

## YCC Scotland Management Board Meeting

Thursday 6 November 2014

### Action Points

**Members present:** Melinda Cuthbert (MC); Sheila Noble (SN); Anne Mackay (AM)

**Attendance via teleconference:** Professor Simon Maxwell (SM) **(Chair)**

**Apologies:** Dr James Dear (JD)

Item on Agenda	Action Point	Action By	Date for completion
3.1 GP training	SM had discussed with Rose Marie Parr. Looking at a suitable date for him to attend NES Primary Care Education Group	SM	Ongoing
3.2 MSc project on ISAC dataset for 2011	MSc student hoping to publish in <i>European Journal of Hospital Pharmacy</i> (official journal of the European Association of Hospital Pharmacists, launched in 2012, published by BMJ Group. Impact factor 0.471, indexed by SCI, CINAHL.)	SN	Ongoing
3.3 Vision, EMIS & implementation of YC electronic reporting	Mick Foy, MHRA, had confirmed that Vision would have completed pilot by December 2014. Situation with EMIS in Scotland was unclear. SM to contact Libby Morris to clarify position.	SM	December 2014
3.4 ENCePP application form	ENCePP had requested more details. SN resubmitted. Application accepted 13 November 2014.	SN	Complete
3.5 Toxbase	Item deferred to next meeting as JD was not present.		
4 ADR e-Learning	All modules now on LearnPro, for all health boards. All seem to be		

modules feedback & plan post launch	<p>working satisfactorily.</p> <p>Next stages for promoting:</p> <ul style="list-style-type: none"> <li>• Include in 2013/14 Health Board reports/covering letter + covering letter for 2013/14 Annual Report</li> <li>• Draw up letter template from MC + SM to go to Scottish Schools of Pharmacy, Medicines, Nursing</li> <li>• Point Community Pharmacists towards modules, prior to next community pharmacy health project in March 2015. Contact Community Pharmacy Scotland</li> <li>• Contact NES to check numbers accessing modules</li> </ul>	<p>MC</p> <p>MC</p> <p>MC</p> <p>SN</p>	<p>Complete</p> <p>December 2014</p> <p>Complete</p> <p>December 2014</p>
5 Consultation on draft HIS Strategic Plan for Medicines	Helpful if a Scottish Government policy statement were to be available before final HIS strategic plan. SM to send comments to MC on circulated draft for feedback to Laura McIver. MC to draft comments for L McIver.	SM/MC	Complete (verbally communicated)
6 HEPMA & ADR inclusion	SM had had useful meeting with Charles Swainson. Michele Caldwell had offered NHS Ayrshire & Arran for a possible pilot on integrating ADR reporting in JAC. MC to contact Paul Barrow at MHRA.	MC	P Barrow contacted and webinar with Cerner being organised for Feb 2015
7 Health Board reports 2013-2014	<p>MC + SN to do summaries for inclusion at start of reports and comment on initial draft reports completed by AM.</p> <p>Covering letter to be drafted for Annual Report and Health Board reports, to include information on ADR modules. To be sent to SM for comment</p> <p><b>All reports sent out on 2 December 2014</b></p>	<p>MC/SN</p> <p>MC</p>	<p>Complete</p> <p>Complete</p>

8 HIS Adverse Events work stream update	No actions required. NHS Scotland patient safety staff joining in NRLS webinars with NHS England staff. MC has drawn up an e-survey to be completed by these NHS Scotland staff when finished.		
9 YCC Scotland website	Advertising of website – keep on agenda  Promote website at all educational sessions	AM  All	Ongoing  Ongoing
10 50 <sup>th</sup> anniversary Yellow Card events planning	Strategic forum in London on 25 November 2014. MC unable to attend. Main scientific meeting in Scotland on 20 March 2015. SM involved with planning for it. Regional stakeholder engagement meetings planned (no overlap with March meeting). Programme to be same for all UK regions. Confirmed dates (evenings): Edinburgh – 18 February 2015 Glasgow – 19 February Aberdeen – 20 February MHRA staff will attend all events & will pay for food.	MC/SM	Ongoing
11 YCCs/MHRA AGM 9 September 2014	Already covered		
12 AOB 1.Replacements for Advisory Group representatives  2.FARR pharmaco- epidemiology	SM to contact Dr James McLay, Aberdeen, re possibility of him replacing Prof P Helms on YCC Scotland Advisory Group  MC to contact Prof Angela Timoney, NHS Lothian, re possibility of her becoming the new Chair of the YCC Scotland Advisory Group  MC had already asked Sandra Auld, Lead, ABPI Scotland, if she would join the Advisory Group  Contact in FARR (previously SHIP?) – Prof Marion Bennie MC to ask JD if he would be YCC Scotland representative at future	SM  MC  MC	December 2014  December 2014  Complete  December 2014

discussions	FARR meetings		
3. Legal highs – samples for analysis	<p>SN to contact MHRA. MHRA answer:</p> <p><i>"The MHRA does not track or analyse incidents, samples, or data, relating to adverse drug reactions following the consumption of "legal highs."</i></p> <p><i>In certain exceptional circumstances where a substance being sold, supplied or marketed, as a "legal high" is known to be a medicine, either licensed or unlicensed, as defined under the Human Medicines Regulations, the MHRA would take action."</i></p>	SN	Complete/Ongoing
13 Date of next meeting	Tuesday 13 January 2015, 11-12, Pharmacy Seminar Room RIE		