
**Minutes from Advisory Group Meeting
Tuesday, 12 January 2010
Seminar Room 5
Chancellor's Building, Little France**

Present: Professor David Webb, Prof Clin Pharmacol, University of Edinburgh (Chair)
Dr David Alexander, General Practitioner, Dunfermline
Professor Nick Bateman, ex-Medical Director, SPIB and CARDS, RIE
Melinda Cuthbert, Principal Pharmacist, YCC Scotland, RIE
Jane Harris, Teaching Dean, School of Nursing & Midwifery, University of Dundee
Professor Peter Helms, Prof Child Health, University of Aberdeen
Sonya Lam, Director of Allied Health Professions, NES
Professor Tom MacDonald, Director, MEMO
Professor Simon Maxwell, Medical Director YCC Scotland, Senior Lecturer in Dept
Clinical Pharmacol, University of Edinburgh
Sinéad McGhee, Information Officer, YCC Scotland, RIE (minutes)
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE
Lucia Piacentini, Community Pharmacist, NHS GGC, attending on behalf of Asgher
Mohammed, RPSGB representative
Janice Watt, Lead Pharmacist Medicines Information Services, Glasgow Royal
Infirmary

1 Apologies for absence

Apologies were received from Professor Pat Murray and Asgher Mohammed.

2 Welcome to new members

Professor Helms and Sinéad McGhee were welcomed to the group.

3 Minutes of previous meeting

Date correction on page 3, with these changes the minutes accepted as a true and accurate record.

4 Matters arising**4.1 Agreement of revised Terms of Reference for group (Enclosure 1)**

The Advisory Group suggested that it would be useful to cross reference the Remit for the Advisory Board with the Remit for the Yellow Card Centre. Prof Bateman to recirculate the previous drafted but unratified copy of the YCC agreement with the MHRA/Scottish Executive.

Action: Prof Bateman

It was agreed that item three of the Advisory Board Remit be widened to include patient education as well as undergraduate and postgraduate education. It was also suggested that a section be added to incorporate interactions with government and policy. Prof Maxwell to draft a Mission Statement for the Centre and Remit to be discussed at the next Advisory Group Meeting.

Action: Prof Maxwell

4.2 Update on dataset availability from the MHRA

M Cuthbert reported that the MHRA has agreed to provide a Yellow Card dataset on a quarterly basis; information to be supplied includes suspect drug name, reporter's profession, case id, receipt date of Yellow Card, and whether the reaction was considered serious. The MHRA have also agreed to supply summary information annually on the total number of fatal reports in Scotland as well as age banding of reports for Scotland. M Cuthbert to clarify whether summary statistics of paediatric reports will be available by Health Board.

Action: M Cuthbert

Prof Bateman reminded the Advisory Group that applications may be made through ISAC for specific information, which may not be available from the standard datasets to YCC Scotland.

YCC Scotland is to draft Health Board reports for the 2008/09 financial year over the next few months. Will disseminate to group once available.

Action: YCC Scotland Team

4.3 Collaborative working with the SPSP

Prof Maxwell has met with Annette Henderson, lead for the Scottish Patient Safety Programme (SPSP) in Lothian. The SPSP focuses on medication errors, and is process driven, rather than Pharmacovigilance. Advisory Group Members provided input on the SPSP initiatives within their own Health Boards (e.g. ICU care bundles, Warfarin Charts).

It was suggested that a Pharmacovigilance Plan could be sent out with the Health Board reports to each Trust. Prof MacDonald suggested the title of Patient Safety Plan rather than Pharmacovigilance as Pharmacovigilance is not devolved. QIS, Clinical Governance and SPSP were suggested as possible partner organisations. Prof Maxwell to draft plan for discussion at the next Advisory Group Meeting.

Action: Prof Maxwell

4.4 Training electronic Yellow Card

M Cuthbert has discussed the MHRA electronic training site Portal for the Yellow Card with Mick Foy of the MHRA. Mick Foy expressed concerns regarding the site's ability to cope with large volumes of traffic and requested that the MHRA be notified if the site is to be used by a large training event. Members suggested that on completion of the practice Yellow Card a certificate for CPD purposes should be emailed to the user. Prof Maxwell to discuss possibility with MHRA.

Action: Prof Maxwell

5 Education and promotional strategy 2009 – 2010 (Enclosure 2)

The Yellow Card Centre Scotland website is to be redesigned within 2010 to include a current awareness section. Advisory Group Members are to provide papers for addition to the website once the re-design has been implemented. The new site will also include a section on available research projects, Advisory Group Members will be invited to submit ideas once the re-design has occurred.

6 Promotion of patient reporting of ADRs at *the Gathering*, February 2010

The Gathering is the annual meeting of the Scottish Council for Voluntary Organisations; YCC Scotland participation was suggested by Voluntary Health Scotland. YCC Scotland and CHiId MEDical records for Safe medicines (CHIMES) have agreed to share costs. The event aims to target carers, patients and the lay public. Jim Foster, former Chief Executive of the Royal College of Surgeons is to Chair the event. YCC Scotland is to pay for patient reporting via the Yellow Card leaflets to be included in delegate bags. Prof Helms also suggested that the Scottish Health Informatics Programme (SHIP) might wish to share the presentation slot. Prof Helms to consider a press release from CHIMES post-event.

Action: Prof Helms

7 Draft Annual report 2008-2009

The Group suggested minor changes to optometrist reporting figures and the removal of a duplicate publication. The YCC Scotland team are to make appropriate amendments.

Action: YCC Scotland team

8 AOCB

8.1 Scottish Medicines Network

Prof Helms updated on the work of the Scottish Medicines Network. The Chief Scientists Office has sponsored two visits by Greg Cairns from the US FDA Medicines for Children Network. Talks are to be held at academic institutions in Edinburgh, Dundee, Aberdeen and Glasgow. It is hoped the work will facilitate translational methods in the academic sector and draw upon Scottish strengths and experience.

8.2 Methodological study

Prof MacDonald updated on progress with his methodological study; and swine flu study, carried out in collaboration with the Drug Safety Research Unit in Southampton. See www.safetyswineflu.co.uk for further details and enrolment info.

8.3 Engagement with care home staff

J Harris suggested that the Advisory Group might consider engaging with care home staff. Care Commission inspectors were suggested as possible partnership workers. It was suggested that large umbrella organisations operating care homes could be targeted as part of the education and outreach strategy. It was recommended that prescribing course applications from care home staff and internal education courses be examined for possible outreach opportunities. Sonya Lam is to forward names of the two chief nurses appointed within the Care Commission that might be able to facilitate links.

Action: S Lam

8.4 PAEG group

Report from YCC Heads Meeting given by Prof Bateman. He reported that Rafe Survani is leading the MHRA Strategic Pharmacovigilance Policy for the UK. The strategic aims of the new group are to increase awareness through the introduction of the Drug Safety Update, establish central core information data slides to engage with more issues and to increase vigilance in reporter groups through Pharmacovigilance Plans.

Slides have been distributed to the Management Group by the MHRA. Comments from West Midlands Centre for Adverse Drug Reactions have also been sent to the Management Group. M Cuthbert to distribute to the Advisory Group.

Action: M Cuthbert

8.5 BNF distribution to medical students

Prof Maxwell said that Dinesh Mehta from the MHRA had highlighted that BNFs are issued to less than 20% of medical students (from National Services Scotland data). Prof Maxwell to establish if the four clinical schools provide final year medical students with a BNF.

Action: Prof Maxwell

8.6 Virtual passes

M Cuthbert to see if virtual passes for external visitors including Prof MacDonald, Dr Alexander and Jane Harris can be arranged to facilitate parking.

Action: M Cuthbert

9 Date and time of next meeting

S McGhee to send 'Doodle' to check members' availability for the next meeting to be held in May/June 2010.

Action: S McGhee

Summary Action List

Item No	Item for Action	Responsible Individual
1	Recirculate draft agreement with MHRA/Scottish Executive.	Prof Bateman
2	Mission Statement and Remit for YCC Scotland to be drafted.	Prof Maxwell
3	Contact MHRA and clarify whether summary statistics of paediatric reports are to be available at Health Board level.	M Cuthbert
4	Work on 2008/09 Health Board reports to commence.	YCC Scotland Team
5	Pharmacovigilance plan to be drafted.	Prof Maxwell
6	Establish whether MHRA could include a completion certificate for the training Yellow Card.	Prof Maxwell
7	Consider a press release from CHIMES to draw attention to event at <i>the Gathering</i> .	Prof Helms
8	Contact details for Chief Nurses at the Care Commission to be forwarded.	S Lam
9	Teaching slides from MHRA are to be distributed to group.	M Cuthbert
10	Establish if clinical schools in Scotland provide students with BNF.	Prof Maxwell
11	Investigate virtual passes for external visitors.	M Cuthbert
12	Doodle for meeting dates.	S McGhee