

YCC Scotland Management Board Meeting
Meeting 14/3/17 Meeting room 4, Waverley Gate

Action Points

Members present: Angela Timoney (AT), Tracy Duff (TD), Alison Patterson (AP), Fiona Houston ((FH) Minutes).

Teleconference: Simon Maxwell (SM- Chair), Rose Marie Parr (RMP), James Dear (JD)

| Item on Agenda | Action Point | Action By | Date for completion |
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| 1: Apologies | Donna Watson (DW) | | |
| 2: Action points from previous meeting 09/01/17 | <p>Circulated and signed off at the meeting, subject to the following points of accuracy:</p> <ul style="list-style-type: none"> • Under item 3.1:change 'Gale Caldwell' to 'Gail Caldwell • Item 11.1; the time for the MHRA/YCC AGM should be 1pm not 4pm). • Item 11.5; second sentence should state that ENCePP circulars are sent directly to the YCCScotland mailbox, but not other members of the Management Board (besides SM). <p>These items will be corrected and the minutes recirculated.</p> | FH | |
| 3: Matters Arising: | <p>3.1 HEPMA/Vision YC reporting - Feedback was received from Laura McIver regarding the HEPMA/Vision YC update, and at the moment there is still no functionality to incorporate YC reporting as part of core HEPMA. Individual Health Boards would have to purchase the add-on if they wished to use it. TD to write to Richard Copland from ehealth and Charles Swainson from Patient Safety Group as a reminder that HEPMA will be implemented in Scotland but that YC reporting is not a core requirement, but that this would be a good opportunity to incorporate it.</p> <p>3.2 Vision (update to DLM 500 release) – There was no new update as to when the DLM 500 will be released in Scotland. RMP will raise this matter again with the epharmacy board meeting in early April.</p> <p>3.3 RIDR – TD circulated info re RIDR (Reporting Illicit Drug Reactions) which is a voluntary system for reporting. Clarification has been received from the MHRA that YCCs only role will be to help promote this system (e.g. through our training). Whilst it is not in our remit, YC should still alert and encourage HCPs to report through RIDR. Public Health England will remain</p> | <p style="text-align: center;">TD</p> <p style="text-align: center;">RMP</p> <p style="text-align: center;">RMP</p> | <p style="text-align: center;">Next meeting</p> <p style="text-align: center;">Next meeting</p> |

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| | responsible for the system, and YCCS will not have to report on any of the data. RMP received a CPO letter in February regarding intention to pilot this system, but this is not yet actioned at SG yet. RMP offered to share this with the team. | | |
| 4: Collaboration with Scottish Government | <p>4.1 AT, TD and RMP are meeting 16th March to discuss SG objectives. A new Service Level Agreement will need to be agreed for the coming financial year (TD has already circulated a draft to the Management Board). Any decisions made at this meeting will be discussed at the next Management Board meeting to be confirmed and signed off.</p> <p>4.2 HIS AE work streams</p> <ul style="list-style-type: none"> - NSAOG (National Safety Alerts Oversight Group) is a HIS initiative. It is a Scottish collaborative looking at how alerts are handled nationally. They are looking at: <ul style="list-style-type: none"> * where alerts come from * who is distributing the alerts * trying to streamline the number of alerts as there is currently a high volume <p>TD to circulate the remit of this group to the Management Board for information.</p> <ul style="list-style-type: none"> - Safer use of Medicines Network/MSO – MSO in England is reviewing its membership; TD has advised MSO that she will remain involved. <p>There have been no 2017 updates from the Safer use of Medicines Network so far.</p> <p>The Management Board were given a summary of NSAOG at the meeting today, and discussed the many groups currently working in the same area with many of these overlapping. AT, RMP and TD to discuss this and how to clarify the relationships between them at meeting on 16 March.</p> | <p>TD/AT/ RMP</p> <p>TD</p> <p>AT/RMP/ TD</p> | <p>Next meeting</p> <p>16/3/17</p> |
| 5: MHRA meetings | <p>5.1 The MHRA/YCC quarterly TC – this has been scheduled for 16th March, and the agenda was circulated to the Management Board. AT, TD and SM are planning to dial in.</p> <p>5.2 The MHRA/YCC AGM – this has been scheduled for 11th September at 1pm, and a summary of these meetings was provided for RMP for info.</p> <p>5.3 SCOPE (Strengthening Collaboration for Operating Pharmacovigilance in Europe) stakeholder engagement meeting – this meeting will take place in London 20th-21st March. TD will attend this meeting and feedback to the Management Board at the next meeting.</p> <p>SM and TD received the ENCePP circular, but the rest of the Management board do not receive this. TD to circulate this to the other members in the future.</p> | <p>TD</p> <p>TD</p> | <p>Next meeting</p> <p>Ongoing</p> |
| 6: YCCS Website/ Social media | 6.1 Live on Twitter – the YCCS twitter page went live 20 th January. Hootsuite is used to schedule | | |

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| | <p>standard, approved tweets throughout the week, in addition to allowing us to monitor our network feed and retweet relevant posts. The twitter feed is now incorporated into the homepage of the YCCS website, and in the future it is hoped that the news items currently uploaded to the website will be promoted through twitter instead.</p> <p>FH to circulate a list of health ‘awareness’ days to Management Board for when related tweets could be scheduled.</p> <p>RMP to alert YCCS of any upcoming Scottish Government events that could be promoted via twitter.</p> <p>6.2 Toolkit – DW has been working on a toolkit, and has provided two different draft examples which were circulated to the Management Board with the agenda. The board is to look at both options and to feedback at the next meeting (did we not say 2 weeks for this?) on the preferred design. Once a design has been signed off, the toolkits can be populated. In addition to the design, feedback on what to have in the toolkit was requested, and this will be presented to the Advisory group in May.</p> <p>6.3 GP TV Screens – a GP from Craigmillar Practice requested whether it would be possible to have YCCS promotional slides to display on their TV screens in the waiting room. FH and AP designed some draft slides and asked the group for comments on the circulated options. It was agreed that there should be a simple message focusing on side effects to medicines (rather than including e-cigarettes etc.) and that it should be made more patient friendly (picture of a side effect eg rash). We would need to get approval from the MHRA to use their logo on the slides, and the possibility of adding the Scottish Government logo was discussed. AP and FH to make changes to the slides, and once the revisions were approved they could be trialled through the Craigmillar practice. The slides could also be rolled out across Lothian (contact with the Local Area Medical Committee and the GPPC would help facilitate this) and greater Scotland through the RCGP. DR Catriona Morton (GP at Craigmillar) is chair of the GP sub committee and would be a useful contact for implementing across Lothian. AP to speak to practice manager at Craigmillar in regards to this being discussed at the annual Practice Manager conference in May. In addition, the slides could be displayed on the TV screens at RIE – FH and AP to contact comms to implement this.</p> <p>The slides should also be shared with the ADTC collaborative group.</p> | <p>FH</p> <p>RMP</p> <p>ALL</p> <p>ALL</p> <p>AP</p> <p>FH/AP</p> | <p>Next Meeting Ongoing</p> <p>Next meeting</p> <p>28/3/17</p> <p>Next meeting</p> <p>Next meeting</p> |
| 7: Patient Group Involvement | Patient Group Engagement progress update – DW has been looking at Scottish Parliament Cross | | |

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| | SM advised that final year medical students all answer 8 questions on ADRs upon graduating, and that there could be potential for a project which looks at this data to find out the extent of graduate knowledge of ADRs. | | |
| 10: Quarterly Statistics | Infographics – DW has made an infographic for the quarterly stats which was circulated to the group for suggestions. The group were supportive of the infographic format for these reports. It was agreed that the graph on the back was not very clear, and that the x axis looked like a timeline. It was suggested that this graph could be a histogram instead. It was also decided that the graph on the front of the report (% Changes to Professional reporting) could be made clearer by labelling the blocks themselves rather than having a colour key at the side. DW and FH to make the suggested changes and circulate to the board. | DW DW/FH | Next meeting Next meeting |
| 11: AOB: | 11.1 Current Awareness Bulleting – DW to discuss at the next meeting re possibility of the ADR bulletin appearing on TKN. 11.2 The Advisory meeting will take place on 3 rd May 15.00-17.00 NRIE PEC Calton. | | |
| 12: Date & time of next meeting- | TBC | | |

Action point summary

| Item on Agenda | Action Point | Action By | Date for completion |
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| 3: Matters Arising: | 3.1 TD to write to Richard Copland from ehealth and Charles Swainson from Patient Safety Group as a reminder that HEPMA will be implemented in Scotland And to encourage upgrading from the basic package to allow YC reporting functionality. | TD | Next meeting |
| | 3.2 RMP to discuss DLM 500 release with epharmacy board at April meeting. | RMP | Next meeting |
| 4: Collaboration with SG | 4.2 TD to circulate remit of NSAOG to Management Board for info | TD | Next meeting |
| 5: MHRA meetings | 5.3 TD to circulate ENCePP to members of the board in future | TD | Ongoing |
| 6: YCCS Website/ Social media | 6.1 Twitter- FH to circulate awareness days to group for tweet ideas | FH | Next Meeting |
| | RMP to alert YC of any upcoming Scot Gov events to be promoted using twitter | RMP | Ongoing |
| | 6.2 Toolkit – The board is to look at both options and to feedback at the next meeting on | ALL | 28/3/17 |

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| | <p>the preferred design.</p> <p>6.3 GP TV Screens – FH and AP to make suggested changes on twitter slides</p> <p>AP to speak the slides with practice manager at Craigmillar re discussing them at Annual Practice Manager Conference</p> | <p>FH/AP</p> <p>AP</p> | <p>Next meeting</p> <p>Next meeting</p> |
| 8: YC promotional / teaching activity | <p>8.1 YC activities - DW to circulate email to Management Board with the table from last year's activities so that each member can update for this year.</p> <p>8.2 Lean pro module - TD to look at the modules and see what minor changes are needed and feedback to Leon to see if NES have any date for when they would be able to implement these changes through NES directly.</p> | <p>DW</p> <p>TD</p> | <p>April</p> <p>Next meeting</p> |
| 9: Research | <p>JD to contact Tobias Dreischulte to get an update on the proposal Tobias is writing re Patient reporting of ADRs.</p> | <p>JD</p> | <p>Next meeting</p> |
| 10: Quarterly Statistics | <p>DW and FH to make the suggested changes and circulate to the board.</p> | <p>DW/FH</p> | <p>Next meeting</p> |