

YCC Scotland

Management Board Meeting

Tuesday 6 November 2012

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 Richard Williams, Chair NHS Lothian ADTC, re collaboration between YCC Scotland and GPs	SM	December
3.2 2010/11 Community Pharmacy Public Health Campaign ISAC application	SN to request feedback from MHRA re extra information sent in October to support YCC Scotland's application for use of Yellow Card data.	SN	ASAP
3.3 Renewal of contract with MHRA	SM, AM to follow up with MHRA contacts	SM/AM	ASAP
4 e-Learning modules in collaboration with NES & TKN	Updated responsibilities for module content: Module 1: Basic principles of adverse drug reactions Module 2: Categorisation Module 3: Drug allergy Module 4: Diagnosis, interpretation and management Module 5: Avoiding adverse drug reactions Module 6: Pharmacovigilance MC to forward SM's module template to NES for comment & approval SM to send module template to module writers Modules 2 and 6 to be used for tendering process.	MC SM JD SM SN SN MC SM MC	18 Nov 18 Nov 18 Nov 18 Nov 18 Nov 18 Nov ASAP ASAP Nov
5 Improving patient safety	MC appointed to HIS' Adverse Events Reference Group. Next meeting 26 November 2012.	MC	Ongoing

<p>6 2011/12 Annual and Health Board reports</p>	<p>AM to send out previous example of Health Board Report to group + copy of letter from NHS Tayside's ADTC</p> <p>MC to review layout/content of Health Board reports.</p> <p>AM to forward these points to group for further comment</p> <p>All to provide details of YCC Scotland activities undertaken during Apr 2011- Mar 2012 for Annual Report. Also required for presentation at Annual Meeting in February 2013</p>	<p>AM</p> <p>MC</p> <p>AM</p> <p>All</p>	<p>ASAP</p> <p>Dec</p> <p>Dec</p> <p>ASAP</p>
<p>7 New pharmacovigilance legislation July 2012</p>	<p>Standing agenda item for Management Board meetings.</p> <p>No Action Points from this meeting</p>		
<p>8 YCC Scotland website</p>	<p>Provide 'traffic' statistics for next meeting (end Feb 2013)</p> <p>Liaise with webmaster re instructions on general website maintenance</p> <p>Change MHRA definition of ADR on homepage</p>	<p>AM</p> <p>AM</p> <p>AM</p>	<p>1 Feb 2013</p> <p>Dec</p> <p>ASAP</p>
<p>9 AOB</p>	<p>MC to forward Prof MacDonald's email on Vision & implementation of Yellow Card electronic reporting to M Foy</p> <p>Student sessions on Yellow Card scheme to continue to include completion of print Yellow Cards</p>	<p>MC</p> <p>MC/SN</p>	<p>ASAP</p> <p>Ongoing</p>
<p>10 Date of next meeting</p>	<p>Tuesday 5 February 2013, 10 – 11am, Pharmacy Seminar Room</p>	<p>All</p>	