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**Minutes of the Management Board Meeting  
held Friday 11 March 2005  
at 9.15am in the Pharmacy Seminar Room, Pharmacy Department, NRIE**

**Present:** Dr N Bateman, Medical Director, SPIB and CARDS, RIE  
Professor N Lannigan, Chief Pharmacist, LUHT  
Sheena Kerr, Principal Pharmacist, Medicines Information, RIE  
Dr S Maxwell, Associate Medical Director, CARDS

**1 Apologies for absence**

No apologies were received.

**2 Minutes of previous meeting**

The minutes of the previous meeting on 25 May 2004 were accepted as a true and accurate record.

**3 Matters arising**

**3.1 Progress meeting with Bill Scott – N Bateman reporting**

N Bateman reported that he has spoken to Bill Scott. It was agreed that N Bateman should write a letter to Bill Scott enclosing the 2004 annual report.

**ACTION: N BATEMAN**

**3.2 Meeting with Hugh Purves – S Kerr reporting**

N Lannigan reported that he had contacted the Pharmaceutical Society but has yet to receive feedback as to who would be a representative on the Advisory Board. N Lannigan to again contact the Pharmaceutical Society about the representative.

**ACTION: N LANNIGAN**

**3.3 Heads of agreement – N Lannigan reporting**

The heads of agreement is still awaiting signatures.

**3.4 ADR leaflet**

S Kerr reported back that the ADR leaflet had been completed. It was discussed whether this might be useful thing to give to junior doctors at their induction talks and also the Prescribing Officer may be interested in using these.

**4 Review of the Yellow Card Scheme**

N Bateman reported that the Jeremy Metter's review has now been completed. There is still uncertainty as to exactly what the role of the Regional Centres will be and still awaiting clarification from the MHRA about this.

## **5 Patient reporting**

Patient reporting came into practice in January 2005. The yellow cards for patients are available in GP racks in about 290 practices in Scotland. Unfortunately yet to identify which practices they have been sent to. N Bateman to contact June Raine and Sean Fiddes to see if a list of the GP practices can be provided.

**ACTION: N BATEMAN**

## **6 Electronic reporting via GPASS**

This has now all been sorted and have had our first report, but that is all we have had. Now require this to go into the training on GPASS to make GPs more aware this new system.

## **7 Annual Report**

The annual report for 2004 was circulated with the agenda and reviewed. The total number of reports for CSM Scotland is down. The use of systems such as ADR champions needs to be more focused to try and increase reporting. Need to explore the possibility of arranging an afternoon meeting to see how we would best use of these champions.

Other areas have found that by individualising feedback they have increased reporting. This is something we need to consider in the future. The number of nurses reporting in Scotland seems to be lower than other areas. Need to see how this can be improved by speaking to the nurse representative on the Advisory Board.

## **8 AOCB**

Nil

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

The next meeting will be held on Friday 17 June 2005, at 4pm in the Pharmacy Seminar Room, RIE.