

YCC Scotland

Management Board Meeting

Monday 16 July 2012

Action Points

Members present: Professor Simon Maxwell (SM), Medical Director (Chair); Dr James Dear (JD), Deputy Medical Director; Mrs Melinda Cuthbert (MC); Mrs Sheila Noble (SN); Ms Anne MacKay (AM)

Item on Agenda	Action Point	Action By	Date for completion
3.1 GP training	SM in ongoing discussions at MHRA and via RCGP	SM	Ongoing
3.2 2010/11 Community Pharmacy Public Health Campaign ISAC application	SN to respond to request from MHRA for extra information to support YCC Scotland's application for use of Yellow Card data.	SN	September
4 e-Learning modules in collaboration with NES & TKN	<p>Business case reviewed favourably by NES for in-year funding of proposed e-modules.</p> <p>Storyboarding of and draft content for following modules to be completed :</p> <p>Module 1: Basic principles of adverse drug reactions</p> <p>Module 2: Categorisation</p> <p>Module 3: Drug allergy</p> <p>Module 4: Diagnosis, interpretation and management</p> <p>Module 5: Avoiding adverse drug reactions</p> <p>Module 6: Pharmacovigilance</p> <p>Useful link: http://www.ecomscotland.com/view/elearning.aspx</p>	<p>MC</p> <p>SM</p> <p>JD</p> <p>MC/SN</p> <p>MC/SN</p> <p>SN</p>	<p>31 Oct</p> <p>31 Oct</p> <p>31 Oct</p> <p>31 Oct</p> <p>31 Oct</p> <p>31 Oct</p>
5 Improving patient safety	<p>SM in ongoing discussions with Laura McIver (LM) of Healthcare Improvement Scotland (HIS). Reporting of ADRs to be part of HIS' medicines strategy.</p> <p>HIS holding meeting on 27 Sept for ADTCs. SM to forward invitation details to MC who will attend on behalf of YCC Scotland</p>	<p>SM</p> <p>SM</p>	<p>Ongoing</p> <p>ASAP</p>

	MC to invite LM to the next Advisory Group meeting on 13 September or to a specially convened meeting of the Management Board in late October	MC	ASAP – for Sept/end Oct
6 YCC Scotland website	Review Minutes and Action Points from Advisory Group and Management Board Draw up procedures for News items SN, AM to liaise with webmaster to finalise outstanding points. Aim to go 'live' 1 September	MC/SN/AM MC/SN/AM SN/AM	ASAP August 1 Sept
7 New pharmacovigilance legislation July 2012	The Board agreed on the need to hear more from MHRA before any further action. This legislation should be an agenda item for the Advisory Group meeting in September 2012. It should also be a standing agenda item for Management Board meetings.	AM	Ongoing
8 NHS Tayside ADTC - 2010-2011 Health Board report	MC to send SM required information so SM can respond to Tayside ADTC. MC to review content of Health Board reports	MC/SM MC	ASAP
9 AOB Annual Meeting/Annual Report Renewal of contract with MHRA	MC asked for details of YCC Scotland activities undertaken by Board members for period April 2011 – March 2012, to be presented at the Annual Meeting in September 2012 and to be included in the Annual Report for 2011-2012 AM to contact MHRA for age banding data for Annual Report SM to follow up with M Foy	All AM SM	ASAP ASAP ASAP
10 Date of next meeting	Tuesday 6 November 2012, 10 – 11am, Pharmacy Seminar Room	All	