
**Minutes of the Management Board Meeting
Held on Monday 11th August 2008
At 1.00 pm in the Clinical Office, Pharmacy Department NRIE**

Present: Professor N Bateman, Professor of Clinical Toxicology University of Edinburgh, Medical Director CARDS, RIE (Chair)
Melinda Cuthbert, Senior Pharmacist, YCC Scotland, RIE
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE
Dr Ruben Thanacoody, Consultant in Clinical Pharmacology and Toxicology, NPIS, Edinburgh
Dr S Maxwell, Associate Medical Director, CARDS.(by teleconference)

1 Apologies for Absence

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

2 Minutes of previous meeting

The minutes of the meeting held on 19th May 2008 were accepted as true and accurate

3.0 Matters Arising

3.1 Nurse ADR Poster

A number of Chief Executives and Chief Nurses from Scottish Health Boards have already responded requesting posters. Next step to chase up those Chief Nurses who have not yet responded to remind them.

Action MC

3.2 Patient Reporting of ADRs

ISAC have indicated outlined approval for the study. There are a few minor issues regarding the process and the quality of responses which are to be discussed by teleconference.

Action NB

3.3 YCC Scotland Web Page

Melinda has pursued a number of avenues to try to obtain training for her and Sheila to facilitate updating the website. Despite discussions with IT at St John's, SHOW and e-LearnEasy there is no progress to date. Simon identified Dr Rupert Payne who has a special interest in IT matters. He may be able to help. YCC Scotland would be able to offer some remuneration for his assistance.

Action SM

3.4 GP CPD Online Training on ADRs

Sheila had identified a number of key articles and websites which may be of use in GP training.

www.mhra.gov.uk/Safetyinformation/Reportingsafetyproblems/Medicines section for healthcare professionals

www.cks.library.nhs.uk - section on Adverse Drug Reactions

Reporting Adverse Drug Reactions: A Guide for Healthcare professionals. BMA May 2006

Maxwell S Green R. The medic's guide to prescribing: Minimising adverse drug reactions. Student BMJ;15: 222-4 (June 2007)

Pirmohamed M et al. Adverse drug reactions as cause of admission to hospital: prospective analysis of 18 820 patients. BMJ; 329: 15-19 (2004)

Aronson JK Ferner RE. Joining the DoTS: new approach to classifying adverse drug reactions. BMJ; 327: 1222-25 (2003)

Alfiriviv A Pirmohamed M. Adverse drug Reactions and Pharmacogenomics: Recent Advances. Personalized Medicine; 5(1):11-23 (2008)

These papers and links to be added to the YCC Scotland Website

Action SN

It was observed that although Southampton offer training on ADR reporting, GP training programmes are disparate. It may be appropriate to approach NES for GP training possibly via GP postgraduate tutors and Simon added that he could contact the BPS.

Simon is to be the clinical lead on a DoH funded e-learning program which will be available to all NHS including Scotland covering clinical pharmacology and ADRs. This should be appropriate for both medical students and GPs (See 5 below)

3.5 Pre-Registration and MSc Pharmacists Projects on ADRs

Pre-registration projects tend to be audit only. Full time MSc students need projects which have already been approved by ethics committee or can be approved quickly. Part-time MSc students have more time to develop protocols and pass through ethics committee. If we can put forward any project ideas and any student wishes to run project then we can assist them.

3.6 Finance

Melinda has drafted a job description for a 1 WTE post for an Information Officer working between YCC Scotland and Medicines Information. A business case is being put forward for funding for the medicines information part of this post. We should have a decision by October.

Action MC

3.7 Annual Report

A few changes were suggested to the draft which had been circulated by Sheila. Consider if adding information on Top 5 Scottish Black triangle drugs would be relevant.

Dorothy had suggested the report be widely disseminated to stakeholders – to check with MHRA at AGM in November.

Action SN

3.8 Grand Rounds

Letters have been circulated to all relevant teaching hospitals and Melinda has had two replies so far. Melinda to chase up those who have not responded.

Action MC

3.9 Lay Guide and Teaching Resource Pack

Sheila had attended a meeting at Market Towers in July to progress a national resource pack and lay guide on ADR reporting. Ideas from all YCCs were pooled and the MHRA liaison officers, Sharon and Ben, are pulling together the draft packages to be finalised around the AGM in November, if not before.

Sheila had contacted the dental schools re teaching on ADRs and has had a response from one of the two. Nick suggested approaching the senior lecturer in dental pharmacology direct.

Action SN

3.10 Safe-Med Project

YCC Scotland Management Board's comments had been sent back to Tom MacDonald. He has not been back in touch to progress this to date.

3.11 NCDDP Consultation Document on ADR Data Standards

Melinda had returned YCC Scotland's response and Nick has met with them and offered advice.

3.12 Staffing and MI Review

The proposal passed by the pharmacy SMT in June involves a Lothian wide MI post, implementation of MI Databank to be accessible from multiple sites and the consolidation of all the MI centres into one site. As it will take some time for the job description for the new MI lead post to be approved and advertised, Scott Garden has advertised Sheena Kerr's old post for a six-month contract. It was agreed that Melinda would be the ideal candidate for this post.

3.13 Succession Planning

Nick has discussed his proposal to stand down from YCC Scotland with the MHRA and they have agreed with his plan to choose a qualified replacement. Bill Scott has not yet responded to Nick's communication so the next step is to advise him of the proposal. Simon and Nick to discuss changeover after Advisory Group Meeting on 13th October.

Action NB SM

4.0 Terms of Office

To be discussed at next Advisory Group Meeting on 13th October.

5.0 National Education package

Simon advised that he is to lead the medical student arm of the Department of Health funded e-learning for health initiative (also for post-graduate doctors) covering "clinical Pharmacology in Prescribing". This is to be a free package for all medical students and educational establishments and the materials should be suitable for junior doctors and pharmacy and nursing students (see 3.4 above). Nick congratulated Simon on the success of his bid for this position.

6.0 Request from Saudi Arabia

Melinda has been approached by a healthcare professional from Saudi who is involved in ADR reporting and is keen to see our systems in the UK. Simon suggested we should have a generic package for providing training for such interested parties. We have agreed to show him round the department once he arrives in UK and he has been referred to MHRA for further information and assistance.

7.0 MHRA YCC AGM

The YCC AGM is planned for the afternoon of Wednesday 12th November. The YCC members are to be invited to the PEAG meeting in the morning. It was agreed that Simon should attend this meeting and YCC Scotland could fund travel if necessary.

8.0 Date and Time of Next Meeting

Monday 24th November in RIE Pharmacy Seminar Room.