

YCC Scotland Management Board Meeting
Meeting 18/07/19 RIE Pharmacy Seminar Room

Minutes & Action Points

Members present: Angela Timoney, Tracy Duff (Chair), Alexander Kiker.

Teleconference: James Dear, Rose Marie Parr, Simon Maxwell.

Apologies: Louise Summers. **Not Present:** N/A.

Item on Agenda	Action Point	Action By	Date for completion
1: Committee Business	<p>1.1: Review of Alternative VC/TC Hosts for Meetings – S Maxwell suggested Zoom or GoTo as potential alternatives for hosting the teleconferencing facilities for YCC Scotland meetings. A Kiker will look into the possibilities of using Zoom or GoTo for future meetings. There was concern that some members may not be able to access these systems, as the download and installation of software is required, which may not be possible for all members depending on IT security policy for their organisation.</p> <p>It was noted that Zoom has been used by most members of the YCC Scotland Management Board in the past, and all have found it efficient and easy to use. A Kiker will look into setting up a Zoom connection for a future Management Board meeting as a trial. In the meantime, the new NHS Scotland VC bridge service will be used and assessed, and was noted to be working well currently, with the exception of the restriction on the number of sites dialling in. A Kiker will ensure that there are enough spaces for all potential sites when booking bridges for future meetings.</p>	A Kiker	Ongoing
2: Minutes from Previous Meeting	The minutes from the previous meeting on 1 st March 2018 were accepted as a true and accurate record. All relevant action points picked up on the agenda.		
3: Matters Arising	<p>3.1: NES Module 1 Update – NHS Education for Scotland have provided YCC Scotland with a laptop that has Articulate Storyline (on loan), the software that is being used to create the new versions of the ADR e-learning modules. With access to this laptop, the largest obstacle in updating the ADR modules has been removed, and progress on updating the modules is expected to be much faster going forward.</p> <p>The updated version of Module 1 is nearing completion, with only the voice-over and image content outstanding. When it is complete, A Kiker will forward the completed module to Leon Zlotos, NES, to publish so the Management Board can view the final draft of the module before it is finalized.</p>		

	<p>3.2 GP TV Screens – L Summers was not available to provide an update. This will be addressed at the next Management Board meeting.</p> <p>3.3 GDPR Questions – Following the implementation of GDPR in late 2018, the MHRA have advised YCC Scotland to include a paragraph in all correspondence sent to distribution lists to ensure that YCC Scotland is complying with the new regulations.</p> <p>The MHRA has provided an example paragraph, which includes a statement advising that YCC Scotland may pass on contact details of recipients to the MHRA for unknown reasons. T Duff will contact the MHRA regarding the ambiguity in this statement and feedback the response to the Management Board.</p>	T Duff	October 2019
4: YCCS Report	<p>4.1 2018/19 Annual Data – The YCC Scotland annual report is due for presentation at the next YCC/MHRA AGM in September. T Duff and A Kiker will focus on preparing the first draft of this report which will be circulated to the Management Board for feedback over the coming weeks.</p> <p>Following an overall decline in reports from healthcare professionals across Scotland and an increase in reports from patient, reporting in Scotland has remained stable compared to the previous year, despite an overall reduction in reports throughout the UK as a whole.</p> <p>4.2 Publication & Activity – S Maxwell and J Dear have provided A Kiker with information on relevant publications and YCC Scotland activity to be included in the annual report.</p>	A Kiker/T Duff	September 2019
5: MHRA activity	<p>5.1: Update on YC Integration with Clinical Systems – EMIS Version & Availability – The MHRA has confirmed that Yellow Card reporting integration in EMIS will only be for the new web version release of the program. Following communication with National Services Scotland, it was confirmed that this version will not be released in Scotland, thus Yellow Card reporting through EMIS will not be available in Scotland for the foreseeable future.</p> <p>T Duff will contact both the MHRA and EMIS support teams directly to query why it is not possible to integrate Yellow Card reporting in all current versions of EMIS, and will liaise with RM Parr to address this possibility going forward.</p> <p>5.2: Feedback from YCC/MHRA TC 13th June 2019 – The draft minutes from the YCC/MHRA</p>	T Duff/RM Parr	October 2019

	<p>teleconference meeting on 13th June 2019 have been circulated to the Management Board for information. During this meeting, YCC Scotland raised the possibility of including Yellow Card Scheme information in parenting boxes/baby boxes in maternity wards across the country. RM Parr was not aware of involvement from the Scottish Government, but will check. It was noted that individual maternity units should also be able to facilitate distribution of these resources.</p> <p>The planned Yellow Card biobank raised in the YCC/MHRA teleconference is also an exciting activity, though it was noted that expertise from Yellow Card Centres is not being used to its fullest potential in this area.</p> <p>The MHRA will be hosting a Yellow Card Scheme training day for regional Yellow Card Centres in their headquarters in London. This has been provisionally confirmed for Tuesday 10th September, the day following the YCC/MHRA AGM. T Duff and L Summers are currently planning to attend the YCC/MHRA AGM on Monday 9th July; S Maxwell will possibly try to join the meeting via teleconference, depending on availability.</p> <p>5.3: Yellow Card Reporting Video – The MHRA has recently produced a short video detailing how to submit a Yellow Card report for medical devices via the online website. This video was shared for information, and it was noted that it is very basic in its information, with no audio. Information within the video about reporting adverse reactions to medical devices is also not relevant for Scotland.</p> <p>5.4: RIDR Update – The RIDR scheme is continuing, despite very small numbers of reports, and is not limited to novel psychoactive agents. Feedback staff provided to YCC Scotland suggests that the scheme is not especially helpful for frontline members of staff, as they often don't not know the substances used.</p>		
6: YCC Scotland Website/ Social Media	<p>6.1: Twitter & YCCS Website Progress – Followers of the YCC Scotland Twitter account have reached over 1100. A representative from the Global Pharmacovigilance website contacted YCC Scotland directly through Twitter to arrange promotion of the YCCS/NES ADR e-learning modules.</p> <p>The YCC Scotland website has become one of the main methods for healthcare professionals to obtain contact details to arrange training and promotion of the Yellow Card Scheme.</p> <p>6.2: YCC Scotland Twitter Disclaimer – A patient contacted YCC Scotland directly through Twitter,</p>		

	<p>with a medical question related to their treatment regime. A statement will be added to the YCC Scotland Twitter profile page to clarify that YCC Scotland cannot provide medical advice.</p> <p>6.3: YCC Scotland website migration – The YCC Scotland website will no longer be supported by NHS Lothian in its current format and support will be officially withdrawn in October 2020. NHS Lothian is migrating existing standalone websites to their new public-facing Services website (https://services.nhsllothian.scot/); migrated websites will be a sub-site of the NHS Lothian Services website, and restricted to the formatting of that website.</p> <p>In order to maintain stand-alone status, and to keep the look and layout of the current YCC Scotland website, alternative hosting platforms are being investigated. The most promising hosting service investigated so far is the Scottish Health On the Web (SHOW) service provided by NHS Scotland. A Kiker has been in touch with the SHOW team, and they are happy to host the YCC Scotland website. The website will need to be converted from its current SharePoint format into either WordPress or Umbraco, which the SHOW team will be able to do over the course of a few weeks. A Kiker has requested further information regarding this migration, and will provide this to the Management Board as soon as it is known.</p> <p>Other alternatives, such as private hosting companies and purchasing a SharePoint license for YCC Scotland, were investigated and deemed too expensive to pursue at this time. They will remain an option if hosting the YCC Scotland website through SHOW becomes unfeasible in future.</p>	A Kiker	TBC
7: Patient Group Engagement	7.1: Update on activity – No update.		
8: HCP Engagement	<p>8.1: Update on activity – No update.</p> <p>8.2: Dear HCP Letters & Drug Safety Update – YCC Scotland is looking to withdraw circulation of the monthly Dear HCP Letters & Drug Safety Update emails. This was discussed at the most recent YCC Scotland Advisory Group meeting, where it was suggested that the service should continue for 3 months to provide a notice period for the cessation of the service. A note has been added to the most recent emails to explain that the service will be withdrawn, with the final email due in September 2019. The YCC Scotland Management Board approves this course of action.</p>		
9: Student Engagement	9.1: Update on activity – No update.		

10: Scottish Government Update	<p>10.1: Scottish Government Update – In the week beginning 22nd July 2019, staff from MHRA will be in Edinburgh for a meeting with the Scottish Government. This is an annual meeting between the MHRA and government staff from across the whole of the UK, and it will be the first time it is being held in Edinburgh for a number of years.</p> <p>RM Parr advised that this meeting is a good opportunity for members of YCC Scotland Management Board to feedback any comments directly to the MHRA; no specific points of feedback were raised during this meeting, and Management Board members were advised that they can contact RM Parr with any feedback that arises in the meantime.</p>	ALL	22/07/2019
11: Research	11.1: YCC Scotland Research Meeting – No update.		
12: AOB	Nil.		
13: Date & time of next meeting-	The date for the next Management Board meeting is TBC following a Doodle poll.	A Kiker	October 2019