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**Minutes from Advisory Group Meeting  
Thursday 6 October 2011  
at 2.30pm in Meeting Room (SU 209), Chancellors Building  
Little France, Edinburgh**

**Present:** Professor Simon Maxwell, Medical Director YCC Scotland, University of Edinburgh (Chair)  
Dr Gary Hamilton, GP, BMA Scottish General Practice Committee  
Dr James Dear, Deputy Medical Director YCC Scotland, Scottish Poisons Information Bureau, RIE  
Melinda Cuthbert, Lead Pharmacist, Medicines Information/YCC Scotland, RIE  
Sonya Lam, Director of Allied Health Professionals, NHS Education for Scotland  
Ewan Black, Community Pharmacist, Royal Pharmaceutical Society  
Professor Tom MacDonald, Professor of Clinical Pharmacology and Pharmacoepidemiology, University of Dundee (teleconference)  
Sheila Noble, Senior Pharmacist, Medicines Information/YCC Scotland, RIE  
Anne MacKay, Information Officer, YCC Scotland, RIE (minutes)

**1 Apologies for absence**

Apologies were received from D Webb, N Bateman, P Helms, J Watt, J Harris and P Murray

**2 Anne MacKay was welcomed to the Group as a new member**

**3 Minutes of previous meeting**

The minutes were accepted as a true and accurate record.

**4 Matters arising**

**4.1 Optometry Scotland follow-up.**

The group agreed this had been a very useful presentation. As actions from this, Prof MacDonald had e-mailed Frank Munro with view to introducing him to one of his Steering Group. He will follow up.

**Action: Prof MacDonald**

Melinda Cuthbert had received no feedback as yet from Frank Munro re contact with the Department Head at Glasgow Caledonian University to pursue incorporating either YCC teaching resources or direct input from the YCC Scotland team into the independent prescribing course for optometrists. The YCC meeting at NES on 29 August 2011 did take this on board. Sonya Lam will liaise with Donald Cameron at NES to ask him to contact Frank Munro. She noted that NES had provided funding for CPD for optometrists.

**Action: Sonya Lam**

Re optometrists obtaining recent copies of the BNF, Melinda Cuthbert had sent Frank Munro links for electronic access. Prof Maxwell provided him with details of the publishers of BNF.

#### **4.2 Promoting Safer Medicines in Scotland**

Prof Maxwell reported that this document had been with Prof Bill Scott, Chief Pharmaceutical Officer, Scottish Government, and he was awaiting feedback but it was noted that Prof Scott had been on sick leave. Prof Maxwell to follow up with Prof Scott.

**Action: Prof Maxwell**

#### **4.3 Health Board Reports 2009/10 and 2010/11.**

Sheila Noble reported that not all the necessary data had been sent from MHRA to allow 2010/11 reports to be completed but this was in process. The 2009/10 report was complete, the 2010/11 report should be finished by end of October and reports for both years would be sent out together.

**Action: Sheila Noble**

#### **4.4 Academic pharmacy input for the Group**

Melinda Cuthbert has asked Rose Marie Parr, Director of Pharmacy at NES, for a nominee.

**Action: Melinda Cuthbert**

#### **4.5 Scottish Health Informatics Programme (SHIP)**

Prof Maxwell had attended the SHIP Retreat on 13 May. He noted a potential overlap with this programme especially on record linkage. YCC Scotland will be invited to further SHIP events. Prof Helms also involved and had also attended the May 2011 event.

#### **4.6 CHIMES research summary**

No further information to report on this. Prof Maxwell is in contact with Dr James McLay, Aberdeen, about the National Institute for Health Research (NIHR) multi-centre study on the side effects of child medicines and record linkage. Prof MacDonald reported that MEMO at Dundee University has a full licence to the General Practice Research Database (GPRD) and that this could be made available on contacting him. Prof Maxwell to contact Prof MacDonald to discuss.

**Action: Prof Maxwell, Prof MacDonald**

### **5. MHRA/YCC AGM 11 May 2011 (Enclosure2)**

Prof Maxwell, Prof Bateman, Melinda Cuthbert, Sheila Noble attended. Sheila Noble suggested at the AGM that physiotherapy was an important discipline to add to the list of reporters and this was agreed.

Prof Maxwell reported that Melinda Cuthbert's presentation on YCC Scotland activities for 2010/11 was received well at the AGM at MHRA. He also highlighted the new EU pharmacovigilance legislation which will merge the reporting of medical errors with adverse drug reactions.

Paul Barrow's analysis of GP reports in 2009 showed there was no reporter clustering. MHRA want the Yellow Card Centres to do more work to encourage reporting from this reporter group that have continuously been the highest reporter group to the Yellow Card Scheme but since 2000 there has been a downward trend in reporting.

Melinda Cuthbert commented on the overall trend analysis reporting in 2009/10 which showed geographical variation across the UK. Scotland's ratio had dropped but was still just above the UK average. She also highlighted Jane Houghton's successful work in Wales with patient groups. Anne MacKay will discuss with Jane Houghton prior to taking forward similar work in Scotland.

**Action: Anne MacKay**

Melinda Cuthbert commented on Paul Barrow's report on the need to emphasise training on reporting and how this report included electronic reporting via MiDatabank. Following on from this, she did a live demonstration for the Advisory Group of MiDatabank, which has an 84% uptake across MI centres in the UK, to show how ADR reports can be submitted electronically. Lothian is part of a current pilot which includes 12 MI centres. By end September 2011 there had been 18 Yellow Cards submitted by MI pharmacists from 8 centres. Projections from this pilot suggest an additional 9000 submissions per annum (if fully implemented by all MI sites with Midatabank). There are issues with server capacity at present, which will prevent this from occurring across all MI sites however. She also confirmed that there is a tick box to say that the enquirer is aware of the ADR submission.

Mick Foy at MHRA is working with EMIS and Vision (i.e. GP practice IT systems) to explore incorporating electronic Yellow Card reporting as a functionality for these systems. Prof MacDonald commented that Vision was developed at Ninewells Hospital and he might be able to assist with discussions with the producers of this programme. Melinda Cuthbert will advise Mick Foy as such and he can get in touch to pursue if required.

**Action: Melinda Cuthbert/Prof MacDonald**

#### **6. Annual Reports 2009/10 and 2010-11**

Sheila Noble reported that both years are to be sent out together and are about to be finalised on receipt of data from MHRA.

**Action: Sheila Noble**

#### **7. YCC Scotland website**

Sheila Noble reported she had been in touch with Stephen Harris regarding the new website design. A News area is required on the Welcome page although there is a tab for a separate News feed area. There is a Google search facility. Comments from the Group:

- A Feedback facility is required.
- The site was not public-friendly
- The text size too small and the faded grey colour of tabs did not stand out enough. Also should reduce the size of the yellow top banner. The Lothian Joint Formulary (LJF) website layout was preferred.
- Dr Gary Hamilton asked about the purpose of the site. Prof Maxwell replied that it was for interested people, finding out what YCC Scotland does, education in ADRs
- There is no money available for involving an external web company. Going with the freely available SharePoint platform meant it could easily be updated. The previous website, for which a designer had been paid, suffered when this person was no longer available for updates etc.
- The site was not public-friendly so would want to have a 'patient' specific page within the website, possibly with more information than just reporting information. It was suggested using the LJF model as a guide. In designing this page it was suggested that public/patient input be sought. Sonya Lam suggested contacting voluntary groups for beta testing. She will provide details.

**Action: Sonya Lam**

General consensus is that the Patient area be added but flagged initially as 'Under Construction' to avoid further delay to development of the webpage.

Dr Dear asked if a patient submitted a report via the website link would it be possible to identify this as the source of the report. Melinda Cuthbert confirmed that reports would go direct to MHRA and although we would get total numbers of reports it would not identify the source of the report as coming via the website.

Anne MacKay was asked to feedback these comments to Stephen Harris and arrange a meeting with him to discuss/progress

**Action: Anne MacKay**

#### **8. Meeting at NHS Education Scotland, 29 August 2011**

Prof Maxwell, Melinda Cuthbert, and Sonya Lam attended. Sonya Lam thought the meeting had been very positive. Melinda Cuthbert reported on the issues discussed:

- Exploration of a new e-learning package. The meeting agreed that 6 e-learning modules to cover safe prescribing including ADRs was a good idea to be pursued. The Knowledge Network is to take over the DOTS content management so it would be best to pursue production of these modules with Ann Wales. Melinda Cuthbert has e-mailed Ann Wales but awaits reply to date. This is to follow up with Phil Cachia on the possibility of the Scottish Patient Safety Programme (SPSP) endorsing funding of a new package. Current DOTS package does include an ADR module.
- Prof Maxwell commented that they were looking at building on this meeting as education an important remit for YCC Scotland.
- Wendy McCombes to get back in touch with Melinda Cuthbert on the dental schools' programme content, which is currently being reviewed
- Lesley Whyte will look at potential within Flying Start to promote ADR reporting

Ewan Black commented that NES prioritise according to Scottish Government objectives and asked if this was a priority. Prof Maxwell felt it was as it involved patient safety. Ewan Black commented that a meeting arranged by NES would achieve a large attendance from pharmacists.

Melinda Cuthbert asked Dr Hamilton for comment on promotion to GPs. There is no mandatory e-learning for GPs but PDPs have to be completed. No specific requirements on what topics this must contain.

#### **9. AOCB**

##### **9.1 Single Prescription Administration Record for Scotland**

Prof Maxwell reported that the need to improve the box on the prescription record for previous ADRs and sensitivities had been taken on board. He is involved with work with HIS on this item and will report back on the design of this box.

**Action: Prof Maxwell**

##### **9.2 Pharmaceutical Care Plans (Chronic Medication Service)**

Ewan Black suggested that in the area in the Plan for ADRs there could be a prompt, not necessarily a link, to filling in a Yellow Card. Sheila Noble to contact Alison Strath at Scottish Government to progress this.

**Action: Sheila Noble**

#### **10. Dates and times of next meetings**

Tuesday 13 March 2012, 2.30pm

Thursday 13 September 2012, 2.30pm

Locations to be arranged, preferably not in Meeting Room (SU209) unless video conferencing required.