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**Minutes of the Management Board Meeting  
Held on Monday 19<sup>th</sup> May 2008**

**At 1.00 pm in the Seminar Room, Pharmacy Department NRIE  
DRAFT**

**Present:** Professor N Bateman, Professor of Clinical Toxicology University of Edinburgh, Medical Director CARDS, RIE (Chair)  
Melinda Cuthbert, Senior Pharmacist, YCC Scotland, RIE  
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE  
Dr Ruben Thanacoody, Consultant in Clinical Pharmacology and Toxicology, NPIS, Edinburgh  
Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute) Lothian

**1 Apologies for Absence**

Dr S Maxwell, Associate Medical Director, CARDS.

**2 Minutes of previous meeting**

The minutes of the meeting held on 28<sup>th</sup> January were accepted as true and accurate

**3.0 Matters Arising**

**3.1 Nurse ADR Poster**

Melinda has sent copies of the poster to all Chief Executives of Scottish Health Boards and copied to all Directors of Nursing throughout Scotland and has also made contact with all relevant non- NHS bodies as well as D Webb and Paul Martin. The posters have been distributed to all Acute Services in Lothian and work is underway for distribution to Lothian Primary Care nurses. Still to genericise the poster as a PDF for other health care professionals.

**Action MC**

**3.2 Patient Reporting of ADRs**

The Scottish Campaign went well and Nick commended Melinda and Sheila on all the effort they had put into ensuring the campaign ran smoothly.

Ruben reported that he was aware that the application to ISAC was reviewed at the end of April 2008 and we should be receiving comments soon.

**3.3 YCC Scotland Web Page**

John Cuthbert is unable to devote time to the website at present so both Sheila and Melinda have been pursuing other avenues and have been trying to engage Gavin Venters support. This is becoming a matter of some urgency. It was suggested that Ruben also pursue Gavin Venters while Nick made contact with Ben Foster.

**Action RT NB**

### **3.4 GP CPD Online Training on ADRs**

Sheila has investigated the pharmacists training pack from NES which is paper only. To compile a list of seminal articles.

**Action SN**

### **3.5 Pre-Registration and MSc Pharmacists Projects on ADRs**

Simon has made contact with Moira Kinnear although at that time there did not seem any urgency to progress this subject.

Dorothy advised that as NES are now co-ordinating pharmacy pre-registration training there may be less emphasis on projects in future although possibly greater emphasis on audits. Thus would therefore be a good time to progress this subject. Julie Blythe maintains a register of projects at RIE and any subjects should be sent to her.

**ACTION SN SM**

### **3.6 Finance**

Katriona Dinkel has refunded the YCC Scotland account for the overbilling of £3,300 for Nick's consultant post. Melinda reported that we are bringing forward £4,448.33 from last year. The Scottish Government has increased their input from £27K to £34K and the MHRA extension letter has been signed and posted. Upon receipt of the PO, an invoice for £20,000 can again be raised for 2008/9. Melinda pointed out that if she and Sheila are re-banded to 8As, some of the funding will be required for back-pay.

A&C job description to be re-written and sent for indicative banding. If we are unable to appoint, Nick suggests that we try to obtain an A&C on a sessional basis.

**Action MC**

### **3.7 Drug Safety Updates**

Drug Safety Updates are now on NHS e-Library via a number of portals. Sheila has approached ASMIP (the Association of Scottish MI Pharmacists) to ensure that all Scottish Health Boards have hyperlinks to this on their intranets.

### **3.8 New YCC Contract**

See 3.6 above.

### **3.9 MHRA Conference 4<sup>th</sup> February 2008.**

Nick's presentation was well received. Melinda and Sheila were also able to attend and it was considered to be a useful event.

### **3.10 BBC Interview with Nick Bateman**

The interview on BBC Radio 4's Case Notes went well. This can still be accessed via the BBC website.

### **4.0 Annual Report**

Sheila tabled the first draft which is still awaiting vital information to be received from the MHRA. Comments (and information which any members have to fill in the gaps highlighted in red) please by 16<sup>th</sup> June. Sheila will e-mail an electronic version for comments.

**Action ALL**

### **5.0 Grand Round**

Through ASMIP Melinda has a table of contact names and details of the Grand Rounds for each of the Scottish Health Board major teaching hospitals with the exception of Grampian so far – Melinda will chase them up

**Action MC**

Melinda will now compose a letter to be sent from her and Nick to each contact offering a short list of topics involving ADR issues and offering to provide a speaker over the next 2 years.

**Action MC NB**

This issue to be raised at the next Advisory Group meeting to identify additional speakers. Sheila has already provided one Grand Round Session on ADR reporting at Monklands Hospital which resulted in two of the doctors personally identifying a need in their own specialty for submitting Yellow Cards.

## **6.0 Lay Guide and Teaching Resource Pack**

Sheila participated in a teleconference with Mick Foy and other YCC representatives to address the need for a National MHRA generic teaching pack and a separate lay guide on ADR reporting. A meeting is being arranged in June in London to progress this and Melinda or Sheila will attend having first reviewed the resources currently available from the various YCCs including our own Generic Teaching Pack and DOTS package. **Action MC SN**

Sheila reported that in England the Healthcare Commission now plans to include submission of Yellow Cards and response to product recalls etc as part of their quality audit. The MHRA are working on the Sentinel system so that data can be compiled at Trust level.

Sheila to check if funding for attending meeting will come from MHRA. **Action SN**

Nick requested that Sheila contact Dental Schools again to ascertain if they currently provide teaching on ADR reporting. **Action SN**

## **7.0 The Safe-Med project**

All the members of the Management Board had read this proposal and agreed that there were many strengths to the project and it was fundamentally a very good idea however there were also some concerns. Nick will respond to Tom Macdonald on behalf of the Management Board covering the following points:

- There are a number of issues around the involvement of community pharmacies. Community Pharmacists are currently undergoing a time of great change with the new Community Pharmacy Contract and it is unlikely that they would be keen to take on extra workload without suitable remuneration. They would also require to be satisfied that any system had robust security and met all data protection requirements.
- Community Pharmacy Scotland who negotiates with the Scottish Government on terms and payments for community pharmacists would need to be consulted.
- The BMA has expressed concerns on behalf of GPs relating to patient consent and data protection.
- The ISD is known to be developing data linkage systems at present and there are concerns that there could be a conflict of interest. Nick would ask Tom's consent to discuss the project with Marion Bain at the ISD.
- Bill Scott at the Scottish Government would need to be consulted to ensure that he was satisfied that CARDS should support this project as CARDS is funded from his department.
- The MHRA would also require to be consulted to ensure no conflict of interest.

It was agreed that if this project was to proceed it would require to be circulated for consultation to a wide range of stakeholders including those already listed above and patient representatives. **Action NB**

### **8.0 NCDDP Consultation Document on ADR data standards**

The members of the Management Board had all read this document and agreed that it only really addressed adverse reactions relating to allergies and immunological reactions and even within this subject there were fields missing. Melinda requested that comments be sent to her by 28<sup>th</sup> May if possible.

#### **Action ALL**

Melinda will draft a letter to be ratified with Nick prior to being sent. **Action MC NB**

### **9.0 AOCB**

#### **9.1 Staffing**

The MI review for Lothian has been completed and Sheena Kerr's report on behalf of the Lothian MI Review Group will be submitted to the SMT for 11<sup>th</sup> June recommending that there be a Lothian-wide post for MI which will therefore require a new job description with indicative banding. Although the post will not be funded by the MHRA, Dorothy Hughes confirmed that the job description will continue to have the YCC commitment and the appointment would reflect interest from YCC Scotland as well.

#### **9.2 Succession Planning**

Nick advised that he proposes to step down from the position of Medical Director for YCC Scotland/CARDS over the next six to eight months with Simon Maxwell taking over as Medical Director and Ruben Thanacoody as Depute Director. Nick still has to discuss this in depth with the MHRA and Scottish Government Health Department. He plans to stay on PEAG and continue to be a member of the YCC Scotland Advisory Group.

#### **9.3 Advisory Group Terms of Office**

It was suggested that terms of office be considered at the next Advisory Group meeting in October.

### **10.0 Date and Time of Next Meeting**

Monday 11<sup>th</sup> August at 1pm in RIE Pharmacy Seminar Room