

YCC Scotland

Management Board Meeting

Monday 8th August 2011

Action Points

Members present:

Professor Simon Maxwell (SM), Medical Director (Chair); Dr James Dear (JD), Deputy Medical Director; Professor Nick Bateman (NB); Mrs Melinda Cuthbert (MC); Mrs Sheila Noble (SN). No apologies

Item on Agenda	Action Point	Action By	Date for completion
3.1 YCC Scotland Webpage	Sheila to progress with Stephen Harris from IT and keep rest of team up to date. Ensure we have news feed on home page and hit counter	SN	ongoing
3.2 and 7 Meeting with NES on 29th August to develop GP and other training	At NES meeting with Sonya Lam and a range of Health Care Professionals (HCPs) promote training for GPs, nurses, pharmacists, dentists, physiotherapists etc. Both via electronic and face-to-face learning modules with CPD accreditation.	SM & MC	29.8.11
	Liaise with Dr Gary Hamilton to promote links with Royal College of General Practitioners to develop training of GP registrars on ADRs and therapeutics	SM	Before next meeting
	Obtain list of local facilitators for GP training	MC	Before next meeting
	Ensure MHRA promotes ADR training as part of therapeutics and drug safety within core list for doctors and other HCPs	SM	At next MHRA meeting
	Liaise with Sarah Smith to investigate how ADR awareness and reporting can be included on Learn Pro as part of core training for all HCPs.	SM	Before next meeting
	James to discuss with James and Margaret to see if ADRs can be included in nurses' training session on toxicology	JD	ASAP
3.3 Reporting of ADRs linked to errors	If MHRA take over NPSA role we will be required to follow the new system. SM to meet with Rob from Health Improvement Scotland (HIS) soon to discuss	SM	Before next meeting
3.4 Pharmacovigilance Plan	Simon to add reference to both primary and secondary care within postgraduate education strategy. Add reference to the importance of HCPs supporting patients in patient reporting of ADRs	SM	ASAP

	Once completed send to Bill Scott and Rob at HIS		
3.5 Community Pharmacy Public Health Campaign	Melinda or Sheila to update previous ISAC application for dataset and forward to Simon to sign off and send to MHRA	MC, SN, SM	ASAP
3.6 Grand Rounds	Send out letters to contacts in other Health Boards offering Grand Round presentations with a slant on Biopharmaceuticals	SN	ASAP
	Offer Grand Round presentations for RIE	JD	ASAP
3.7 Annual Report and Health Board reports	As the next reports need to be with the MHRA by the end of September 2011 it was agreed to send out the 2009/10 reports with the 2010/11 ones	SN	End of September 2011
4 Allergy and ADR reporting on TRAK	Sheila to represent pharmacy and YCC Scotland at the short life working group and liaise with the rest of YCC Scotland as appropriate	SN	Ongoing
5 Replacement for Steve Hudson on Advisory Group and Dorothy Hughes on Management Group	Contact Rose-Marie Parr at NES to identify if she could either attend herself or recommend a suitable representative for pharmacy education and training	MC	ASAP
	It was agreed that Melinda could replace Dorothy Hughes and feed back to Ewan Morrison	MC	Ongoing
6 New Information officer	Melinda and Sheila to provide induction for Anne MacKay. Ensure she is introduced to Simon as part of induction	MC & SN	22nd August 2011
8 YCC Annual Meeting on 11th May	Circulate minutes to all members of Management Board	SN	15.8.11
9 Date of next meeting	Arrange for Tuesdays or possibly Thursdays in early November via Doodle	SN	By end of August