

YCC Scotland Management Board Meeting

Thursday 27 March 2014

Action Points

Members present: Dr James Dear (JD); Melinda Cuthbert (MC); Sheila Noble (SN)

Attendance via teleconference: Professor Simon Maxwell (SM) **(Chair)**

Apologies: Anne Mackay (AM), Information Officer

Item on Agenda	Action Point	Action By	Date for completion
3.1 GP training	SM to follow up with Rose Marie Parr on possibility of presentation at NES Primary Care Education Group	SM	April 2014
3.2 2010/11 Community Pharmacy Public Health Campaign ISAC application	<p>Now have data from MHRA – requires manipulation, on hospital PC for ISAC conditions</p> <p>SM/JD to follow up on contacts re medical student to work on this project. No one readily available but JD to contact Laura Kitto who had produced previous report</p> <p>SN had already contacted Moira Kinnear (MK) re MSc pharmacy student/technician. No pharmacy student available until May 2014. MHRA has granted extension on use of data for another 18 months.</p> <p>Support for using Access may be required</p>	<p>SM/JD</p> <p>JD</p> <p>SN</p>	Stathclyde MSc student undertaking in May to July 2014
3.3 Vision, EMIS & implementation of YC electronic reporting	SM awaiting response from Dr Libby Morris (LM), Clinical eHealth Lead for Primary Care on the application sent. SM to follow up with LM.	SM	April 2014

3.4 2012-2013 Health Board Reports	MC to review/reword Key Messages section MC/SN to complete summary sections for all Health Boards	MC MC/SN	Complete and sent out. For 2014 reports break down by hospitals will be provided.
3.5 ENCePP application form	SM and JD to provide required information for the e-application and then SN will resubmit electronically.	SM/JD/SN	August 2014
3.6 Toxbase	JD confirmed that an e-YC link will go on Toxbase pending agreement of criteria for reporting between Simon Thomas and the MHRA. JD will advised when achieved AM to add to News section when this goes 'live'	JD AM	Ongoing TBC
4 e-Learning modules in collaboration with NES & TKN	Launch was originally held up by Aurion not including the CPD confirmation at end of module. This has been achieved and now pending launch on NES website. Agreed that modules 1 & 6 should be the mandatory e-learning modules for FY1s. MC to feedback to NES. Once launched send links and press release to MHRA & YCCs	NES/SN/MC MC MC	Launched April 2014 BUT Some typos and functionality issues being addressed by NES/Aurion June 2014 Complete Complete and subsequently published on MHRA website and the Drug Safety Update
7 Patient group engagement	Contact ALLIANCE and SMC to get details of top 20/30 organisations & contact 10-15 SM had spoken to SMC's PAPIG (Public & Patient Involvement Group). To follow up	MC/AM SM	Complete December 2013

<p>8 YCC Scotland website</p>	<p>Advertising of website – keep on agenda</p> <p>Highlight eLearning modules in News and Training sections of website</p> <p>Promote website at all educational sessions</p>	<p>AM</p> <p>AM</p> <p>All</p>	<p>Ongoing</p> <p>January 2014</p> <p>Ongoing</p>
<p>8.2 Advisory Group options</p>	<p>Write options for going forward as a Stakeholder Engagement Group to help facilitate YCC Scotland’s message</p>	<p>SM/MC</p>	<p>Drafted but no further action taken due to evolving policy within SG on this item that will help to determine the direction of travel going forward. Laura McIver to attend YCC Advisory Group meeting to discuss steps to date</p> <p>Agenda for September meeting to be drafted by AM/MC/SM. Decision on Interim Chair for this meeting to be decided.</p>
<p>8.3 SHIP questions</p>	<p>MC to forward to Marion Bennie and Helen Colhoun</p>	<p>MC</p>	<p>Complete</p>
<p>11 Date of next meeting</p>	<p>To be arranged for late June 2014</p> <p>Confirmed – 14th August 2014 between 10-11:30 in RIE Pharmacy Seminar room</p>	<p>MC/AM</p>	<p>Complete</p>