
**Minutes from Advisory Group Meeting
Tuesday 12 March 2013
at 2.30pm in Seminar Room 4 (FU223), Chancellor's Building, RIE**

Present:

Professor David Webb, Prof Clin Pharmacol, University of Edinburgh (Chair)
Professor Simon Maxwell, Medical Director YCC Scotland, University of Edinburgh
Dr James Dear, Deputy Medical Director YCC Scotland, Scottish Poisons Information Bureau, RIE
Jane Harris, Programme Lead for Modernising Community Nursing, Scottish Government; Senior Lecturer, University of Dundee
Sonya Lam, Director of Allied Health Professionals, NHS Education for Scotland
Dr Rose Marie Parr, Director of Pharmacy, NHS Education for Scotland
Melinda Cuthbert, Lead Pharmacist, Medicines Information/YCC Scotland, RIE
Chris Nicolson, Director of Pharmacy NHS Shetland, Directors of Pharmacy group representative
Ewan Black, Community Pharmacist, RPSGB representative
Sheila Noble, Senior Pharmacist, Medicines Information/YCC Scotland, RIE
Anne MacKay, Information Officer, YCC Scotland, RIE (minutes)

Teleconference:

Professor Peter Helms, Prof Child Health, University of Aberdeen
Professor Tom MacDonald, Prof Clinical Pharmacology & Pharmacoepidemiology, University of Dundee

1 Apologies for absence

Apologies were received from W McAlpine and J Watt

2 Welcome to new group member

Chris Nicolson, Directors of Pharmacy group representative, was welcomed to the Group as a new member

3 Minutes of previous meeting on 13 September 2012

The minutes were accepted as a true and accurate record.

4 Matters arising

4.1 HIS Adverse Events Reference Group

Melinda Cuthbert explained the remit of this group, of which she was a member. This national programme includes review of current incident reporting in health boards and strategy for standardisation of reporting systems across Scotland. She would

circulate to Group the response to the circulation paper – *Building a national approach to learning from adverse events through reporting and review* - drafted by her on behalf of Directors of Pharmacy.

Action: Melinda Cuthbert

4.2 Annual Report 2011/12 and change to future report format

Sheila Noble reported that the report format had been discussed at the YCC Annual Meeting on 23 January 2013 and in the teleconference on 12 March 2013. Report layout would change to reflect the change in YCC objectives, with a new template expected in June 2013. Individual YC Centres would be permitted to amend the format and add in tables etc to suit their individual circumstances but MHRA still wished the increase/decrease in numbers of reports to be shown in percentages. MHRA also wished to have oversight of the final version of the annual report. They would also check what access to datasets could be given to regional YCCs. Prof Maxwell welcomed this, noting that adding in local information meant more relevant data.

The following points were noted on the Annual Report for 2011-2012:

- Prof Helms noted that reporting by GPs and Hospital Doctors was much reduced. He was told that targeting these groups was now part of the YCC objectives.
- It was noted that the latest electronic version of the Yellow Card gave better choices for Reporter categories
- Prof MacDonald queried the term 'Physician'.
- 'Other HCPs' was another term queried.
- Prof Maxwell asked if all medical students in final year medical attachments should be required to send in a Yellow Card report. The consensus was they should be encouraged to do so but not mandated. Melinda Cuthbert reported that it was a requirement for pre-registration pharmacists
- Mick Foy, Group Manager, MHRA's Vigilance Intelligence and Research Group, was in preliminary discussions with the Royal College of General Practitioners regarding writing YC reporting into primary care PDPs/appraisal.
- Prof MacDonald to send information to Prof Webb on NHS Tayside's current position re doctors' appraisals and embedding Yellow Card reporting

Action: Prof MacDonald

- Melinda Cuthbert noted the current Scottish Government ADTC review that endorses strengthening of reporting of ADRs via the Yellow Card Scheme as a remit of the ADTCs, which is chaired by Prof Charles Swainson. Prof Webb to write to Prof Swainson re strengthening the position of ADR reporting in the remit of ADTCs across all Scottish health boards once the final report is published.

Action: Prof Webb

- Jane Harris noted that nurse reports were holding their own although it was disappointing that the figures generally were going down and wondered why there was no interpretation of this
- It was agreed that it was important to look at interpreting why reporting was down. Melinda Cuthbert to collaborate with MHRA and other YC Centres on

this, including interpreting feedback to the Doc2Doc questionnaire following the MHRA's Yellow Card campaign on this social media website, supported by the BMJ Group.

Action: Melinda Cuthbert

4.3 Invitation to SHIP for representative to attend a future Advisory Group meeting

Prof Webb reported that Prof Andrew Morris, Chief Scientist, had confirmed that SHIP representative Prof Helen Colhoun would attend the 3 September 2013 meeting to update the Advisory Group on SHIP 2. It was agreed to arrange a teleconference in the second half of August to discuss the focus and decide on questions to ask.

Action: Prof Maxwell/ Prof Webb/ Melinda Cuthbert

Prof Helms circulated during the meeting information on the forthcoming EHIRC event on 1-2 May 2013 – *Strengthening the UK's capability in health informatics research*

4.4 Update on progress with Vision regarding e-Yellow Card

Prof MacDonald reported on his teleconference with Dawn McDermid and others in October 2012. Vision had previously been in discussion with Connecting For Health in England but this body was due to be replaced by Health & Social Care Information Centre on 31 March 2013. MHRA's success with the SystmOne GP system in NHS England had been reported at the Annual Meeting and Mick Foy had also been in discussion with other e-health providers, including Vision. It was agreed to arrange another teleconference with Vision re Yellow Card electronic reporting implementation and roll-out within Scotland if agreed under English contract.

Action: Prof MacDonald/ Prof Maxwell/ Melinda Cuthbert

4.5 Single Prescription Administration Record for Scotland

Prof Maxwell reported that the process with a paper-based hospital record was moving forward though slowly. Information on adverse events appeared in a prominent position on front of chart. Procedures for a pilot were ongoing, likely to be in mid-2013 and covering 4-6 sites throughout Scotland. There were no plans as yet for an electronic version of the chart. The chart was part of the HIS medicines strategy for the future.

The Group discussed the position with HePMA (Hospital electronic Prescribing & Medicines Administration). It was noted that it was in operation in only NHS Ayrshire & Arran and that only partially. RoseMarie Parr and Chris Nicolson would produce a report on HePMA's current position to update the Group.

Action: RoseMarie Parr/Chris Nicolson

4.6 ADRs and GP training

RoseMarie Parr reported she would follow up on ADRs and GP training with NHS Education Scotland's Primary Care Group of which she was Chair, also highlighting

to them the YCC Scotland's Annual Report. It was agreed to arrange for Prof Maxwell to give a talk to this group.

Action: RoseMarie Parr/Prof Maxwell

5 YCC Annual Meeting 23 January 2013

5.1 YCC draft objectives and YC Strategy

The draft objectives, based on averaged out data from existing annual reports, had been discussed during the YCC teleconference on 12 March but as no YCC medical directors had taken part they would still need to be consulted before objectives could be finalised, although the effective date was noted to be 1 April 2013.

Obj 1.2 and 1.4 - Melinda Cuthbert had suggested in the teleconference that these objectives, specifying the numbers of programmes to be delivered annually to students and healthcare professionals, should be combined, to a total of 20 programmes. She had also confirmed that she had requested it be made clear within the contract that there would not be any negative impact on renewal of the contract if these numbers were not achieved.

Obj 2 – patient reporting to be an important part of YCC Scotland's strategy

Obj 3.6 – e-learning courses. Only YCCs Scotland and West Midlands were currently involved with such courses

Obj 4.1 - Melinda Cuthbert outlined MiDatabank Yellow Card reporting arrangements for the benefit of new Group members. In Scotland only Lothian and Greater Glasgow & Clyde MI Services were currently using version 3.1 which was required for direct electronic reporting.

Anne MacKay to send out to Group electronic copy of draft objectives for feedback and comment

Action: Anne MacKay

An urgent discussion was required on the draft objectives and how our contract might be affected

Action: Prof Maxwell/ Melinda Cuthbert

Further points from the Annual Meeting/teleconference were discussed:

- MHRA planning to develop a 'dummy' electronic Yellow Card for training purposes
- Information on impact of Yellow Card reports was provided at UK level only. Link for these results – to be included in future Health Board reports:
<http://www.mhra.gov.uk/Safetyinformation/Howwemonitorthesafetyofproducts/Medicines/TheYellowCardScheme/UsingYellowCarddatatoprotectpublichealth/ImpactoftheYellowCard/index.htm>
- 50th anniversary in 2014 of introduction of Yellow Card reporting. Due to the important role of Prof Sir Derek Dunlop in the initial set up of the scheme, who was a professor of therapeutics at University of Edinburgh, it was agreed that the MHRA should be approached with a suggestion for an event to be held in Edinburgh.

Action: Prof Webb

- Group discussed the presentations by Paul Barrow and Sarah Vaughan on the YC strategy and YCC objectives
- Following a question from Ewan Black on MHRA's position on patient reporting, it was noted that they are very keen for patients to report as these

reports give quality of life data not obtained from health care professional reports. However community pharmacists should be encourage to also report.

- Sheila Noble reported that Mick Foy would soon be reporting back on how medical errors should be covered in educational sessions following his meetings at European level on the new pharmacovigilance legislation

6 ADR e-learning modules in collaboration with NES and The Knowledge Network

The Group thanked Sonya Lam and RoseMarie Parr for taking this project forward with NES. Melinda Cuthbert reported that 6 storyboards had been submitted to Aurion, the company awarded the contract for production of the modules. The aim was that all modules would be approved by the end of April and would then be sent out to the Group. The modules would be co-badged between NES and YCC Scotland. A discussion followed on how these could be promoted, highlighting the NHS Scotland Event on 11-12 June in Glasgow's SECC where NES would have a stand. RoseMarie Parr offered to find out how best to engage with NES on this.

Action: RoseMarie Parr

It had been reported in the YC Centres' teleconference on the morning of 12 March that NICE may be interested in using these modules. RoseMarie Parr thought that would be acceptable but with conditions.

7 MHRA launch YC case study/discussion in partnership with doc2doc by BMJ Group

Melinda Cuthbert reported that MHRA had had good feedback on the 2 case studies hosted on this social media site and on the numbers completing the BMJ e-learning course. Dr Dear asked if something similar could be set up on the YCC Scotland website. Melinda Cuthbert would check out such social networking possibilities with the NHS Lothian Director of Communications/Head of eHealth.

Action: Melinda Cuthbert

8 YCC Scotland website <http://www.yccscotland.scot.nhs.uk/>

Anne MacKay reported that the website was now fully operational. Preliminary usage statistics were low. She would circulate these statistics when available. The Group discussed how the website could be promoted. Sonya Lam noted research on what makes people access particular websites – she would forward link to this research. Anne MacKay would put together a list of possible organisations whose websites could usefully link to the YCC Scotland website and circulate to Group for comment. Melinda Cuthbert would contact all NHS Scotland's ADTCs

Action: Melinda Cuthbert/ Sonya Lam/ Anne MacKay

9 AOB

9.1 Health Board reports 2011/12 anonymisation

The Group agreed that health boards should no longer be anonymised in Health Board Reports to allow for more effective comparison of Yellow Card reporting

9.2 Patient /public representation on the Advisory Group

Sonya Lam asked about patient or public representation on the Group. She agreed to make initial contact to find out the best way to achieve this, suggesting The ALLIANCE, the national third sector intermediary for a range of health and social care organisations, as a possible first approach. Over 200 organisations were represented by this body, Chief Executive Ian Welsh, www.alliance-scotland.org.uk Prof Webb and Melinda Cuthbert would then follow up.

Action: Sonya Lam/ Melinda Cuthbert/ Prof Webb

9.3 Members' biographies for website

Anne MacKay requested short professional biographies from Group members to go on YCC Scotland website. She would email the whole group.

Action: Anne MacKay

10 Date and time of next meeting

Tues 3 September 2013, 2.30pm

Anne MacKay to email possible dates for meetings in 2014

2014 dates now finalised:

- Tuesday 11 March, 2.30pm
- Tuesday 2 September, 2.30pm

**Yellow Card Centre Scotland Advisory Group Meeting
12 March 2013
Summary Action List**

Item No	Item for Action	Responsible Individual	Due Date	Comment or update
1	Circulate to Group response to consultation paper from HIS Adverse Events Reference Group, drafted by M Cuthbert on behalf of Directors of Pharmacy	M Cuthbert	asap	Sent 13 Mar 2013
2	Send information to Prof Webb on NHS Tayside's current position re doctors' appraisals and embedding Yellow Card reporting	Prof MacDonald	asap	Received 13 March 2013 April - Prof Maxwell wrote Niall Cameron, national clinical appraisal lead
3	Circulate Prof Charles Swainson's report on ADTC review to Group	M Cuthbert	asap	
4	Collaborate with MHRA and other Yellow Card Centres on why YC reporting low, including interpreting of results of Doc2Doc questionnaire	M Cuthbert	September 2013	Will be discussed at June MHRA teleconference
5	Arrange teleconference in 2 nd half August 2013 to discuss focus and decide on questions to put to SHIP's representatives due to attend Advisory Group meeting on 3 Sept 2013.	M Cuthbert/ Prof Maxwell/ Prof Webb	2 nd half August 2013	Complete Advisory Group to forward questions by beginning of August
6	Hold teleconference re Vision and e-Yellow Card	Prof MacDonald/ Dawn MacDermid/Prof Maxwell/ M Cuthbert/ Mick Foy/ Paul Barrow	March/Apr 2013	Took place on 18 April 2013. Awaiting further info from MHRA before taking forward
7	Write a report to update Advisory Group on HePMA's current position	C Nicolson/RM Parr	September 2013	
8	Follow up on ADRs and GP training with NES' Primary Care Group. Highlight to them YCC Scotland's Annual Report. Possibility	RM Parr/ Prof Maxwell	September 2013	

	of arranging talk by Prof Maxwell			
9	Circulate to Advisory Group electronic version of YCC draft objectives for feedback and comment	A MacKay	asap	Sent 14 March 2013
10	Discuss YCC draft objectives & how these might affect contract	M Cuthbert/ Prof Maxwell	asap	In progress
11	Circulate to Group link to information on impact of YC reports on MHRA website (see link below*)	M Cuthbert	asap	Sent May 2013
12	Contact MHRA to suggest an event in Edinburgh to mark 50 th anniversary of introduction of yellow Card reporting	Prof Webb	asap	Emailed Mitul Jadeja, MHRA, 19 Mar 2013 Reply received 25 March. Add to June telecon agenda
13	Promotion of ADR e-learning modules. Check out possibility of displaying at NES stand at NHS Scotland Event, 11-12 June at SECC Glasgow Event website: www.nhsscotlandevent.com Also at NES CPD events	RM Parr	May 2013	Complete Participation within the exhibition stand on 11-12th Juen 2013
14	Check out social networking possibilities on YCC Scotland website with NHS Lothian Director of Communications/Head of eHealth – Stuart Wilson	M Cuthbert	September 2013	
15	Promotion of YCC Scotland website to NHS Scotland's ADTCs	M Cuthbert	September 2013	Included in Annual Report + covering letter to ADTCs in March
16	Forward research on what makes people go to websites	S Lam	asap	Received May 2013
17	Initial contact with The ALLIANCE (Chief Exec Ian Welsh) re possible patient/public representation on Advisory Group	S Lam To be followed up by M Cuthbert/ Prof Maxwell	September 2013	Prof Maxwell contacted Ian Welsh 19 May 2013
18	Follow up on request for short professional biographies from all Group members to go on YCC	A MacKay	May 2013	(Prev sent 16 Oct 2012) Resent 4 April 3013

Scotland website

**Prof Webb
contacted
May 2013
Virtually
complete**

* Link to information on impact of YC reports:

<http://www.mhra.gov.uk/Safetyinformation/Howwemonitorthesafetyofproducts/Medicines/TheYellowCardScheme/UsingYellowCarddatatoprotectpublichealth/ImpactoftheYellowCard/index.htm>