date of next meeting: to be arranged via Doodle poll. | Fiona Houston | | |