

## YCC Scotland

### Management Board Meeting

**Monday 19 December 2011**

#### Action Points

**Members present:** Dr James Dear (JD), Deputy Medical Director; Mrs Melinda Cuthbert (MC); Ms Anne MacKay (AM)

**Teleconference:** Professor Simon Maxwell (SM), Medical Director (Chair); Mrs Sheila Noble (SN)

**Apologies:** Professor Nick Bateman (NB)

Item on Agenda	Action Point	Action By	Date for completion
3.1 YCC Scotland Website	SN and AM to continue to progress with Stephen Harris and keep rest of team up to date.	SN/AM	Ongoing
	SN to resend link to current version of website to team	SN	ASAP
	AM to circulate list of suggested publications and links for comment	AM	ASAP
	Team agreed that Action Points from Management Board meetings should go on website. Contact Prof Webb, Chairman, YCC Scotland Advisory Group re adding minutes from this group's meetings	SN/AM	ASAP
(3.2 - Agenda 8.8.11) GP and other training	SM to check out the Royal College of General Practitioners annual syllabus and then liaise with Dr Gary Hamilton to promote links with RCGP to develop training on ADRs and therapeutics	SM	Before next meeting
	SM to continue to work with MHRA promoting ADR training as part of therapeutics and drug safety within core list for doctors and other HCPs	SM	At next MHRA meeting
	Meeting with Sarah Smith to investigate how ADR awareness and reporting can be included on Learn Pro as part of core training for all HCPs.	MC/SM	19.1.12
	Nurses' training sessions on toxicology now to include ADRs	JD	Ongoing
3.2 Reporting of ADRs linked to errors	SM in ongoing discussions with Brian Robson from Health Improvement Scotland (HIS)	SM	Ongoing

3.3 Community Pharmacy Public Health Campaign	MC/SN to update previous ISAC application for datasets from YCCs with comparable populations and forward to team for comment.	MC/SN	ASAP
3.4 Grand Rounds	Send out letters to contacts in Health Boards offering Grand Round presentations with a slant on Biopharmaceuticals	SN/AM	ASAP
	Request from Aberdeen Royal Infirmary. SM to follow up with Aberdeen contacts	SM	ASAP
3.5 Allergy and ADR reporting on TRAK	Short life working group to wait for the development of the Key Information Summary (KIS) for the Emergency Care Summary (ECS) before taking forward with TRAK. SN to ensure ADRs are included	SN	Ongoing
4 Annual Report and Health Board reports	Team agreed to send out the 2009/10 reports with those for 2010/11. Delay in getting information from MHRA. As Tables difficult to read and interpret, move narrative closer to tables.	SN	ASAP
	YCC Scotland Mission Statement to be added to Annual Report	SN	ASAP
	Include information on UKMi initiative on reporting ADRs via MiDatabank in 2010/11 Annual Report	SN	ASAP
	SM to bring up the difficulties with layout of data with MHRA at next annual meeting	SM	Next MHRA annual meeting
5 Improving Patient Safety in Scotland	A meeting to be arranged with Brian Robson, Laura McIvor, and Pat Murray	SM/MC	Early 2012
6 e-Learning modules in collaboration with NES & TKN	MC meeting with Gillian Flett, TKN, on 20 December.	MC	20.12.11
	Business case to be submitted by end January for 6 modules on ADRs for range of professions in NHS Scotland, using LearnPro platform	MC/SM	31.1.12
	Modules to be completed by June 2012	MC	30.6.12
8 Date of next meeting	Arrange for Tuesdays or possibly Thursdays in February via Doodle	AM	By early January