

YCC Scotland Management Board Meeting

Meeting 09/01/17 Craigmiller Room, PGRIE

Action Points

Members present: Tracy Duff (TD- Chair), Alison Paterson (AP), James dear (JD), Donna Watson ((DW) Minutes).

Teleconference: Angela Timoney (AT), Rose Marie Parr (RP)

Item on Agenda	Action Point	Action By	Date for completion
1: Apologies	Fiona Houston (FH)		
2: Action points from previous meeting 01/09/16	Circulated		
3: Matters Arising:	3.1 HEPMA/ Vision YC update- Regional consortia arrangements are being progressed. YC reporting is not part of core HEPMA but is available for add on. AT and TD to contact Gail Caldwell to see if Ayrshire and Arran could act as a pilot site.	AT/TD	Ongoing
	3.2 Promotion of YCC App- DW gave overview of the Clinical knowledge Publisher software that is being used to collate a 'toolkit' for dissemination to relevant partners. Agreement to rename this point as 'toolkit' as it will be on the agenda for the next few meetings until fully developed. DW to contact NES to see if YCC can have their own account rather than being under NHS Lothian as this would allow YCCS to have more control over the colours , formats etc. DW to send the links to JD. Group agreed it could be used to highlight patient stories.	DW	Next meeting
	3.3 PFE update- Being refreshed to reflect the Health and Social Care Partnerships that have come into existence. Yellow Card is under the Safer use of medicines flag.	AT/RMP	Ongoing
4: Welcome	TD welcomed Rose Marie Parr (Chief Pharmaceutical officer at the Scottish Government) to the YCCS Management Board.		
5: Collaboration with Scottish Government	5.1 Action Note from meeting 2/11/16- Meeting took place between RMP/ TD/ AT and Laura McIver (HIS) regarding collaboration between YCCS and SG. A service level agreement had never been established and this has now been drafted.		
	5.2 Draft Service Level Agreement- The draft is a basis for future development. This is currently based on MHRA objectives but a further meeting between RMP/TD/ AT and LM will be	TD/ AT/ RMP	Ongoing

	<p>scheduled for late February to with regard to incorporation of SG objectives for 2017/18. It was hoped that would raise the profile of YCCS and awareness around ADR reporting. JD asked if there were any specific Scottish factors that required to be taken into account. RMP expressed that there were not at present, but that this was an opportunity make sure that YCCS linked to systems and processes that were particular to Scotland. RMP informed the meeting that there was a meeting planned with the MHRA towards the end of the month.</p> <p>5.3 HIS AE work streams- nothing specific to update at present but it was agree this should become a standing agenda item.</p>		
6: YCCS Website/ Social media	<p>6.1 Twitter profiles options- AP had developed the background processes for using the account. TD asked the group for comments on the circulated profile options. It was agreed that the full name (<i>YellowCardCentreScot</i>) should remain the same. The username should be shortened to <i>@YCCScotland</i> and that the bio could perhaps read: <i>Yellow Card Centre Scotland: Promoting the safer use of medicines through reporting side effects, to increase patient safety</i>. Agreed to keep the yellow background which has been muted, remove the NHS logo and use one of the tablet pictures.</p> <p>6.2 Potential standard Tweets- Meeting agree that the standard tweets would work well alongside specific tweets and retweets. Group gave go ahead to launch asap. DW will contact the webmaster to see if the feed can be put on the website along with the twitter account details.</p>	AP/ FH	Next Meeting
7: Patient Group Involvement	DW fed back that YCCS has exceeded its required workload for Pts and Carer group involvement. Two more carer events are in progress for after April. There was some discussion about the possibility of contacting some parliamentary groups with a healthcare users to see if there would be some possibility of presenting and making links etc.	DW/ AP/ TD	Ongoing
8: YCCS promotion / teaching activities	JD is presenting at a Marie Curie Hospice in Glasgow next week and invited other members of the team to accompany him re promoting YC reporting. He highlighted that charities such as MC who run healthcare facilities do not always get access to the same training as NHS staff. If team are unable to accompany him then at least promotional materials could be sent to JD for the event.	JD/ YCCS team	13/01/16
9: Research	JD met Tobias Dreischulte and Tobias is writing a proposal re Patient reporting of ADRs.		
10: Quarterly Statistics	Meeting agreed that the quarterly stats could be sent out as well the final and local reports. They are at present tabular and DW will work on getting them more infographic based.	DW	Next meeting
11: Minutes of other relevant meetings:	11.1 MHRA/YCC AGM 12/09/16- Circulated. 2017 date has been identified by MHRA as 1- 1pm 11/09/17.		

	<p>11.2 MHRA Brexit update- TD circulated slides. Meeting agreed there would be a big impact once it starts.</p> <p>11.3 MHRA/ YCC TC 12/12/16== TD highlighted that IDRRIS is a new system regarding toxicology reporting (for NPS). Run by Public Health England and MHRA it appears that Scotland will be part of the role out. TD is awaiting feedback from Mick Foy at MHRA regarding this and will forward RMP the information she has on it. JD will contact Simon Thomas about it to see if there is any further information from Toxbase.</p> <p>11.4 Farr Scotland Action note 12/12/16- for info</p> <p>11.5 ENCePP circular valproate in utero- SM was not present. TD on his behalf highlighted the circular and it was noted that the ENCePP circulars are sent directly to the YCCScotland mailbox, but not other members of the Management Board (besides SM).</p>	TD JD	Next Meeting Next Meeting
12: AOB:	<p>12.1 Increased ADR reports for paclitaxel- TD has contacted the MHRA to highlight this. It is perhaps only ADRs from a specific supplier but MHRA are now monitoring. HCP involved have been encouraged to report via YC.</p> <p>12.2 Reports of hypotension following IV gentamicin noted on medicines information network mail circulars- TD highlighted this but MHRA have not been informed. Group agreed with this course of action (no further action required).</p>		
13: Date & time of next meeting- TBC			

Action point summary

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3: Matters Arising:	<p>3.1 HEPMA/ Vision - AT and TD to contact Gale Caldwell to see if Ayrshire and Arran could act as a pilot site.</p> <p>3.2 'Toolkit' - DW to contact NES re YCC account. DW to send the links to JD.</p>	AT/TD DW	Ongoing Next meeting
5: Collaboration with SG	5.2 Draft Service Level Agreement- to be finalised for 2017/18	TD/ AT/ RMP	Ongoing
6: YCCS Website/ Social media	6.1 Twitter- to go live	AP/ FH	Next Meeting
7: Patient Group Involvement	DW, AP & TD to meet re Patient strategy and parliamentary groups	DW/ AP/ TD	Ongoing
10: Quarterly Statistics	DW will work on getting them more infographic based.	DW	Next meeting
11: Minutes of other relevant	11.3 MHRA/ YCC TC 12/12/16- IDRRIS- TD will forward RMP the information she has on it.	TD	Next Meeting

meetings:	JD will contact Simon Thomas about it to see if there is any further information.	JD	Next Meeting
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