

YCC Scotland

Management Board Meeting

Tuesday 5 February 2013

Action Points

Members present: Professor Simon Maxwell (SM), Medical Director (Chair); Dr James Dear (JD), Deputy Medical Director; Mrs Melinda Cuthbert (MC); Mrs Sheila Noble (SN); Ms Anne MacKay (AM)

Item on Agenda	Action Point	Action By	Date for completion
3.1 GP training	SM to email Dr Simon Hurding, Interim Chair NHS Lothian GP Prescribing Committee, re collaboration between YCC Scotland and GPs	SM	
3.2 2010/11 Community Pharmacy Public Health Campaign ISAC application	SN to chase up with MHRA, following her email on 4 Feb re extra information sent in October to support YCC Scotland's application for use of Yellow Card data. SM to progress possibility as a summer internship project for medical undergraduate	SN SM	ASAP (MHRA responded 6 Feb) ASAP (In discussion Feb 2013)
3.3 Renewal of contract with MHRA	SM to contact M Foy at MHRA	SM	ASAP (MHRA response 12 Feb)
3.5 Vision & implementation of YC electronic reporting	SM to contact M Foy at MHRA	SM	ASAP (MHRA response 12 Feb)
4 e-Learning modules in collaboration with NES & TKN	Aiming for completion by end March 2013. Pilot MC's Module 1 first & get feedback from user groups	MC	31 Mar 2013
5 YCC Annual Meeting 23 Jan 2013	AM to get copy of promotional video + other materials highlighted in MHRA's presentations. AM to check out BMJ learning Module YCC Wales Clinical Champion 1 year project – MC will report to Management Board when information available	AM AM MC	31 Mar 2013 ASAP (problems with accessing)

	RCGP + Yellow Card reporting – SM to contact M Foy at MHRA	SM	ASAP (MHRA response 12 Feb)
	SM to follow up GP contract + completion of Yellow Cards with Rob Bracchi	SM	31 Mar 2013
6 2011/12 Annual & Health Board reports	AM to get postcodes for main teaching hospitals in NHS Scotland prior to discussions on giving information at hospital level	AM	31 Mar 2013
	Openness of data on all health boards in Health Board Reports – to be brought to meeting of YCC Scotland Advisory group on 12 March 2013	SM	12 Mar 2013
	MC to review layout/content of Health Board reports.	MC	ASAP
	AM to forward these points to group for further comment	AM	
7 New pharmacovigilance legislation July 2012	Standing agenda item for Management Board meetings.		
	SM to write to Robbie Steele, Chair, HIS Adverse Events Reference Gp re consultation on reporting of medicines adverse events in Scotland	SM	31 Mar 2013
8 Directors of Pharmacy representative for YCC Scotland Advisory Group	Chris Nicolson, Director of Pharmacy NHS Orkney & Shetland, to be new representative. Will share with Anne Lee, Chief Pharmaceutical Adviser, SMC		
	AM to send out information prior to 12 March meeting	AM	ASAP (completed)
10 Dates of next meetings	Thursday 27 June 2013, 10 – 11am, Pharmacy Seminar Room	All	
	Tuesday 5 November 2013, 10 – 11am, Pharmacy Clinical Office Meeting Room		