
**Minutes of the YCC Scotland
Management Board Meeting
Tuesday 23rd March 2010
12:00-14:00 Seminar Room, Pharmacy, RIE**

Present:

Professor S Maxwell, Director YCC Scotland and Consultant Physician (Chair)
Melinda Cuthbert, Lead Pharmacist, YCC Scotland, RIE
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE
Sinéad McGhee, Information Officer, YCC Scotland (Secretary)

1 Apologies for absence

Prof Nick Bateman and Dorothy Hughes sent their apologies.

2 Minutes of previous meeting on 9th November 2009

Accepted as a true and accurate record.

3 Matters arising

3.1 YCC Scotland Web Page

Sinéad updated the group on discussions with the NHS Lothian Webmaster David McBain. Beginning the summer of 2010, the NHS Lothian web team are moving all public-facing NHS Lothian websites to SharePoint software; and would be happy to include the YCC Scotland website. The web team will redesign the site for no additional cost and SharePoint software can be used free of charge to maintain the site. The group agreed that Sinéad should pursue this with the web team.

It was agreed that several changes to the current website should be made until the re-design can occur. The font size should be increased where possible. The Teaching Resource Pack slides have been approved by MHRA and should be added to the site. As well, the MHRA YouTube advert; the Community Pharmacy Campaign poster; and Sheila Noble's EACPT conference poster should also be added. It was agreed that Health Board Reports should not be added. Sinéad will make the updates.

Action: SMc

3.2 GP CPD online training on ADRs

NES North of Scotland and NES South East have responded to the letter sent from YCC Scotland to NES Deaneries.

Simon circulated a proposed standard format for events via email. It was agreed that in the future a four hour session should be delivered by one member of medical staff and one pharmacist to a minimum audience of 20-30 health care professionals. Melinda confirmed videoconferencing facilities are available at the RIE and WGH for future sessions if required.

Simon and Melinda will undertake a training session to GPs and GP trainees on 11th June in Aberdeen. Melinda will write up case studies for use in the session. Simon will liaise with NES North of Scotland regarding timeslot and audience numbers.

Action: SM & MC

3.3 Pre-registration and MSc Pharmacists projects on ADRs

Kat Davidson's MSc project is ongoing, but due for submission in the summer. Simon has met with Moira Kinnear at Strathclyde to discuss future projects. Current projects will not be suitable for pre-registration pharmacists due to time constraints. The next round of MSc projects will be assigned in the summer. Simon has several project suggestions and the Advisory Group are also to offer suggestions. Sinéad will add to Educational Materials page of the website.

Action: SM & SMC

3.4 Lay Guide and Teaching Resource Pack

The MHRA have put the Lay Guide on hold. The Teaching Resource pack slides have been approved and are to be made available on the website. YCC Mersey may have case studies which could be added to the Teaching Resource Pack, Melinda will investigate.

Action MC & SMC

3.5 Patient reporting ADR Research Project

Nicola Brown's project deadline is the first week in April, sample sizes are very small but seem to indicate that patient reporting seems to have improved slightly during the campaign. Laura Kitto's patient reporting project has been drafted into a paper. Simon will circulate to group.

Action: SM

Simon is also keen to present Laura's project at YCC AGM. Sinéad will contact Kate Starr at MHRA to discuss whether agenda for AGM will include presentations. Additional presentation ideas include a training website which would provide feedback on example Yellow Cards.

Action: SMC

3.6 Dear Health Care Professional Letters

Irene Fazakerley of the Pharmacy Division of the Scottish Government forwards all Dear Health Care Professional letters from the MHRA. However, Sheila advised that less serious Dear Health Care Professional letters from drug companies were not being forwarded to the Scottish Government for dissemination. The MHRA compile a monthly list which includes these letters. It was suggested that this could be forwarded to Medical Directors, Chief Pharmacists and Directors of Nursing and cc to Irene Fazakerley. The option to insert a comment from YCC Scotland and forward to Chief Executives if graded serious was also suggested. Sinéad is to draft an email template. Sheila is to discuss this with Irene Fazakerley first however before any action is taken on this.

Action: SN & SMC

3.7 YCC Scotland Induction Packs

Induction packs are still pending.

Action: MC & SMC

3.8 Future promotion of patient reporting and feedback from the Gathering

Organisation and footfall at the Gathering was disappointing. A reduction in fees from £400 to £350 reflected the change to a smaller room. It was agreed not to pursue the event next year. The Gathering event slides are available for future talks to similar audiences.

Sinéad is to investigate large health-related charities for future talks.

Patient engagement representatives at the Royal College of Physicians and the Scottish Medicines Consortium (SMC) were suggested as possible future contacts. Sinéad to provide Simon with contact details so he can approach Sheila Tunstall-James, Chair of the Public and Patient Involvement Group of the SMC.

Action: SMC & SM

3.9 Deputy Medical Director

Dr Arvind Veiraiyah and Dr James Dear both new Consultant Clinical Pharmacologists, were suggested as possible Deputy Medical Directors. Simon will pursue.

Action: SM

3.10 Collaboration with ENCePP (European Network of Centres for Pharmacoepidemiology and Pharmacovigilance)

ENCEPP pending.

Action: SM

3.11 Consideration of joint aims for YCC Scotland and Scottish Patient Safety Programme and linking in with future SPSP meetings

Simon has met with Annette Henderson and Simon Watson, renal consultant, who has recently been appointed as Associate Medical Director for Patient Safety. Simon has discussed the possibility of developing a training programme for patient safety with the SPSP team; errors and ADRs would be a major component of the safe use of medicines section.

Action: SM

3.12 2010/11 Community Pharmacy Public Health Campaign

Melinda updated on the Community Pharmacy Public Health Campaign. Two possible six week slots were available in early 2011. The outcome of a decision is awaited from the Scottish Government however. Melinda to report back once further information received.

Action: MC

4 Annual Report 2008/09

Changes recommended by the Advisory Group have been incorporated into the report. Sinéad is to forward final annual report to Kate Starr at the MHRA for YCC AGM.

Action: SMC

5 New Mission Statement for YCC Scotland

A minor change to the Mission Statement was suggested; the first use of the term "ADR" will be replaced by "adverse drug reactions (ADR)". Sinéad will amend, forward to the Advisory Group for final approval and save to the N:/drive.

Action: SMC

6 Remit for Advisory Group

The Remit for the Advisory Group was accepted. Sinéad will forward to the Advisory Group for final approval.

Action: SMC

7 Pharmacovigilance Plan

Simon will seek further comments on the Pharmacovigilance Plan from Dorothy, Nick and Simon Watson, Associate Medical Director for Patient Safety.

Action: SM

8 MHRA Follow-up Pilot Protocol

No responses to Melinda's comments on the Pilot Protocol were received from the MHRA. The pilot has now finished and YCC Scotland has begun to receive follow-ups again. Melinda reported back on the teleconference on Pilot Projects and future processing of follow-ups. Mick Foy at the MHRA confirmed at the teleconference that if follow-ups are processed centrally there will be no changes to funding received from the MHRA to YCCs. The intention is to allow the centres to devote more time to education and training.

9 AOCB

9.1 Health Board reports

The Health Board reports have now been drafted. Sinéad is to amend tables and re-sort from alphabetical order. Sinéad to request comments from Dorothy and Nick. Sinéad will then forward the reports to Kate Starr at MHRA for approval.

Action: SMC

Sinéad to draft a cover letter for Simon to be sent with reports requesting feedback on content, layout, use and dissemination of reports by Health Boards.

Action: SMC & SM

9.2 Disability Forum listing

Melinda to draft a YCC Scotland summary to go in the Disability Forum database, describing the centre as a source of advice on ADR reporting.

Action: MC

10 Date and time of next meeting

Sinéad to Doodle for date of next meeting, to be held in June after the next Advisory Group meeting.

Action: SMC