

## YCC Scotland Management Board Meeting

Tuesday 13 January 2015

### Action Points

**Members present:** Melinda Cuthbert (MC); Sheila Noble (SN); James Dear (JD); Angela Timoney (AT); 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 had heard nothing from NES. To await the embedded Yellow Card in GP systems before pursuing further		Remove from action note at present.
3.2 MSc project on ISAC dataset for 2011	MSc student's article should be submitted as soon as possible to both the <i>European Journal of Hospital Medicine</i> (official journal of the European Association of Hospital Pharmacists) and MHRA for their approval. YCC N & Yorks should be included in the acknowledgements.	SN	Ongoing
3.3 Vision, EMIS & implementation of YC electronic reporting	Libby Morris confirmed Vision implementation was expected soon in Scotland. YCC Scotland's request for changes to EMIS in system but a 3 year waiting list	SM	Complete from YCC Scotland perspective at present until any further communication received.
3.4 Toxbase	JD reported positive feedback from MHRA re link between Toxbase and Yellow Card. Issue over resources and functionality to do this. Decision taken to report legal highs in Scotland via Yellow Card. JD to contact Prof Simon Thomas re reporting nationally	JD	Ongoing
3.5 Expanded	Dr James McLay, NHS Grampian, had agreed to replace Prof Peter Helms. SM would forward his contact details	SM/MC	Complete

membership of Advisory Group	<p>Sandra Auld had agreed to represent ABPI Scotland</p> <p>Group agreed it would be helpful to have a representative for IRIC, responsible for medical devices and equipment. MC to follow up.</p> <p>Prof Angela Timoney, NHS Lothian's Director of Pharmacy, confirmed as new Chair</p>	MC	End February 2015
3.6 Attendance at FARR Institute @ Scotland pharmaco-epidemiology meetings	<p><a href="http://www.farrinstitute.org/centre/Scotland/3_About.html">http://www.farrinstitute.org/centre/Scotland/3_About.html</a></p> <p>Chairman &amp; Centre Director – Prof Andrew D Morris</p> <p>JD to join the pharmacoepidemiology strand of their work. M Cuthbert to deputise for any meetings he cannot make.</p>	JD/MC	Complete
3.7 Education sessions	<p>MC still awaiting approval from Mick Foy, MHRA, for letter drafted by her and Christine Randall to be forwarded to heads of appropriate Schools.</p> <p>MC &amp; SN in discussions with Schools of Nursing regarding change to a blended learning approach to the education sessions incorporating self-learning with e-learning modules and face-to-face case scenario based learning approach.</p> <p>YCC Scotland's achievement of MHRA targets for education sessions to be a <b>Standing Item</b> for future Management Board meetings</p>	<p>MC</p> <p>MC/SN</p> <p>MC</p>	<p>September 2015</p> <p>March 2015</p> <p>Ongoing</p>
3.8 HEPMA & pursuance of e-ADR functionality within JAC	<p>Webinar with demo of CERNER to be held on 23 February, 10-11 [post meeting note: meeting being rescheduled to suit attendees].</p>	MC	March 2015

<p>4 50<sup>th</sup> anniversary Yellow Card events planning</p>	<p>National event – 20 March 2015 at Royal College of Physicians of Edinburgh. Delay in invitations going out from MHRA – YCC Scotland to send out invitations <b>now</b> to potential Scottish attendees. IRIC to be added to invitation list.</p> <p>Regional stakeholder engagement events – initially proposed for February 2015. To be deferred to later in year so as not to affect March event.</p>	<p>MC</p> <p>MC</p>	<p>This action was decided against after the MHRA subsequently actioned invites within 48 hours after this meeting.</p> <p>June 2015</p>
<p>5 Planning for poster for Community Pharmacy campaign, May 2015</p>	<p>Images and wording still to be decided on. All to email comments to MC on suggestions.</p>	<p>MC/All</p>	<p>28 January 2015</p>
<p>6 HIS Adverse Events work stream update 6.1 AE Board</p>	<p>A refresh of the AE framework being considered and a roll-out to primary care.</p> <p>Scottish Mortality &amp; Morbidity Group – AT represents Directors of Pharmacy, MC her deputy.</p>	<p>AT/MC</p>	<p>Ongoing</p>
<p>6.2 MHRA quadripartite teleconference re changes to YC platform</p>	<p>The expanded YC platform to include medical devices has come as a surprise to IRIC and SG. Discussions ongoing regarding the change in current process to allow MHRA to receive reports since currently go into local Datix reporting systems but these do not get shared with MHRA and only those escalated to IRIC are reviewed or shared further in Scotland. MC engaged in discussions to establish what the final agreed process for Scotland will be so YCC Scotland can promote accordingly in their education and training on this expanded YC platform.</p> <p>Key medical devices people in Scotland to be invited to 20 March event in Edinburgh</p>	<p>MC</p> <p>MC</p>	<p>Ongoing</p> <p>Complete</p>

7 YCC Scotland website	Advertising of website – keep on agenda Promote website at all educational sessions  Update website with new YCC/MHRA logos	All  AM	Ongoing Ongoing  asap
8 AOB 8.1 Scottish Government (SG) meeting on Centre’s funding & activities	Chief Pharmaceutical Officer, Bill Scott, retiring at end March 2015. Discussed whether YCC Scotland should pursue a meeting to discuss funding and SG’s vision for YCC Scotland – how it fits in with Prescription for Excellence and SG’s vision for the future. Agreed to put on hold at present.	MC	Complete
8.2	Adding AHP contacts to the distribution list for ‘Dear Healthcare Professional’ letters (DHCPL). SN to contact Sonya Lam at NES.	SN	asap  (MHRA website move to GOV.UK in January 2015 may affect how DHCPL information is distributed. Pending SG/HIS/IRIC/YCCS discussion on how future alerts will be cascaded. MC representing YCCS)
9 Date of next meeting	19 <sup>th</sup> March 2015, 10-11am, Pharmacy Seminar Room RIE		