
**Minutes of the Management Board Meeting
Held on Monday 23rd February 2009
At 12.30 pm in the Seminar Room, Pharmacy Department NRIE**

Present:

Dr S Maxwell, Senior Lecturer in Clinical Pharmacology, University of Edinburgh Medical Director CARDS, (Chair)
Professor N Bateman, Professor of Clinical Toxicology University of Edinburgh
Melinda Cuthbert, Acting Principal Pharmacist, YCC Scotland, RIE
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE
Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute) Lothian
Alison Strath, Principal Pharmaceutical Officer, Scottish Government invited to attend from 1pm.

1 Apologies for Absence

Dr Ruben Thanacoody, Consultant in Clinical Pharmacology and Toxicology, NPIS

2 Minutes of previous meeting

The minutes of the meeting held on 24th November 2008 were accepted as a true and accurate record.

3.0 Matters Arising**3.1 Annual Report**

Having received permission from the MHRA to disseminate the 2007/8 Annual Report to appropriate stakeholders Sheila has drafted a cover letter and list of key stakeholders to whom it can be sent. Any suggestions for alterations to the list or letter should be sent to Sheila by end of March if possible. Melinda has added the list of contacts to whom we are distributing the Nursing Posters.

A separate paper copy to be sent to Bill Scott

Action All

3.2 Nurse ADR Poster

Melinda has contact names for all Health Boards and is in the process of distributing the posters with only four Boards still to cover.

Action MC

3.4 YCC Scotland Web Page

Sheila has undergone training for the "Contribute" software and is currently liaising with IT to load on this software. She should be able to update the web-page before the end of March

2009 in order to fulfil YCC Scotland contractual requirements.

Action SN

Once the new website is up and running she will then contact the site leads in Lothian asking them to nominate at least two staff members to review the YCC Scotland website asking if it is:

- Easy to navigate
- Clear
- Providing the information which they want and expect from the website

We should also indicate that any response is welcome.

Action SN

Melinda will contact Rupert to thank him for offering to help us

Action MC

Nick observed that Ben Foster is back in touch with his son and may therefore be available if we need to follow anything up with him.

3.5 GP CPD Online Training on ADRs

Melinda reported that her husband, David Cuthbert is a facilitator for GP CPD training in his area and he will pass Melinda details of key NES personnel. She noted that there appears to be a very tight turn-around from the facilitators receiving a new Canadian module and the time they have to “tartanise” and present it to their local groups.

Action MC

Although David Webb has approached NES re GP training we have had no response. Melinda and Sheila to identify the equivalent to David Blaney in each Health Board.

Action SN, MC

Simon can then contact each, including David Blaney, suggesting that in the light of recent changes to training schedules for junior doctors, there may be a place for a session on ADR training.

Action SM

3.6 Pre-Registration and MSc Pharmacists Projects on ADRs

Katherine Davidson’s MSc project is progressing.

Nick has been sent some Black Triangle data under high security from Mick Foy at MHRA but we are not sure why.

Mick Foy has also been in touch with Nick to discuss Scottish Yellow Card data since the promotional Campaign in 2008. He suggested that he would send us Scottish data for the last year for analysis. If he subsequently forwards ISAC data we need to respond promptly in accordance with the ISAC agreement.

Action NB, MC

3.7 Finance “A&C” post

Melinda has written a job advert which has been on SHOW and in the Scotsman and the Metro on 19th February with a closing date of 6th March. There has been a promising response so far.

Action MC

3.8 Grand Rounds

Simon has recently covered the Southern General in Glasgow, Melinda has been to Stobhill, Nick is going to Inverness and Sheila to Hairmyres. Ruben had to cancel Glasgow Royal Infirmary and, as neither Nick nor Simon can cover a Wednesday at short notice, it was

agreed that Melinda or Sheila would cover this in future if necessary.

3.9 Lay Guide and Teaching Resource Pack

The Lay guide was being pulled together by the MHRA team in London. Sheila has been advised that there are no plans at present to meet to progress this and it is not expected that this will coincide with the YCC AGM.

Sheila has emailed all the recipients of the original Teaching Resource Pack to identify their use of the pack and any suggestions they have for the next update. So far there have been 8 out of a possible 26 responses. Four are using it and find it very useful, one plans to use it next month, two are passing the questionnaire on to a colleague who covers that teaching and one does not use the pack but found it useful to see what we were suggesting

3.10 Pre-Populated Yellow Card Reporting

Mick Foy is pursuing this in England with VAMP Vision and other potential suppliers for primary care. Dorothy reported that in secondary care there have been issues with Trak's drug dictionary and, in Lothian, the dictionary will need to link up with the pharmacy Ascribe system. Ultimately it is expected there will be a Scotland-wide version of Trak and Val Baker is the main co-ordinator for Lothian.

4.0 Alison Strath, Principal Pharmaceutical Officer, Scottish Government

Alison joined us at this point and was welcomed by Simon.

Alison discussed the Pharmacy Strategy for Scotland and the subsequent Action Plan

She explained that there were four components to the Community Pharmacy Contracts, three of which are already in place and the fourth is being planned.

- a) Public Health Service has been running for two years and has included smoking cessation, Chlamydia services, post coital contraception and the Yellow Card Campaign. She reported that this campaign went very well and they had received a very positive response from the pharmacists who found the resources very helpful.
- b) The National Minor Ailments Scheme has been running for over two years with 7000 patients registered and the pharmacists providing 100,000 consultations per month. Yellow Card reporting is encouraged as part of this scheme however, due to the nature of the treatments which are generally simple remedies there is less likelihood of ADRs developing and requiring a Yellow Card. However this portal could be used to promote Yellow Card reporting more in the future.
- c) The Acute Medicines Service involving the electronic transmission of prescriptions is ready for roll-out in mid March 2009. There are currently four GP IT suppliers in Scotland and Alison agreed that she could liaise with Alan Hyslop, the key contact, to request Yellow Card pre-population. Alison agreed to send us contact details for Alan Hyslop of E-Health and Libby Morris who is the E-Health GP contact so that Simon can pursue this from our end.

Action SM

Alison then explained that the pharmacy IT systems have also been consolidated with six systems throughout Scotland. 800,000 prescribed items have already been transmitted electronically and these are now being picked up by the pharmacists. The drug dictionary has posed problems and all should tie in with the dm&d (dictionary of medicines and devices) nomenclature. It was agreed that

although dm&d is the main dictionary in the UK only the E-MIS GP system uses it as first line and other systems have links to SNOMED and First Databank. Alison also offered to check out timescales for developments in the electronic transmission of medical records.

- d) The Chronic Medication Service is the fourth part of the Pharmacy Contract which still has to be rolled out. This will involve GPs and Community Pharmacists working closely together and will require an excellent infrastructure for information exchange.

Alison then explained that the next steps in the Pharmacy Strategy involve an Action Plan which is being developed at the moment for publication early Spring 2009. Bill Scott is currently meeting with a range of health care professionals to identify the final content of the Action Plan however areas which are particularly relevant to YCC Scotland will be Safe Systems and Patient Safety and Medicines Access. Simon and Melinda are currently scheduling a meeting with Bill Scott prior to the roll-out of the Action Plan.

Nick commented that pharmacists should have a strategic pharmacovigilance plan similar to that used by GPs involving the safe supply of medicines, monitoring including monitoring for ADRs and interactions and should have a system for Yellow Card reporting.

It was agreed that some pharmacies have limited internet access however even Boots now have access to the Community Pharmacy website on SHOW which has a link to Yellow Card reporting.

Simon asked if it was possible for the Scottish Government to help steer training for students, junior doctors and beyond to cover the safe use of medicines including ADR training. Alison stated that she was aware that Kevin Rooney has been contacting schools of pharmacy and medicine regarding the promotion of patient safety. Alison will forward his contact details to us and Melinda may contact him following her imminent meeting with Jane Markham of the Scottish Patient Safety Programme.

Dorothy Hughes observed that when people send in reports via the Yellow Card system they do not always feel that they see the results of their efforts and suggested that there is more emphasis on accessing the Drug Safety Updates for this. Although there is a link to Drug Safety Updates on the Community Pharmacy and other portals of NHS e-library, various hospital intranet sites and the link is given in the letter of thanks received when a Yellow Card is submitted, it was felt that having a direct link to both Drug Safety Updates and Dear Healthcare Professional letters on the SHOW website would be beneficial. Alison will send us contact details for Tina Robertson at the practitioner services Division so that we can pursue this. **Action SN**

It was agreed that, as part of the Pharmacy Action Plan for safe systems and the provision of feedback as part of the audit spiral, the pharmacy pharmacovigilance plan should include easy access to both Drug Safety Updates and Dear Healthcare Professional Letters. Following discussion with Helen Fazakerly at the Scottish Government, it is understood that all "Dear Healthcare Professional" letters are sent on from the Scottish Government to Directors of Pharmacy, Medicine and Public Health who are then expected to cascade these on as appropriate however, in practice, these are not always being cascaded on efficiently to all stakeholders. Allison agreed that the Action Plan could therefore include a more efficient cascade system to cover all stakeholders.

Alison also suggested that we could publish articles in both the Scottish Chemist's Review and the Scottish Community Pharmacist publications and she offered to forward contact details for the relevant journalists to Melinda and Sheila. **Action MC, SN**

Melinda also suggested that when the next national vaccine campaign is being planned, YCC Scotland should be consulted in advance so we can co-ordinate any ADR reporting issues for both Healthcare Professionals and Patient Reporting especially when Black Triangle products are being used.

Alison went on to discuss the Long Term Conditions Alliance and Paediatrics as areas of future development which may be of special interest and relevance to YCC Scotland. The issue of monoclonal antibodies such as efalizumab which has recently been withdrawn due to increased risk of progressive multifocal leukoencephalopathy (PML) was raised and Dorothy identified that many of these biological drugs are supplied direct to patients via Home Care companies thus the patients are missing out on direct contact with a pharmacist for monitoring and advice. This means that it is even more important that the patient is aware of monitoring for symptoms of infection and other side effects and that they know the importance of reporting ADRs themselves. Alison identified that Home Care was another subject upon which Bill Scott is focusing at present and suggested that we contact Audrey Burt at the Long Term Conditions Alliance. Alison will forward contact details. **Action MC**

Alison offered to feed in to the Pharmacy Action Plan the importance of including Yellow Card reporting as part of the IT update associated with the Chronic Medication System. Although she has now taken up a post at Robert Gordon's University, she will be staying on part-time at the Scottish Government until the Chronic Medication Service is established. She concluded by summarising that Bill Scott will be focussing on Home Care, Patient Safety and Pharmacovigilance as part of the Pharmacy Action Plan and YCC Scotland have time to provide useful input to these areas.

Simon and the rest of the Management Board then thanked Alison for her very helpful and thought-provoking input before she left.

5.0 Patient Reporting of ADR Research Project

Sheila reported that the current MSc pharmacist in Lothian has already identified an antibiotic related study for her project however there are two pharmacy technicians who will need a project for their HNC who have been identified. Simon also suggested that there may be a final year medical student available in June. We are expecting to have the data available in April. **Action SM, MC,SN**

It was suggested that at the YCC AGM in April or May we should raise the issue of obtaining ISAC data if it has not been received by then. **Action SM**

Prior to the AGM we may still have to do the following as identified on previous minutes:

- Confirm with ISAC when the data will be available and for how long we will have access to them once released **Action SM, NB**
- Once we have identified a suitable research student, request that their name be added to the list of participants in the study. **Action SM**

6.0 Promotion of YCC Scotland to Community Pharmacy and Patient Safety Programme

Melinda has drafted and circulated a letter to be sent to Harry McQuillan for distribution to all community pharmacists in Scotland. She will send this as soon as all feedback has been received.

Action MC/All

Melinda also has a meeting scheduled with Jane Markham of the Patient Safety Programme.

Action MC

7.0 Dear Healthcare Professional Letters

Discussed with Alston Strath – see section 4 above

8.0 YCC Scotland Induction Packs

Melinda and Sheila are still working on these.

Action MC SN

9.0 Future Promotion of Patient Reporting – Patient Groups and Media

Sheila has drafted a letter to Voluntary organisations and forwarded this to Simon. Simon will follow this up and we will have to pass it by Mick Foy at the MHRA before sending.

Action SM

Sheila has contacted Andy Stewart at the SCVO regarding The Gathering which is a large two-day event for voluntary organisations throughout Scotland scheduled for 18-19 February 2009. The usual charge for either taking a stand or using a room for a presentation at this event is around £600. As we do not have the budget for that sort of money, Sheila is to explain this to Mr Stewart offering our services for free if they would like us to come along and explain Patient Reporting of ADRs and what people should be looking out for when taking or giving medicines.

Action SN

10 Proposed Meeting with Bill Scott

The meeting between Simon and Melinda with Bill Scott has had to be postponed and they are currently trying to re-schedule this.

Action SM/MC

11 Promotional Materials

Melinda displayed a number of materials and it was agreed that the most cost-effective and striking were the Yellow Pens at £455 per 1000 inc VAT and the Clock/pencil holder in blue with Yellow Text at £459 per 100. Melinda will order these.

Action MC

12 Proposal for Deputy Medical Director of YCC Scotland

As Ruben Thanacoody has now officially left YCC Scotland due to his move south, and in the absence of another doctor being appointed to the Management Board at present, Nick Bateman has kindly agreed to act as Deputy Medical Director in the interim. We are all very grateful to him for this.

13 European Clinical Pharmacology Meeting in July 2009

It was proposed that Melinda submit her MPhil Pharmacovigilance project on drugs in oncology as a poster for this conference. Melinda however does not feel that this subject is

entirely appropriate for this venue and would also be struggling for time to complete the work. It was also suggested that Melinda and Sheila submit a poster on the Patient Reporting Promotion including what was designed, how it was distributed and the interim results. Abstract to Simon ASAP. **Action SN**

14 AOCB

14.1 YCC AGM

The AGM has been postponed and is now to either be on Wednesday 15th April or 20th May.

15 Date and Time of Next Meeting

Monday 1st June 2009 at 1pm in the Pharmacy Seminar Room RIE

Action SN