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**Minutes from Advisory Group Meeting  
Thursday 13 September 2012  
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  
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  
Dr William McAlpine, BMA Scottish General Practice Committee representative  
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

**In attendance:**

Laura McIver, Chief Pharmacist for Healthcare Improvement Scotland (Item 4)

**1 Apologies for absence**

Apologies were received from S Noble, E Black, J Watt, and J Harris.

**2 Welcome to new group member**

Dr William McAlpine, BMA Scottish General Practice Committee representative, was welcomed to the Group as a new member

**3 Minutes of previous meeting on 13 March 2012**

The minutes were accepted as a true and accurate record.

**4 Medicines Strategy – Laura McIver, Chief Pharmacist for Healthcare Improvement Scotland (HIS)**

Laura McIver delivered a presentation to the Group on Healthcare Improvement Scotland's Medicines Strategy, approved in May 2012. Key themes were clinical and patient engagement and the wish for collaboration generally, acknowledging the work currently ongoing on use of medicines. There would be a meeting for members of Area Drug & Therapeutics Committees on 27 September (Melinda Cuthbert will attend on behalf of YCC Scotland). A further meeting would take place on 29 October to discuss HIS's local delivery plan; clinicians are encouraged to participate to help shape.

The discussion which followed covered the following points:

- Already familiar with HIS audit cycle but could see enforcement would be difficult

- Scottish Government has not yet approached clinical pharmacologists who are keen to be involved and offer complementary skills to pharmacists.
- Laura McIver emphasized HIS is looking for a broad portfolio of clinicians
- YCC Scotland needs to be involved for data on adverse drug reactions (ADRs) and medication errors with the recent changes to Pharmacovigilance legislation
- HIS refers education aspect to NHS Education Scotland (NES)
- HIS patient engagement strategy – women & children network to be established
- Place for CHIMES, SHIP and YCC Scotland in the priority areas of research and education
- GP issues:
  - difficult to work out what is important for patients (HIS pilot on patient safety which included 300 GP practices should help to inform)
  - influence on the Quality Outcomes Framework (QOF)
  - new Scottish GP contract
- Pharmacovigilance legislation 2012 – to include ADRs as result of medication errors etc. Fears that local reporting schemes for adverse events might be disadvantaged. However whatever scheme Scotland wants has to tie in with MHRA.
- Issues around “disinvestment” still to be addressed

The Group agreed that there needed to be a detailed discussion with Laura McIver on the new requirements for reporting of adverse events with medicines via the Yellow Card system and how this would impact on reporting systems in Scotland

**Action: Prof Maxwell/ Prof Webb/Melinda Cuthbert**

## **5 Matters arising**

### **5.1 Annual Report 2010/11 and 2011/12**

Melinda Cuthbert reported that all health board reports had gone out to the relevant boards in May. NHS Tayside ADTC Chair had written requesting further details be included in future and this was being addressed.

Jane Harris’s points (March 2012 meeting) on evaluation of training had been followed up.

Anne MacKay was awaiting extra information from MHRA for 2011/2012 reports

A date had still to be set for the next MHRA Yellow Card Centres meeting. Action for putting forward a request to change the layout of the MHRA template for annual reports was carried forward. (Item 5 in Summary Action List March 2012)

**Action: Sheila Noble**

### **5.2 CHIMES and SHIP updates**

Prof Helms reported that the CHIMES programme was progressing well with all work streams as outlined at the March 2012 meeting. He anticipated usable information from the programme would be ready in 12-18 months.

Prof Webb reported that he and Prof Maxwell had written to Prof Andrew Morris, Chief Scientist, to invite a representative to update the Advisory Group on SHIP 2. Other key players in the Pharmacovigilance section of SHIP2 were Prof Helen Colhoun, Prof Marion Bennie and Dr James McLay. Prof Webb and Prof Maxwell would await a response from Prof Morris before contacting them.

**Action: Prof Maxwell/ Prof Webb**

Dr McAlpine noted some nervousness on the part of GP practices sharing data, especially information on children.

### **5.3 Update on progress of discussions on Vision regarding e-Yellow Card**

Prof MacDonald to follow up.

**Action: Prof MacDonald**

### **5.4 GP Quality Outcomes Framework (QOF) targets in England**

It was reported that the Department of Health did not adopt the MHRA's suggestion to include Yellow Card reporting as a QOF target. MHRA intended raising the issue again. The Group noted that QOF was UK-wide and would be reviewed by NICE.

### **5.5 Single Prescription Administration Record for Scotland**

Prof Maxwell, chair of the multi-professional group at the Royal College of Physicians tasked with drawing up a chart for a unified adult inpatient record, reported on the first draft of a potential chart which had been circulated to the Group. Although initially a paper-based hospital record, the aim would be to make it electronic. He anticipated it would go out to Scotland-wide consultation in the next 4 weeks, with small pilots in December. It was agreed Melinda Cuthbert would make a formal response putting forward points made by the Advisory Group regarding inclusion of information on ADRs and Yellow Card reporting to Box 2.

**Action: Melinda Cuthbert**

### **5.6 Pharmaceutical Care Plans (Chronic Medication Service)**

Melinda Cuthbert reported on Sheila Noble's discussions with Alison Strath at Scottish Government. The Yellow Card link now appears on both the search and patient Pharmacy Care Record screens.

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

Rose Marie Parr reported that it was planned that this timely project would be taken forward in NES's current financial year. She noted that the multi-professional approach was important for NES. Melinda Cuthbert reported the deadline for completion of content for the 6 modules was 31 October 2012. The Group thanked Rose Marie Parr and Sonya Lam for taking forward the project with NES.

## **7 Changes to pharmacovigilance legislation July 2012**

Melinda Cuthbert reported on the main changes. The Black Triangle scheme was to be phased out in the next few months so there would be no overlap with the new Additional Monitoring List, the start date for which was as yet undecided. There was also a new electronic Yellow Card. There was a discussion on how this information could best be disseminated to the wider Scottish workplace.

Melinda Cuthbert to circulate to the Group the link to the section on MHRA website which lists the pharmacovigilance changes and the link to the new electronic Yellow Card.

**Action: Melinda Cuthbert**

Link to pharmacovigilance changes:

<http://www.mhra.gov.uk/Howweregulate/Medicines/Pharmacovigilancelegislation/index.htm>

Link to new electronic Yellow Card: [www.mhra.gov.uk/yellowcard](http://www.mhra.gov.uk/yellowcard)

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

Anne MacKay reported that the website was in the final stages of development. The News section was still outstanding, awaiting further discussion with the webmaster, Stephen Harris. The Group agreed that minutes from Advisory Group meetings could be approved by email prior to uploading as drafts to the website, to be formally approved at the next meeting. All Advisory Group members should be asked for short biographies to be added to the website.

**Action: Anne MacKay**

The aim was to launch the website on 1 October 2013. There was discussion on how this might be publicised.

**9 AOB**

Prof Webb noted that Prof Pat Murray was due to retire as Director of Pharmacy, NHS Lothian, in November 2012. The Group agreed to await the appointment of her successor at NHS Lothian before considering a replacement as Director of Pharmacy representative on the Advisory Group. The Directors of Pharmacy group should be contacted at the end of November to request a replacement.

**Action: Prof Webb/ Melinda Cuthbert**

Sonya Lam announced her intention to stand down from the Advisory Group. She would ask for a nomination from the AHP Directors group, preferably from a territorial board, as a replacement. Her final Advisory Group meeting would be in March 2013. She would also follow up on ADRs and GP training with David Bruce, GP Lead at NES.

**Action: Sonya Lam**

**10 Date and time of next meetings**

Tues 12 March 2013, 2.30pm

Tues 3 September 2013, 2.30pm

**Yellow Card Centre Scotland Advisory Group Meeting  
13 September 2012  
Summary Action List – updated February 2013**

<b>Item No</b>	<b>Item for Action</b>	<b>Responsible Individual</b>	<b>Due Date</b>	<b>Comment or update</b>
<b>1</b>	Discuss with Laura McIver, HIS, the new requirements for reporting of adverse events with medicines via the Yellow Card and how this will impact upon reporting systems in Scotland	<b>M Cuthbert/ Prof Maxwell/ Prof Webb</b>	October 2012	<b>Oct 2012</b>  <b>MC on HIS Adverse Events Reference Group as representative</b>
<b>2</b>	Put forward request at next YCC meeting at MHRA to change layout of MHRA template for annual reports	<b>S Noble</b>	September 2012	Carried forward from March 2012 meeting – MHRA meeting delayed <b>Discussed 23 Jan 2013</b>
<b>3</b>	Invitation to discuss SHIP's current work at a YCC Scotland meeting in 2013. Contact Prof Helen Colhoun, Prof Marion Bennie or Dr James McLay.	<b>Prof Maxwell/ Prof Webb</b>	September 2012	Letter sent on 30 August 2012 to Prof Andrew Morris. Await response. <b>Confirmed to attend 3 Sept 2013 meeting</b>
<b>4</b>	Follow up discussions on Vision and e-Yellow Card	<b>Prof MacDonald</b>	November 2012	
<b>5</b>	Respond formally to the draft chart for a unified adult inpatient record (Single Prescription Administration Record for Scotland) regarding inclusion of information on ADR and Yellow Card to Box 2.	<b>M Cuthbert</b>	October 2012	<b>Response sent 26 Oct 2012</b>
<b>6</b>	Circulate to Group the link to section on MHRA website which lists summary information on the changes required for the Transposition of Pharmacovigilance July 2012 legislation	<b>M Cuthbert</b>	October 2012	<b>Sent 26 Oct 2012</b>
<b>7</b>	Circulate to Group the link to new electronic Yellow Card	<b>M Cuthbert</b>	October 2012	<b>Sent 26 Oct 2012</b>
<b>8</b>	Request short professional	<b>A MacKay</b>	October	<b>Sent 16 Oct</b>

	biographies from all Group members to go on YCC Scotland website		2012	<b>2012</b>
<b>9</b>	Write to Directors of Pharmacy group in November requesting replacement for Prof Pat Murray, after appointment of her successor at NHS Lothian	<b>Prof Webb/ M Cuthbert</b>	November 2012	<b>21/01/13 Reply received. Chris Nicolson to be new representative</b>
<b>10</b>	Request a territorial health board nomination from AHP Directors group to replace Sonya Lam after March 2013 meeting.	<b>S Lam</b>	March 2013	
<b>11</b>	Follow up on ADRs and GP training with David Bruce, GP Lead at NES	<b>S Lam</b>	March 2013	