

YCC Scotland Management Board Meeting

Meeting 3/7/17 Action Points

Members present: Tracy Duff (TD), Alison Patterson (AP), Donna Watson ((DW) Minutes).

Teleconference: Simon Maxwell (SM- Chair), Rose Marie Parr (RMP), James Dear (JD), Angela Timoney (AT).

Item on Agenda	Action Point	Action By	Date for completion
1: Apologies	Fiona Houston (FH)		
2: Action points from previous meeting	Chair person for the Management Board is Simon Maxwell. Minutes will be corrected. All other points covered by agenda	DW	06/07/17
3: Matters Arising:	3.1 Vision Update- The reprovisioning contract for the GP IT systems is being advertised. The integration of YC reporting within a system would assist reporting within primary care. RMP will send TD contact details for Lucy Munroe who is involved in the project and TD will contact her regarding YC reporting being embedded. - Vision Update to be added to the agenda for the Advisory Group meeting in October.	RMP/TD TD	Next Meeting
4: MHRA Activity	4.1- MHRA/YCC Quarterly TC: TD fed back on the TC in June: RIDR- The data coming back from the reports is useful and has contributed to some signals being raised. JD checked if feedback had been received in Lothian and as yet there has not been any. To date there have been 3 Scottish reports. The plan is that PHE will release a report, and the data will be displayed on the RIDR website. 4.2- AGM – TD asked who may attend on the 11/09/17: SM may attend and if not then AT can. TD will organise for one of the YCC team at the RIE to attend as well.	TD	11/09/17
5: YCCS Website/ Social Media	5.1: DW updated the group- Currently have 107 followers. 27% engagement rate with tweets delivered between the 20/01/17- 31/03/17. Adding interactive content such as polls. DW and FH will run some current stats for the next meeting 5.2: Toolkit- DW has updated it and will circulate to TD and AP for a final check before sending to MHRA for comments. 5.3: Updating web resources- DW fed back that the website needs some work to update it and sort materials. SM asked if help was required and DW will ask for assistance when required.	DW/ FH DW DW	Next Meeting Next meeting Next meeting
6: Patient Group	6.1: GP TV Screens- MHRA have given comments on draft formats/ messages- MHRA not keen on		

Engagement	<p>the photo used but management board agreed this was a powerful message and would like them included. AP will go back to MHRA and inquire if they have any photos they would be agreeable to.</p> <p>6.2: Mental Health Charity- AP has written an article and designed a graphic for a mental health charity that has links to GGC mental health services. The items are for inclusion on their website. The charity is accessed by a high number of patients. They have also asked for training for staff who can then cascade the information. This type of information may be useful for other areas e.g. Pharmacy in practice. SM suggested a generic document to insert information into when required- the group agreed this was a good way forwards.</p> <p>6.3: Ideas for targeting general public-</p> <ul style="list-style-type: none"> • SM suggested that the 50th anniversary of the medicines act is in 2018 and that possibly contacting the media with articles might be a good way for large coverage- group agreed. • TD suggested looking out for conferences where patient groups and the general public may attend - group agreed. 	AP	Next Meeting
7: HCP Engagement	<p>7.1: NHSL Pharmacy Champions- This is ongoing and TD coordinating. Td has also prepared an article for their news bulletin. Again a generic article aimed at HCP would also be useful.</p> <p>7.2: Pharmacist Independent Prescribers- AP will contact the course leaders.</p> <p>7.3: Primary Care Pharmacists- AP attended a training day and gave a short talk and gave out materials on YC. AP felt there was good engagement and they provide a key link to patients.</p> <p>7.4: Pharmacy in Practice website- TD has been in contact and there is space on their website for information etc. They have suggested an interview would be good and SM agreed to do this. TD will contact the team at Pharmacy in Practice and link in SM.</p> <p>SM suggested we should also broaden out to other HCP and medics. Currently UG and some PG courses have input. JD will contact the Royal College for specialist training days and will see if he can provide a session.</p>	TD	Ongoing
8: Student Engagement	<p>SM provides 1st/ 3rd and final year sessions for UG medical students and this is ongoing.</p> <p>Nursing- YC contact is mainly with NMP trainees. The ongoing educational survey should help shed light on how YC may be involved. RMP agreed to have an informal chat with the Chief Nursing Officer regarding possible avenues for involvement.</p> <p>DW fed back that here have been 14 responses to the Educational Establishments survey with the West of Scotland University, Stirling, Napier, Dundee, Glasgow and Stirling not having responded. SM asked for a check and if Glasgow and Dundee have still not responded then he and JD would contact individuals within the medical teaching in these establishments.</p>	RMP	Next Meeting
		DW/SM/ JD	Next Meeting

	The MHRA appear to be focussing on student engagement and influencing the core syllabus. This will be an agenda item for the AGM, with input requested from all YC centres.		
9: Collaboration with Scottish Government	9.1: SLA- Meeting to be arranged with TD, RMP, AT and LMc 9.2: HIS AE work streams- TD will circulate information on the meetings to the group	TD TD	Next Meeting Next Meeting
10: Research	JD has met with Tobias Dreischulte and waits to hear back from him. AT let the group know that there are pharmacy student from the University of Kentucky and the University of Arizona who have placements within NHS Lothian. She suggested that they may be able to undertake small research projects during their placements. Group to forward any ideas.	JD ALL	Ongoing
11: Q4 data/ annual report	DW fed back- 1463 reports (1% increase), 2169 completed modules (3 rd most popular). 73% of reports HCP. Highest reporting single group patients/ parents/ carers. GP, Nurses and Hospital Pharmacist reporting was down but all others was up. This year added over 65yrs data. Website visits were down but this was in comparison to a 900% increase the previous year. App accounts for <1% of reports with electronic being the highest method. TD has the data and is writing the report. Once completed she will circulate and then send to MHRA prior to dissemination.	TD	Next Meeting
12: AOB	MHRA Scope modules: TD has reviewed these and are very simple when compared to the YCCS modules. MHRA are keen the centre promote these and it may become an objective. TD had stated that YCCS would look to keep their own modules at the recent TC with the MHRA and regions. Although the SCOPE modules are CPPE accredited the YCCS ones still count towards CPD. TD is working with Leon Zlotes to look at transferring the YCCS modules to a new platform and this may open up accreditation and ease the editing and updating. The new platform would be Touras using storyline software. SM thanked RMP for her help in initially setting up the modules. The group agreed that keeping the YCCS modules preferable.	TD	Ongoing
11: Date & time of next meeting-	TBC following a doodle poll	FH	

Action point summary

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5: YCCS Website/ Social Media	5.1: Twitter- DW and FH will run some current stats for the next meeting 5.2: Toolkit- DW to circulate to TD and AP before sending to MHRA for comments. 5.3: Website- DW to update the WebPages.	DW/ FH DW DW	Next Meeting Next meeting Next meeting
6: Patient Group Engagement	6.1: GP TV Screens- AP to contact MHRA and inquire if they have photos they would be agreeable to. 6.2: A generic document to insert information into when required to be devised.	AP AP	Next Meeting Next Meeting
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8: Student Engagement	RMP to have an informal chat with Chief Nursing Officer re possible avenues for involvement. DW to contact SM with medical responses to the Educational Establishments survey. SM and JD would contact individuals within the medical teaching in these establishments.	RMP DW SM/ JD	Next Meeting Next Meeting Next Meeting
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11: Q4 data/ annual report	TD to finalise annual report and circulate to Management Board and MHRA prior to dissemination.	TD	Next Meeting
12: AOB	TD to work with Leon Zlotes re transferring YCCS modules to new platform and accreditation.	TD	Ongoing
11: Date & time of next meeting-	TBC following a doodle poll	FH	