
Minutes of the Management Board Meeting
Held on Monday 15th May 2006
At 3.30pm in the Pharmacy Seminar Room, Pharmacy Department NRIE

Present: Professor N Lannigan, Chief Pharmacist LUHT (Chair)
Professor N Bateman, Medical Director, SPIB and CARDS, RIE
Dr S Maxwell, Associate Medical Director, CARDS
Sheena Kerr, Principal Pharmacist, medicines Information, RIE
Melinda Cuthbert, Senior Pharmacist, Medicines Information, RIE
Sheila Noble, Senior Pharmacist, Medicines Information, RIE

1 Apologies for Absence

No apologies received. N Lannigan welcomed S Noble to the group

1.1 Minutes of previous meeting

The minutes of the meeting held on 15th May 2006 were accepted as true and accurate.

2 Matters Arising

2.1 Nurse ADR Poster

M Cuthbert has liaised with Irene Lavery and will be taking forward designing a poster for the nursing profession. She will enlist the aid of medical illustrations to produce the draft poster. Funds brought forward from the previous financial year will allow printing of enough copies for the whole of Scotland.

ACTION M CUTHBERT

2.2 Additional Support to Promote Nurse Reporting of ADRs

Discussion ensued regarding the best way to take this forward. N Lannigan volunteered to obtain the key contact at NES (replacement for Elgin Shartreau) and advise S Maxwell who will progress this. S Maxwell also suggested that the Scottish Department of the RCN might be another avenue.

**ACTION S MAXWELL/
N LANNIGAN**

N Bateman suggested that S Maxwell make contact with Mike Watson, Medical Director of NES regarding promoting and taking forward ADR reporting within the medical profession in Scotland.

2.3 Meeting with Bill Scott

N Bateman and David Webb met with Bill Scott who continues to support the evolving work and progress of CSM Scotland. He was very keen that the awareness of Patient Reporting of ADRs should be increased. A strategy for patient reporting needs to be developed.

N Lannigan will make contact with NES to obtain the contact for the Patient Liaison Group who might be of use in defining what criteria would be appropriate to take this initiative forward.

ACTION N LANNIGAN

S Kerr informed the group that the MHRA has announced funding for a study on patient reporting and grant applications are being invited at present. It was decided by the group that this may be appropriate to pursue to facilitate the patient reporting initiative.

**ACTION S KERR/
S MAXWELL/
N BATEMAN**

2.4 Representative on the Advisory Board

M Cuthbert advised that Ashgar Mohammed has been identified as the Community Pharmacist representative. He will be in attendance at the next Advisory Group meeting, which will take place on 15 June 2006.

2.5 SMC Links

S Kerr and N Bateman met with Marion Bennie and Sharon Hems to discuss better monitoring of new drug developments in Scotland. They were very keen to establish close links in the future to aid in safety and efficacy issues.

3 MHRA New Ways of Working

N Bateman stated that currently there were two drivers for the changes coming to the Yellow Card Scheme in the UK: 1) Metter's Review 2) SENTINEL (new system that will take over from ADROIT to monitor, track and analyse Yellow Cards) The Monitoring Centres will continue to do follow-ups on behalf of the MHRA on submitted reports from areas covered by each Monitoring Centre and to expand their role in education and training.

S Kerr will prepare a short report summarising the changes to come to the Yellow Card System and ways of working for presentation to the Advisory Group at the next meeting that will be pre-circulated prior to the meeting with the agenda.

ACTION S KERR

4 Electronic Reporting via GPASS

M Cuthbert reported that the numbers of reports so far have been low (7 to date). N Bateman suggested that we re-contact Ken Harding to pursue having a Yellow Card Icon that is prominent on the main GPASS screen since at present it is buried. In view of the recent BMA document on reporting ADRs this would be a good time to take this forward. Marion Bennie may be supportive in this action so she is to be copied into the e-mail to Ken Harding.

ACTION N BATEMAN

5 Annual Report 2005

S Kerr gave a summary of the annual report. Items that came out of the report were:

- 5.1 M Cuthbert will pass previous correspondence with David Blaney to N Bateman regarding raising education and training on ADR reporting under the GP Registrar training scheme.

**ACTION M CUTHBERT
/ N BATEMAN**

- 5.2 S Maxwell suggested that the NES Doctors Online Training Scheme (DOTS) for JHOs could include mandatory completion of a Yellow Card online with constructive feedback. N Bateman will pass contact details for Hazel Scott at Hairmyres to S Maxwell.

**ACTION N BATEMAN/
S MAXWELL**

- 5.3 Approach the Royal College of GPs at Queen St to develop on-line training modules on ADRs for GP CPD

ACTION S MAXWELL

- 5.4 N Lannigan stated that Bill Scott is keen to increase community pharmacist ADR reporting. Most community pharmacists have e-MAS system now for minor ailments scheme and once chronic disease management and prescribing rolled out they will all have access. He suggested that this might be a good portal for the electronic yellow card to be promoted within community pharmacy. He suggested that Alison Strath should be contacted to check when the e-MAS system will be fully live within Scotland and whether an icon for electronic reporting of ADRs could be incorporated into this software's main screen. This can also be raised with A Mohammed at Advisory Group Meeting.

ACTION M CUTHBERT

6 AOCB

6.1 CSM Scotland Web page

In view of our inability to contact Ben Foster (person who designed web page and maintained it previously), M Cuthbert has contacted Gavin Ventors at ISD regarding training in maintaining the CSM Scotland web page located within SHOW. S Kerr stated that SHOW now encourage us to perform our own updates and maintenance of web pages. M Cuthbert to pursue training if appropriate.

ACTION M CUTHBERT

7 Date and time of next meeting

Monday 20th November 2006 at 3.30pm in Pharmacy meeting room, RIE.