

YCC Scotland Management Board Meeting

Meeting 16/01/18 NRIE PEC Carlton, RIE

Action Points

Members present: Tracy Duff (TD), Alison Paterson (AP), James Dear (JD), Alexander Kiker (AK). **Teleconference:** Simon Maxwell (SM- Chair), Angela Timoney (AT).

Apologies: Rose Marie Parr (RMP), Fiona Houston (FH).

Item on Agenda	Action Point	Action By	Date for completion
1: Apologies	Fiona Houston (FH), Rose Marie Parr (RMP)		
2: Action points from 09/10/17	Minutes accepted as correct. All relevant points picked up on the agenda.		
3: Staff changes within YCCS team	<p>3.1: Welcome to Alexander Kiker (Information Officer) – AK was introduced to the board and welcomed by the members present.</p> <p>3.2: Fiona Houston has reduced hours – The board was made aware that Fiona now works Wednesdays only.</p>		
4: Matters Arising:	<p>4.1: Integration of YC reporting in GP systems – SM & AT received an email on 04/01/18 from Simon Hurding reporting that the GP IT system Vision has been fully integrated with YC reporting and that tests to report through Vision had been initially successful. 106/123 surgeries in Lothian are currently using Vision, and SM still awaiting reply from SH regarding surgeries still using EMIS. AT agreed to circulate the email from SH among board members.</p> <p>4.2: NES/ADR Learning modules – Update on collaboration with BPS vs staying with NES: David James of BPS suggested to SM that collaboration would be feasible, though a deal for keeping the ADR modules free would need to be reached, as BPS is planning to sell other content. TD discussed with Leon Zlotos and it was confirmed that NES will provide resources for the update. The decision was made to stay within NES and update the learning modules to the new Turas platform. A decision was made to use this opportunity to update the content of the modules, with a plan to update and submit one module at a time, starting with module 1. It was suggested that modules 1 & 6 are to be categorised as foundation modules, with modules 2-5 categorised as advanced. Board members are to look into existing new NES modules currently available on Turas for comparative purposes. Module 1 is to be circulated and reviewed by all, to agree</p>	AT	Next meeting

	<p>content changes prior to the transfer to Turas. TD to liaise with LZ about transfer of module 1, and NES timelines. Once format agreed, the other modules will be reviewed in due course.</p> <p>4.3: YC training in student UG courses – Deferred to next meeting.</p>	TD	March 2018
5: Quarterly data report.	5.1 – Local health boards reports have not been sent out for Q2, pending Alex coming into post. A report will be compiled shortly for Q1-3.	AK/ TD	February 2018
6: MHRA updates	<p>6.1: Link to material on Jayex (for TV screens) – The links to the MHRA YC videos for displaying on TV screens has been circulated, which includes videos and animations aimed at patients. The reach of this system, which is used in NHS England, is still to be determined for Scotland. Therefore local slides have not been progressed. MHRA have advised that Jayex do not charge for this, whereas some companies do. AP to follow up with Lothian GP practice to see what system is in place.</p> <p>6.2: YCC/MHRA AGM – 10th September 2018 (AM start) – It was agreed that more representation is needed for this year’s AGM. The date and time of 10 September AM are still to be confirmed. SM, AT and TD have provisionally confirmed their availability and intention to attend.</p> <p>6.3: MHRA training day TBC – It was agreed that this would be a useful event for AK to attend.</p> <p>6.4: YouTube ‘How To Report’ videos & link in with toolkit – MHRA is planning to develop a series of videos, and interest has been expressed in the toolkit produced by YCC Scotland. TD is to finalise the changes to the toolkit before circulating.</p> <p>6.5: Review of reporter groups – TD raised the issue of too many/duplicate reporter groups in the reports. This was raised with the MHRA in the last YCC/MHRA teleconference, and everyone agreed that it is timely to revise this. It was agreed that this will be a focus for the next YCC/MHRA teleconference.</p> <p>6.6: NEW ITEM: YCC Wales Champion Training Day – It was agreed that YCC Scotland should send representation to the event. Proposed for AK to attend.</p>	<p>AP</p> <p>AK</p> <p>TD</p> <p>TD</p> <p>AK</p>	<p>TBC</p> <p>13th March 2018</p>
7: YCC Scotland Website/ Social Media	<p>7.1: Toolkit – add to e-signature? – All agreed to add a link to the toolkit to their e-signature. TD to circulate the link once changes have been finalised. TD has been in touch with NES regarding permission to share with MHRA and other YCC’s.</p> <p>7.2: Consider reporting pledge on Twitter – Proposal to hold an event on Twitter for Yellow Card reports, asking for followers to pledge to submit a certain number of Yellow Card reports (as Wales have done). It was suggested that this will need to be very carefully worded to be clear. TD/AK to draft suggested wording for consideration in the next meeting.</p> <p>7.3: MHRA social media campaign – YCCS took part in the MHRA social media campaign in the week commencing 20th November 2017. The MHRA are currently collating figures on ADR reporting</p>	<p>TD</p> <p>AK/TD</p>	<p>Next meeting</p>

	following this, and will report back to YCCs shortly.		
8: Patient Group Engagement	<u>deferred to next meeting</u> 8.1: Generic information document – The team previously agreed that it would be useful to have a generic document which could be used for newsletters/ blogs for patient groups. AP/ TD will draft one for comment, and consider the MHRA blog produced by Mitul.	AP/ TD	Next Meeting
9: HCP Engagement	<u>deferred to next meeting</u> 9.1: NHS Pharmacy Champions – Following the success in Lothian, the team agreed we should aim to roll this out across Scotland (in absence of an established MSO network). TD has asked for this to be added to the agenda for next meeting of the Pharmacy Quality Governance Group for consideration. 9.2: Pharmacist Independent Prescribers – AP has been in touch with the course leaders at RGU who are keen to engage. The intention would be for a member of the YCCS team to present on the YC scheme in the first place. AP to follow up with Strathclyde. 9.5: GP engagement – Efforts will need to target GPs. YCCS had previously presented at GP registrar training days. AP will follow up with a contact in NHS Lothian to see whether this can be reinstated.	TD AP AP	Next Meeting Ongoing Next meeting
10: Student Engagement	<u>deferred to next meeting</u> 10.1: Educational establishment survey – It was noted that, although all establishments who responded included ADR teaching, students are assessed on their understanding in only 40% of establishments who responded. It was also noted that: <ul style="list-style-type: none"> The ADR modules are still being used in teaching, and there is further interest in these. Those establishments that expressed interest in generic presentations/ YCCS materials, the ADR modules or face to teaching the ADR modules will need to be followed up. 		Next meeting
11: Collaboration with Scottish Government	<u>deferred to next meeting</u> 11.1 – AT, TD, RMP and Laura McIver met on 9/08/17 to discuss the SLA between YCCS and the SG. Minor updates will be made to the draft which will be circulated for agreement in the next meeting.	TD	Next Meeting
12: Research	12. 1: Dentist paracetamol safety campaign – AT to provide JD with contacts for dentistry (primary care contractor and community hosted within NHS Lothian) as a starting point. TD/ AP to schedule meeting with JD to discuss.	AT TD/ AP	
13: AOB	N/A		
14: Date & time of next meeting-	TBC following a doodle poll. Aim for end of March avoiding Easter.	FH	

Action point summary

Item on Agenda	Action Point	Action By	Date for completion
4: Matters Arising	<p>4.1: AT to circulate email from Simon Hurding. SM awaiting response RE EMIS systems.</p> <p>4.2: Modules to be circulated, reviewed and updated, starting with Module 1. To be sent to NES for priority uploading onto Turas.</p>	AT TD	Next meeting March 2018
6: MHRA Updates	<p>6.1: AP to follow up with Lothian GP practice to verify system.</p> <p>6.2: SM, AT and TD have provisionally confirmed their availability and intention to attend YCC AGM. To verify event time, as travelling down the previous night might be necessary.</p> <p>6.3: AK to attend MRHA training day.</p> <p>6.4: TD to finalise the changes to the toolkit before submitting link for use by other YCCs. Awaiting MRHA submission of YouTube 'how to' videos.</p> <p>6.5: Review of reporter groups to be a focus in the next teleconference.</p> <p>6.6: AK to attend YCC Wales Champion Training Day as YCC Scotland representative.</p>	AP AK TD AK	TBC 13/03/18
7: YCCS Website/ Social Media	<p>7.1: Board members to add link to the toolkit to their e-signatures once circulated by TD.</p> <p>7.2: Consider potential issues with Twitter reporting pledge campaign, to bring up at next meeting.</p> <p>7.3: Still awaiting updates RE MHRA Social Media Campaign.</p>		
<i>8: Patient Group Engagement</i>	<i>8.1: Generic YC article- AP to draft/ adapt MHRA blog for YCCS use</i>	<i>AP/TD</i>	<i>Next meeting</i>
<i>9: HCP Engagement</i>	<p><i>9.1: NHSL Pharmacy Champions- discuss possible roll out to Scotland at next meeting of the Pharmacy Quality Governance Group</i></p> <p><i>9.5: GP engagement- AP will follow up GP registrar training with a contact in NHS Lothian.</i></p>	<i>TD</i> <i>AP</i>	<i>Next meeting</i> <i>Next meeting</i>
<i>10: Student Engagement</i>	<i>10.1: Educational establishment survey- follow up establishments that expressed interest in generic presentations/ YCCS materials, the ADR modules or face to teaching the ADR modules</i>		<i>Next meeting</i>
<i>11: Collaboration with Scottish Government</i>	<i>11.1: SLA to be updated and re-circulated</i>	<i>TD</i>	<i>Next meeting</i>

12: Research	12.1: AT to provide JD with contacts for dentistry (primary care contractor and community hosted within NHS Lothian). TD/ AP to schedule meeting with JD to discuss.	AT TD/AP	
13: AOB	N/A		
14: Date & time of next meeting- TBC following a doodle poll. Aim for late March avoiding Easter.		FH	