
**Management Board Meeting
Tuesday 4 February 2003
4pm, Pharmacy Seminar Room, RIE**

Present: Dr N Bateman, Medical Director, SPIB and CARDS, RIE
Sheena Kerr, Principal Pharmacist, Medicines Information, ROE
Melinda Cuthbert, Senior Pharmacist, CARDS, RIE

1 Apologies for absence

Apologies were received from Dr S Maxwell and Dr N Lannigan.

2 Minutes of previous meeting

Minutes from the meeting held on Wednesday 4 December 2002 were adopted.

3 Matters arising

3.1 Future Management Board Meetings (MBs)

It was suggested by Dr Bateman that for future MBs yellow card reports of interest would be photocopied and brought to this meeting for peer review. This could include any recently launched drugs and/or ones with problem areas.

ACTION: M Cuthbert/Dr Bateman

M Cuthbert will also prepare crude statistic figures from the cards received to date since the previous meeting for presentation to the group.

ACTION: M Cuthbert

3.2 Report to Scottish Executive Pharmaceutical Division

M Cuthbert enquired as to whether or not the quarterly report from October to December 2002 should be sent to Bill Scott. It was decided that we would await the annual report for 2002 and forward that instead.

ACTION: M Cuthbert

3.3 Processing of yellow cards at CARDS

A brief summary of the processing of yellow cards reports (enclosure A) was prepared by M Cuthbert and it takes you a simplified process for doing so.

3.4 Website design

The pages for the CSM Scotland website, which is currently under development, was reviewed and suggestions for change were noted. Dr Bateman to make contact with Ben Foster to relay the necessary changes.

ACTION: Dr Bateman

4 Launch Seminar and Guest List

M Cuthbert has made contact with 2 possible venues suggested by the CSM Advisory Group Committee, ie Stirling Royal Infirmary Conference Centre and the Stirling Management Centre. Enclosure B summarises the seating capacity, the cost and the current availability for both of these centres.

It was suggested by Dr Bateman that contact be made with the Royal College of Physicians in Glasgow to also check their capacity, availability and cost.

ACTION: M Cuthbert

Some discussion for enclosure on the guest list ensued. These included Scottish MI pharmacists, Clinical Pharmacologists within Scotland, Ministry of Health, Trust Chief Pharmacists, the Heads of the Schools of Pharmacy and Schools of Medicine, RMC representatives from the other centres, Chairman of the D&T Committees, SMC members, member or representative form the Health & Education Board, a member from the BMC, representation from the Royal Colleges, Medical Directors of the Trust, a representative from the RPSGB, representative from the ABPI (Scottish Division), CSM Scotland advisory group members, Alisdair Breckenridge of the MCA. This list is by no way complete and will require expansion upon.

ACTION: ALL

5 Locum Fees

A review of the current budget for CSM Scotland was made by M Cuthbert and S Kerr. There is adequate funding from within the yearly budget to account for locum fees for non-academic GPs and community pharmacists to attend the Advisory Group Meetings. It is anticipated that a locum for a community pharmacy and for a GP session will cost between £120-£150 per meeting. This information will be fed back to the Advisory Group Committee at the next meeting.

6 Action Plan for Year Objectives

The prioritisation of the items on the agenda for the year one objectives were discussed at the Advisory Group meeting on Wednesday 29 January 2003. Further discussion of an action plan for some of these objectives at a later date.

7 PostScript Article Draft

A Lee had prepared a draft (enclosure C) of an article which will appear in PostScript for the Strathclyde area. A few minor changes were suggested from the group and will be fed back to her.

ACTION: M Cuthbert

8 Any Other Business

8.1 Article on data from Preliminary Analysis from 2000 and 2001

The article is in the final stages of preparation, but M Cuthbert and Dr Maxwell are still to meet to discuss the final draft. Dr Bateman would like to have the article in the next few weeks if possible to review.

ACTION: M Cuthbert/Dr Maxwell

M Cuthbert will meet with R Clark on February 14 to discuss the ISD data which was requested for the top 10 medications which had been reported in 2000 and 2001.

ACTION: M Cuthbert

8.2 ADR presentation at Grand Rounds, WGH

Dr Maxwell will be presenting on Wednesday 19 March 2003 at Grand Rounds.

8.3 Medical Staff Schedule

Dr Bateman will discuss with Dr Maxwell a plan for a structured rota for cover for future probability assessment and letter signing by medical staff.

ACTION: Dr Bateman

8.4 Audit

It was suggested by Dr Bateman that CSM Scotland will need to undertake an audit of turnaround times for the centre. No date, as yet, has been decided upon as to when this will take place.

8.5 E-mail address

As agreed by S Kerr at the Advisory Group meeting on 29/01/03 the e-mail address for CARDS will be changed to CSM Scotland. Arrangements will be made for this. All stationery and letterheads will be changed once this is done.

ACTION: M Cuthbert

8.6 Software

The centre will require software for putting items into pdf format for the website. Arrangements will be made to purchase this software package.

ACTION: M Cuthbert

8.7 Staffing

At present CSM Scotland does not have the 0.5 secretary that it should have due to re-deployment of staff. The job is currently undertaking a manpower review but it is hoped that within the near future the job will be re-advertised. Dr Bateman said it may be possible to get half a day once a week from one of the members of the SPIB team to aid with database entry' if necessary. He will check to see if this arrangement is possible and advise.

ACTION: Dr Bateman

9 Date of next meeting

The next meeting is scheduled for 4pm, 1 April 2003. Once again it will be held in the Pharmacy Seminar Room, RIE.