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**Minutes of the Management Board Meeting  
Held on Monday 9<sup>th</sup> November 2009  
At 1.00 pm in the Seminar Room, Pharmacy Department, RIE**

**Present:**

Professor S Maxwell, Clinical Pharmacology Unit, University of Edinburgh  
and Medical Director CARDS (Chair)

Professor N Bateman, Professor of Clinical Toxicology University of  
Edinburgh

Melinda Cuthbert, Interim Principal Pharmacist, YCC Scotland, RIE

Sheila Noble, Senior Pharmacist, YCC Scotland, RIE

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

Sinéad M McGhee, Information Officer YCC Scotland

**1 Apologies for absence**

None.

**2 Welcome to Sinéad McGhee**

The group welcomed Sinéad.

**3 Minutes of previous meeting**

Minor spelling corrections on pages 2 and 3 required. With these changes the minutes of the meeting held on Monday 1<sup>st</sup> June 2009 were accepted as a true and accurate record.

**3.2 Nurse ADR Poster**

Uptake of Nurse ADR Posters has been good. Requests for additional posters have come from Glasgow and Dundee. NHS Lanarkshire and NHS Borders are still outstanding despite direct contact on two occasions with the Directors of Nursing. It was suggested that local pharmacy contacts could be approached to see if they could help facilitate dissemination in these Health Boards.

**4 Matters arising****4.1 YCC Scotland web page**

Sheila has contacted the site leads in Lothian asking them to nominate at least two staff members to review the YCC Scotland website and provide feedback by the end of the month. Sheila will feed back once all responses have been received.

**Action SN**

Limitations of current software to edit site were discussed. Melinda is to investigate issues and costs involved in changing software.

**Action MC**

**4.2 GP CPD Online Training on ADRs**

Simon to write to all Postgraduate Deans to promote postgraduate GP training on ADRs in all areas of Scotland. Sinéad is to provide draft letter to Simon.

**Action SMM, SM**

It was suggested that the taught section of the GP training should be cut to a half day. Videoconferencing or webcasting to deliver training also discussed. Melinda is to check if this facility is available at the Royal Infirmary of Edinburgh.

**Action MC**

Simon and Nick are to approach two new consultants who may be able to offer support for this.

**Action SM, NB**

#### **4.3 Pre-Registration and MSc Pharmacists Projects on ADRs**

Simon has arranged to meet with Moira Kinnear at the Western General Hospital about future projects. Katherine Davidson's MSc project is still progressing.

#### **4.4 Lay Guide and Teaching Resource Pack**

The Lay Guide has been put aside by the MHRA due to H1N1 planning commitments. Melinda is awaiting response from Mick Foy at the MHRA to clarify whether the Generic Teaching Resource Pack provided is the final version. Melinda and Sheila have reviewed the resource and have comments available if the final version has not been ratified.

**Action MC**

Nick to enquire about the PEAG meeting.

**Action NB**

#### **4.5 Patient Reporting ADR Research Project**

Laura Kitto has submitted her ADR Research Project. The report found that there was no significant difference in the quality of Yellow Cards and that patient reports were largely similar to healthcare professional reports; the campaign was judged to be successful. Simon is to forward an e-copy of the report once he receives it from Laura.

**Action SM**

Simon is to investigate submitting a journal article on the topic with Laura. Melinda to check agreement with ISAC permits this.

**Action SM, MC**

Nicola Brown, pharmacy technician from WGH has submitted her protocol. Sheila is to forward a copy to the group.

**Action SN**

#### **4.6 Dear Healthcare Professional Letters**

CPO letter has been sent; and Melinda has drafted a letter to Harry Burns, the CMO. This letter is to be signed by Simon and Nick.

**Action MC**

Nick reported that the PEAG group has discussed a review of Dear Healthcare Professional Letters, relating to their lack of audit trail. Nick to update on further developments.

**Action NB**

#### **4.7 YCC Scotland Induction Packs**

A one-day timetable to cover the role of YCC Scotland has been drafted by Melinda. The preparation of the additional self-directed work to accompany the programme is pending.

**Action MC, SMM**

#### **4.8 Future promotion of patient reporting**

Sheila has contacted SCVO to suggest that YCC Scotland could provide a presentation free of charge to explain Patient Reporting at the 2010 Gathering and is to follow this up. Melinda suggested that the Yellow Card Advert produced by MHRA could be played at a stand if a presentation was not possible.

**Action SN**

#### **4.9 Proposal for Deputy Medical Director of YCC Scotland**

The search for a Deputy Medical Director is currently on hold.

#### **4.10 Collaboration with ENCePP (European Network of Centres for Pharmacoepidemiology and Pharmacovigilance)**

MHRA have no objections to YCC Scotland joining ENCePP. Sheila is to re-send application form to Simon for completion.

**Action SN,**

**SM**

#### **5 Consideration of joint aims for YCC Scotland and Scottish Patient Safety Programme and linking in with future SPSP meetings**

The UHI Global Trigger Tool was put forward as a possible resource for use with Scottish Patient Safety Programme. The group found it difficult to see a clear role for YCC Scotland within the SPSP Programme. Dorothy suggested that it might be useful to discuss with Lothian SPSP lead, Annette Henderson.

**Action SM**

#### **6 Theme for next YCC Scotland input to 2010/11 Community Pharmacy Public Health Campaign**

Melinda has suggested the campaign runs from February till April 2011. It was suggested that a new poster, directed towards patients, be produced. The wider theme of "Patients make a difference" based on Laura Kitto's project was agreed. Melinda is to confirm the dates with Elaine and contact Mick Foy to confirm MHRA support for the campaign.

**Action MC**

#### **7 Annual Report 2008/9**

Simon and Nick are to send titles and dates of talks and publications for addition to the report. Melinda will then send for comments. Data for the 2009-10 period is to be sent from MHRA on a quarterly basis.

**Action SM, NB, MC**

#### **8 AOCB**

Nothing identified.

#### **9 Date and time of next meeting**

Sinéad is to forward agenda for the next meeting by the 2<sup>nd</sup> week in December. A "doodle" for the next meeting, to be held at the beginning of 2010, will follow.

**Action SMM**