## **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
1: Apologies	Donna Watson (DW)		
2: Action points from previous	Circulated and signed off at the meeting, subject to the following points of accuracy:		
meeting 09/01/17	Under item 3.1:change 'Gale Caldwell' to 'Gail Caldwell		
	<ul> <li>Item 11.1; the time for the MHRA/YCC AGM should be 1pm not 4pm).</li> </ul>		
	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).		
	These items will be corrected and the minutes recirculated.		
		FH	
3: Matters Arising:	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	TD	Next
	reporting as part of core HEPMA. Individual Health Boards would have to purchase the add-		meeting
	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 reportingis not a core requirement, but that this would be a good opportunity to incorporate it.		
	3.2 Vision (update to DLM 500 release) – There was no new update as to when the DLM 500 will	RMP	Next
	be released in Scotland. RMP will raise this matter again with the epharmacy board meeting in early April.		meeting
	3.3 RIDR – TD circulated info re RIDR (Reporting Illicit Drug Reactions) which is a voluntary system	RMP	
	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		

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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	4.1 AT, TD and RMP are meeting 16 <sup>th</sup> March to discuss SG objectives. A new Service Level		
Government	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.		
	4.2 HIS AE work streams	TD/AT/	
	- NSAOG (National Safety Alerts Oversight Group) is a HIS initiative. It is a Scottish collaborative	RMP	
	looking at how alerts are handled nationally. They are looking at:		
	* where alerts come from		
	* who is distributing the alerts		
	* trying to streamline the number of alerts as there is currently a high volume		
	TD to circulate the remit of this group to the Management Board for information.		
	- Safer use of Medicines Network/MSO – MSO in England is reviewing its membership; TD has		Next
	advised MSO that she will remain involved.	TD	meeting
	There have been no 2017 updates from the Safer use of Medicines Network so far.		
	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	AT/RMP/	
	March.	TD	16/3/17
5: MHRA meetings	5.1 The MHRA/YCC quarterly TC – this has been scheduled for 16 <sup>th</sup> March, and the agenda was		
	circulated to the Management Board. AT, TD and SM are planning to dial in.		
	5.2 The MHRA/YCC AGM – this has been scheduled for 11 <sup>th</sup> September at 1pm, and a summary of		
	these meetings was provided for RMP for info.		
	5.3 SCOPE (Strengthening Collaboration for Operating Pharmacovigilance in Europe) stakeholder		
	engagement meeting – this meeting will take place in London 20 <sup>th</sup> -21 <sup>st</sup> March. TD will attend this	TD	Next
	meeting and feedback to the Management Board at the next meeting.		meeting
	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.	TD	Ongoing
6: YCCS Website/ Social media	6.1 Live on Twitter – the YCCS twitter page went live 20 <sup>th</sup> January. Hootsuite is used to schedule		

	standard approved tweats throughout the week in addition to allowing us to recrite a com-		
	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.		
	FH to circulate a list of health 'awareness' days to Management Board for when related	FH	Next
	tweets could be scheduled.		Meeting
	RMP to alert YCCS of any upcoming Scottish Government events that could be promoted via twitter.	RMP	Ongoing
	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	ALL	Next
	both options and to feedback at the next meeting (did we not say 2 weeks for this?) on the		meeting
	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	ALL	28/3/17
	be presented to the Advisory group in May.		
	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	AP	Next
	to practice manager at Craigmillar in regards to this being discussed at the annual Practice	7.11	meeting
	Manager conference in May. In addition, the slides could be displayed on the TV screens at		meeting
	RIE – FH and AP to contact comms to implement this.	FH/AP	Next
	The slides should also be shared with the ADTC collaborative group.	111/71	meeting
	The shaes should also be shared with the ADTE collaborative group.		meeting
7: Patient Group Involvement	Patient Group Engagement progress update – DW has been looking at Scottish Parliament Cross		

	party groups, and has identified when their meetings are and who chairs these. DW to present at	DW	Next
	next meeting, as was absent today.		meeting
8: YCCS promotion / teaching	8.1 Update on progress – YCCS have exceeded their targets internally. The next annual report will		
activities	be due soon, and will need the YCC activity for the year 2016/17 from all members. DW to		
	circulate email to Management Board with the table from last year's activities so that each	DW	April
	member can update their activity for the past year.		
	8.2 Learn pro module activity/updates – TD spoke to Leon at NES about the possibility of		
	updating the learn-pro module without having to go through AuRION. Leon confirmed that NES		
	do not have the resources to do this themselves at the moment, and that the cost of making the		
	changes through ORION would be approx £900 for 6 minor changes. None of the changes needed		
	at the moment impact on safety, so they are no urgent and do not warrant such an expense.		
	TD to look at the modules and see what minor changes are needed and feedback to Leon to see	TD	Next
	if NES have any date for when they would be able to implement these changes through NES		meeting
	directly. There were 1489 hits from April-Nov 2016, so it is important to continue to provide e-		
	learning.		
	The group also discussed the possibility of finding alternative platforms for providing a learn-pro		
	module in the future. The British Pharmaceutical Society are developing a platform for e-learning		
	where there is editorial rights and changes can be made directly. TD to get more details	TD	Next
	regarding this too.		meeting
	8.3 New promotional materials No new promotional items have been purchased yet for this year.		
	The members are to feedback on any ideas of useful items to purchase (pens, keyrings etc)		
	8.4 Ideas for 2017 — –the group discussed having short 90 second videos explaining ADRs and		
	how to report them. These could go on the YCCS website. There are existing videos made by the		
	MHRA, and the BPS, so these should be reviewed in the first instance.	ALL	21/3/17
	8.5 TD is meeting Dawn Owen (Lead pharmacist for Community Pharmacy) next month to discuss		
	the possibility of incorporating some YCC messages into the existing agenda for the community		
	pharmacy practitioner Champions.		
9: Research	JD to contact Tobias Dreischulte to get an update on the proposal Tobias is writing re Patient	JD	Next
	reporting of ADRs.		meeting
	JD gave a talk on ADRs to Hospices in Glasgow and there is potential for a research project		
	looking at ADR admittance to hospices compared to hospitals		

	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	DW	Next
	group for suggestions. The group were supportive of the infographic format for these reports. It		meeting
	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	DW/FH	Next
	by labelling the blocks themselves rather than having a colour key at the side. DW and FH to		meeting
	make the suggested changes and circulate to the board.		
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 <sup>rd</sup> 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
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

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