

**YCC Scotland Management Board Meeting**  
**Meeting 20/03/18 RIE Pharmacy Seminar Room**

**Minutes & Action Points**

**Members present:** Tracy Duff (TD), Alison Paterson (AP), James Dear (JD), Alexander Kiker (AK). **Teleconference:** Simon Maxwell (SM- Chair), Angela Timoney (AT), Rose Marie Parr (RMP).

**Apologies:** Fiona Houston (FH).

Item on Agenda	Action Point	Action By	Date for completion
1: Apologies	Fiona Houston (FH)		
2: Action points from 16/01/18	Minutes accepted as correct. All relevant points picked up on the agenda.		
3: Matters Arising:	<p><b>3.1: Integration of YC reporting in GP systems</b> – TD has been in touch with S Hurding and Lucy Munro regarding the status of GP electronic systems in Scotland. 56% of practices in Scotland are still using EMIS, and information regarding the number of practices which have upgraded to the new version of Vision is pending. Re-procurement on behalf of boards has been delayed, but the current contracts expire soon.</p> <p>A total of 11 reports in Scotland (not just Lothian) have been submitted through Vision in Scotland since Q2 2017/18, and are appearing on the MHRA reports.</p> <p>The board decided to compose a message to send to the practices that have upgraded to the new Vision software and already used it to send Yellow Card Reports, thanking them for their report. The board decided to begin promoting the submission of Yellow Card Reports through Vision across Scotland. Stephen McBurney, Primary Care Pharmacy Coordinator, is to be contacted by TD with information to disseminate through his contacts across Scotland.</p> <p><b>3.2: Feedback on ADR module 1/NES Update</b> – NES consider the ADR modules a priority and a new member of staff will be assigned to updating module 1 as their first project when they start in April. This will be important as a template for the other modules.</p> <p>General feedback for module 1 was reviewed and the board decided to provide more specific feedback and suggestions to TD with TD to compose a draft of module 1 to submit to NES by 20<sup>th</sup> April.</p> <p><b>3.3: YC training in student UG courses – <u>deferred to next meeting.</u></b></p>	<p>TD/SM</p> <p>TD</p> <p>ALL/TD</p>	<p>April 2018</p> <p>April 2018</p> <p>20<sup>th</sup> April 2018</p>

4: Quarterly data report.	<b>4.1</b> – Overview of Q1-3 2017/18 data suggests no significant change from 2016/17. AK to circulate a draft summary report to board members. Will add section on VISION reporting for future reports.	AK	20 <sup>th</sup> March 2018
5: MHRA activity	<b>5.1: YCC/MHRA TC Tuesday 27<sup>th</sup> March 1-3pm</b> – Agreed the following items should be added to the agenda- re categorisation of reporter groups, MHRA promotional videos, E-YC reporting via VISION and circulation of YCCS Toolkit. To report information from teleconference back to YCC Scotland Management Board during next meeting.	TD TD/AK	27 <sup>th</sup> March 2018 Next Meeting
6: YCC Scotland Website/ Social Media	<b>6.1: Twitter</b> – YCC Scotland Twitter account and YCC Scotland website to be integrated further. AK and FH to pursue efforts to increase reach and impact of social media. Currently have 382 followers, including some patient groups. <b>6.2: Toolkit</b> – AK to circulate finished toolkit to board for final comments before sending it to the MHRA following YCC/MHRA TC on 27 <sup>th</sup> March. We have gained approval from NES to share and added copyright statement. <b>6.3: New promotional material</b> – The board was updated on recent procurement of promotional items; new items include cotton bags to replace plastic bags and highlighter pens. Pens have been restocked. Board members were asked to request promotional items to hand out at events and presentations whenever this is relevant. <b>6.4: Website updates</b> – The board decided to investigate the reach of the website. AK to compose a report reviewing the number of hits in total and for individual pages, and investigating user-groups for presentation at the next meeting.	AK/FH  AK  ALL  AK	Ongoing  March 27 <sup>th</sup> 2018  Ongoing  Next meeting
7: Patient Group Engagement	<b>7.1: Update on activity</b> – The board decided to pursue involvement in the Edinburgh International Science Festival in 2019, with an aim to run an event or talk. The board to send all details of patient engagement activity for 2017/18 to AK. <b>7.2: GP TV Screens</b> – To follow up on the availability of Jayex in Scotland, with the possibility of use in dental offices as well. AP to follow-up with local practice for next meeting. Will also pursue with MHRA. <b>7.3: Generic information document – <u>deferred to next meeting</u></b> The team previously agreed that it would be useful to have a generic document which could be used for newsletters/ blogs for patient groups. AP/ TD will draft one for comment, and consider the MHRA blog produced by Mitul.	ALL  AP/ TD  AP/ TD	Ongoing  Next Meeting  Next Meeting
8: HCP Engagement	<b>8.1: Update on activity</b> – AK/ AP presented at Grand Rounds at RHSC. The board decided that a specific presentation for grand round would be useful, making use of case studies and specific examples to engage HCPs. AK to initiate draft presentation and circulate prior to next meeting, with input from board. AK/ AP presented to a new NMP course at QMU, who are keen to continue	AK/ ALL	Next Meeting

	<p>engagement. The board to send all details of patient engagement activity for 2017/18 to AK.</p> <p><b>8.2: NHS Pharmacy Champions – deferred to next meeting</b> Following the success in Lothian, the team decided we should aim to roll this out across Scotland (in absence of an established MSO network). TD has asked for this to be added to the agenda for next meeting of the Pharmacy Quality Governance Group for consideration.</p> <p><b>8.3: Pharmacist Independent Prescribers – deferred to next meeting</b> AP has been in touch with the course leaders at RGU who are keen to engage. The intention would be for a member of the YCCS team to present on the YC scheme in the first place. AP to follow up with Strathclyde.</p>	ALL	Ongoing
		TD	Next Meeting
		AP	Ongoing
9: Student Engagement	<p><b>9.1: Update on activity</b> – The board decided that the website would benefit from pre-recorded presentations on topics related to ADRs and the Yellow Card Scheme for use on the training page. AK to investigate the design and implementation and provide an update for next meeting.</p> <p><b>9.2: Educational establishment survey</b> – AK to follow up.</p>	AK	Next meeting
10: Collaboration with Scottish Government	AT, TD, RMP and Laura McIver to meet in April/ May- TD to schedule.	TD	Next Meeting
11: Research	<b>11. 1: Dentist paracetamol safety campaign</b> – Enthusiasm for this campaign was reiterated. AT has sent JD contact details for Lauriston, which will be the pilot. To be followed up.	JD	Next Meeting
12: AOB	<p><b>12. 1: Feedback from AK on YCC Cardiff Champion Training Day</b> – AK to circulate notes and feedback from YCC Cardiff Champion Training Day to the board.</p> <p>Specific feedback from dental practitioners was presented, with the key points being: lack of time as a barrier to reporting; and involvement at the Dentistry Show as a method to increase reach and visibility of the Yellow Card Scheme.</p> <p>Specific feedback from nurses was presented, with key points being: lack of knowledge and confidence as a barrier to reporting; and attention to patient-centred care as a method to increase nurse involvement in Yellow Card reporting.</p>	AK	Next Meeting
13: Date & time of next meeting-	TBC following a doodle poll. Aim for May 2018.	FH	