

YCC Scotland Management Board Meeting

Tuesday 16th June 2015

Action Points

Members present: Professor Simon Maxwell (SM) (**Chair**); Melinda Cuthbert (MC); Sheila Noble (SN); Angela Timoney (AT)

Apologies: James Dear (JD);

Item on Agenda	Action Point	Action By	Date for completion
3.1 MSc project on ISAC dataset for 2011	MSc student's article to be submitted 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 & Yorkshire should be included in the acknowledgements.	SN	Submitted to EJHP and MHRA in Feb 2015 and awaiting second opinion [post meeting note: rejected by EJHP but await outcome of submission to alternate journal]
3.2 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, however, national NPIS stance on this item pending. In addition further discussion regarding reporting of opiate overdose was raised by S Noble. JD indicated that S Thomas would speak about at conference on 20 th March so an update would be available on progress after this.	JD	June 2015 – pending update from James but SN to request to be added to the next YCC/MHRA quarterly teleconference
3.3 HEPMA & pursuance of e-ADR functionality	Webinar with demo of CERNER was held on 5 th March. MC to follow up with Michele Caldwell on any progress	MC	June 2015 [Post meeting note: Email sent

within JAC	with JAC on e-YC functionality development		to M Caldwell but await response]
4 YCC Scotland annual report 2014-15	SN provided draft report for comment. Suggestions for amendments and addition given including incorporation of Sir Derek Dunlop award winners section in overview. SN to contact the MHRA for names and contact details; and update report for final review and approval by team.	SN	July 2015
5 50 th anniversary Yellow Card events planning	Dates for availability in November to be supplied by all team members. MC reported that L McIver had copied her in on an email that indicated the RPS' desire to collaborate with HIS/YCC Scotland to deliver road shows on patient safety and improvement across Scotland in the winter. YCC team supportive of a joint venture. MC to liaise with Aileen Bryson to discuss (e.g. target audience, intended plans, ect) and copy team in on any email correspondence.	All MC	Tentative dates agreed with Mick Foy are 11 th , 12 th and 13 th November 2015 July 2015
8.1 Media interview request from Cailean Watt	SM offered to undertake on behalf of YCC Scotland but will confirm with the MHRA first that they are happy with YCC representative undertaking.	SM	June 2015 [Post meeting note: MHRA advised against participation and response given to Cailean Watt by SM]
8.2 Prescription for Excellence	From a YCC perspective, contribution to this strategy will be explored in due course with new CPO for Scotland.	AT/SM	August 2015

	AT/SM to write to CPO to invite discussion on YCC Scotland objectives and work to support medicines safety in Scotland.		
8.3 New team member	MC advised team that Donna Watson would start work this week as the new Information Officer (0.5wte – Monday and Thursday every week and every second Wednesday). Induction to be provided by MC/SN.	MC/SN	June/July 2015
8.4 YCC Scotland Website activity	<p>SN suggested the development of a Facebook page to try to increase traffic to YCC Scotland website and news page.</p> <p>Discussion ensued on the aim of the news and whether the time taken to keep up-to-date with such low volume of traffic was worth the staff resource; and whether the news feed from MHRA/NHS Evidence might be a better idea. Team agreed to take to the YCC Scotland Advisory group meeting for input.</p> <p>SM queried the ability to have a RSS feed from the website for news. SN to discuss with DW when in post.</p> <p>In general, it was supported that an item for the MHRA/YCC AGM should be raising awareness of YCCs. SN/MC to request to be added to the agenda.</p>	<p>MC</p> <p>SN/DW</p> <p>SN/MC</p>	<p>Next meeting – TBC</p> <p>August 2015</p> <p>August 2015</p>
9 Date of next meeting	TBA late September or early October 2015	MC	July 2015