

## YCC Scotland Management Board Meeting

Thursday 14 August 2014

### Action Points

**Members present:** Dr James Dear (JD); Melinda Cuthbert (MC); Sheila Noble (SN); Anne Mackay (AM)

**Attendance via teleconference:** Professor Simon Maxwell (SM) (Chair)

Item on Agenda	Action Point	Action By	Date for completion
3.1 GP training	SM to arrange with Rose Marie Parr a date to attend NES Primary Care Education Group	SM	asap
3.2 MSc project on ISAC dataset for 2011	Final report by Strathclyde MSc student formally submitted at end August. SN to forward to Management Board. No comment possible on student's discussion	SN	Complete
3.3 Vision, EMIS & implementation of YC electronic reporting	Following report from Dr Libby Morris that incorporation of e-Yellow Card in Vision had stalled until national initiative was finalised, MC to contact M Foy, MHRA, for clarification	MC	Complete but clarification on uptake for EMIS for non-URL systems required.
3.4 ENCePP application form	Application submitted online. Electronic acknowledgement received.	SN	Submitted 14 August 2014
3.5 Toxbase	JD confirmed that an e-YC link will go on Toxbase but criteria for reporting still to be decided. Not yet at stage where guidance on how to submit a Yellow Card via Toxbase can be drawn up	JD	Ongoing

<p>4</p> <p>ADR e-Learning modules feedback &amp; plan post launch</p>	<p>All changes – some errors, typos etc – to be completed by Aurion by end of August. NES being charged for these final changes.</p> <p>Next stages for promoting:</p> <ul style="list-style-type: none"> <li>• Include in 2013/14 Health Board reports/covering letter + covering letter for 2013/14 Annual Report</li> <li>• Draw up letter template from MC + SM to go to Scottish Schools of Pharmacy, Medicines, Nursing</li> <li>• Point Community Pharmacists towards modules, prior to next community pharmacy health project in March 2015.</li> <li>• JD to tweet from EdinburghClinicalToxicology to BPS members</li> </ul>	<p>NES/Aurion</p>     <p>MC</p> <p>MC</p> <p>SN</p> <p>JD</p>	<p>31 August 2014</p>     <p>September 2014</p> <p>October 2014</p> <p>December 2014</p> <p>Complete</p>
<p>7</p> <p>YCC Scotland website</p>	<p>Advertising of website – keep on agenda</p> <p>Promote website at all educational sessions</p> <p>Links to ADR e-Learning modules to be added to Homepage and Training pages</p>	<p>AM</p> <p>All</p> <p>AM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Complete</p>
<p>8</p> <p>Advisory Group meeting 2 September 2014</p>	<p>SM to chair meeting</p> <p>MC to confirm Laura McIver’s guest attendance at meeting. Anticipated discussion on Scottish Government’s evolving policy on medication safety</p> <p>Draft agenda to be circulated to Management Board</p>	<p>SM</p> <p>MC</p>  <p>MC/AM</p>	<p>Complete</p> <p>Complete</p>  <p>Complete</p>
<p>9</p> <p>YCC/MHRA quarterly teleconference</p>	<p>Inaccuracies re YCC Scotland activities as noted in minutes of teleconference of 6 June 2014. MC to follow up</p>	<p>MC</p>	<p>December 2014</p>

10 50 <sup>th</sup> anniversary Yellow Card celebrations	Professor David Webb and Dr June Raine, MHRA, planning main event to be held in Scotland. Arrangements still at very early stage.	MC/SM	Deferred until March 2015
11 AOB	Support research proposals for use of ISAC datasets only when direct Scottish involvement	MC	Ongoing
	10 November 2014 - YCC Scotland to have stand at event at Beardmore Hotel	MC	November 2014
	JD suggested MSc student might do a presentation on his report to meeting of Clinical Toxicology group. JD to provide dates.	JD/SN	November 2014
12 Date of next meeting	Thursday 6 November 2014, 11 -12, Small Clinical Office RIE		