
**Minutes of the YCC Scotland
Management Board Meeting
Tuesday 8th February 2011
11:00-12:00 Seminar Room, Pharmacy, RIE**

Present:

Professor Simon Maxwell, Director, YCC Scotland and Consultant Physician (Chair)
Prof Nick Bateman, Ex-Director YCC Scotland and Professor of Clinical Toxicology
Dr James Dear, Consultant Clinical Pharmacologist
Melinda Cuthbert, Lead Pharmacist, YCC Scotland, RIE
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE
Sinéad McGhee, Information Officer, YCC Scotland (Secretary)

1 Apologies for absence

Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute).

2 Minutes of previous meeting on 26th October 2010

Accepted as a true and accurate record.

3 Matters arising**3.1 YCC Scotland Web Page**

Sinéad confirmed that the NHS Lothian webteam will undertake the redesign of the Yellow Card Centre (YCC) Scotland website. Delays on other projects have pushed the date of the YCC Scotland redesign back from spring 2011 to later in the year. Sinéad will add links to recent talks and the posters and information sheets from the current campaign to the website. Sinéad will email the group to confirm biographical details and obtain any presentations not currently on the website.

Action: SMC

3.2 GP training session in Aberdeen

An Adverse Drug Reaction presentation to GPs through the North East of Scotland Deanery was previously re-scheduled due to a lack of numbers. A venue to accommodate 18 people is available on 5th May 2011. Sinéad will approach Peter Helms at the University of Aberdeen to ascertain whether the Scottish Health Informatics Programme would be interested in sharing the session. Simon, Melinda or Sheila will deliver the rescheduled talk provided sufficient numbers enrol.

Action: SMC/SM/MC/SN

3.5 Deputy Medical Director

Dr James Dear, Consultant Clinical Pharmacologist, accepted the position of Deputy Medical Director and was welcomed to the group. James will supply biographical details and photograph to Sinéad for addition to the YCC Scotland website.

Action: JD

3.6 Reporting of ADRs linked to errors

The Medicines and Healthcare products Regulatory Agency (MHRA) has requested that adverse events related to errors should now be reported via the Yellow Card Scheme. Melinda has been in touch with colleagues in Glasgow to discuss how this change in practice was handled there. Melinda has contacted Shelley Ghandi at MHRA has not

received a response. The group agreed that this change in practice was not currently reflected in our protocol for reporting and that clarification should be sought from the MHRA. Simon will approach Shelley Ghandi at the next MHRA meeting in London.

Action: SM

3.7 Pharmacovigilance Plan

Simon circulated the amended Pharmacovigilance Plan, updated in line with Advisory Group comments. The plan has been renamed “Promoting Safer Medicines in Scotland”.

Nick suggested that details on how Health Boards could share information on Pharmacovigilance with other Health Boards should be included. He suggested that the Centre for Adverse Drug Reactions (Scotland) could be a potential contact point for confidential reporting of errors not captured by Yellow Card reports.

Melinda suggested that the plan be amended from “the Pharmacy department should undertake regular audits of prescribing practices” to “the hospital ensures that regular audits of prescribing practice are carried out by appropriate staff (eg audit, pharmacy, nursing or medical staff)”.

Sheila suggested that the current version of the plan be amended to apply to primary care organisations as well as the hospital setting. Melinda commented that GPs routinely perform significant event analysis. Nick suggested that the plan might recommend Health Boards ensure that GPs have Pharmacovigilance plans in place. If further support was required in developing these plans the Centre for Adverse Drug Reactions (Scotland) could potentially offer advice on this. Sheila suggested that community pharmacies should also be covered by the plan.

James suggested that a section on patient responsibility be added to the document. Nick suggested ensuring patients have access to information about Adverse Drug Reactions (ADRS) and reporting procedures (Yellow Card Scheme).

Melinda suggested that IHI Global trigger tools be added to the section on proactively identifying serious adverse effects of medicines. This could also provide opportunities for collaboration with the Scottish Patient Safety Programme.

The group suggested that the plan should be circulated to various stakeholder groups around Scotland; these include Quality Improvement Scotland, Scottish Patient Safety Programme and Directors of Pharmacy. The group agreed that the plan should be offered for consultation and agreed in Scotland. The plan is from the Centre for Adverse Drug Reactions Scotland and the MHRA should be sent a copy of the agreed plan for information; approval from the MHRA is not required as this is not a Yellow Card Centre Scotland document.

The group agreed that buy in from Bill Scott, Chief Pharmaceutical Officer at the Scottish Government Pharmacy Division was essential before the plan was circulated to other stakeholder groups.

Action: SM

3.8 2010/11 Community Pharmacy Public Health Campaign

The posters and information sheets for the 2010/11 Community Pharmacy Public Health Campaign have been successfully disseminated and are on display in community pharmacies across Scotland. One community pharmacy requested additional Yellow Card Reporting Forms, these were posted to the pharmacy in question. No other community pharmacies have been in touch regarding the campaign but the Scottish Government has provided positive feedback.

Melinda suggested that the Independent Scientific Advisory Committee application that YCC Scotland submitted after the previous Community Pharmacy Public Health Campaign could be rewritten and sent to the MHRA. The group suggested that the work carried out using the previous dataset was very useful and should be carried out again.

Action: MC

4 Planning for Grand Rounds

The Management Board agreed that a biopharmaceutical slant to the ADR talks offered at Grand Rounds might result in more interest and greater uptake. Sheila is presenting at the MHRA conference on 3rd March in London on Biopharmaceuticals and ADRs. Simon suggested that the WGH Grand Round in mid-March might be a good venue at which to present this topic, this is a 25 minute time slot. Sinéad will draft a letter offering Grand Round talks at each of the Scottish Hospitals and confirm that contact details for clinical leads at each location are current.

Action: SMc/SN

5 Replacements for positions on the YCC Scotland Advisory Group

Several positions on the YCC Scotland Advisory Group are currently vacant, these include a community pharmacy representative and an academic representative for pharmacy. Prof Webb has written to the Royal Pharmaceutical Society of Great Britain, Scottish Branch for a second time to request a community pharmacy representative. A replacement GP, Dr Gary Hamilton will join the Advisory Group at the next meeting on 31st March.

6 Renewal of contract for YCC Scotland by MHRA

The MHRA have sent a letter to YCC Scotland confirming that the current contract has been renewed until 31st March 2012.

7 YCC Scotland Annual Report 2009-10 & Health Board Reports 2009-10

The format of the Annual Report is fixed by the MHRA for all Yellow Card Centres; Simon is to raise the issue of adjusting the format at the next MHRA Annual Meeting. Sinéad will amend drug names in the report to lower case instead of capitals.

Action: SM

Formatting of the Health Board reports is not restricted, Sinéad confirmed that changes requested by the Advisory Group at the last meeting were included in the last set of reports. Sheila will supply comments for inclusion which relate to issues raised in recent Drug Safety Updates. Sinéad will amend drug names in the report to lower case instead of capitals.

Action: SMc

8 Scottish Health Informatics Programme Retreat

The Scottish Health Informatics Programme (SHIP) annual retreat looks at legal and ethical implications of the routine use of data and has a Pharmacovigilance element. Simon has confirmed that he will attend the SHIP Retreat, 19th May 2011, Dunkeld on behalf of YCC Scotland. Simon will also attend the International meeting, September 2011, St Andrews. Simon is to present at both meetings.

Action: SM

9 AOCB

Sinéad McGhee will be leaving YCC Scotland from mid March. Dorothy Hughes will also be retiring from the YCC Scotland Management Board.

10 Date and time of next meeting

A Doodle will be sent for dates for the next meeting.