
**Minutes of the Management Board Meeting
held on Monday 24 May 2004
at 11am in the Pharmacy Seminar Room, Pharmacy Department, NRIE**

Present: Dr N Bateman, Medical Director, SPIB and CARDS, RIE
Melinda Cuthbert, Senior Pharmacist, CARDS, RIE
Professor N Lannigan, Chief Pharmacist, LUHT
Sheena Kerr, Principal Pharmacist, Medicines Information, RIE
Dr S Maxwell, Associate Medical Director, CARDS

1 Apologies for absence

No apologies were received.

2 Minutes of previous meeting

The minutes of the previous meeting on 9 December 2003 were accepted as a true and accurate record.

3 Matters arising

3.1 Progress meeting with Bill Scott – N Bateman reporting

N Bateman reported a letter had been sent to Bill Scott with a copy of the 2003 annual report. The letter indicated that he, N Lannigan and S Kerr would be happy to meet with him to discuss the report and any other issues pertaining to CSM Scotland. No reply has been received to date.

It was decided that N Bateman would contact Bill Scott to arrange a meeting to discuss:

- (i) the annual report
- (ii) the review of the yellow card scheme
- (iii) patient reporting pilot

ACTION: N BATEMAN

3.2 Meeting with Hugh Purves – S Kerr reporting

S Kerr reported that she had not made contact with Hugh Purves to date but she would take this forward.

ACTION: S KERR

3.3 Addition of presentation to web page

M Cuthbert reported that the web page had been altered to include a section for educational materials. However, due to difficulties being experienced by SHOW with the size of the ADR presentation, it is still not accessible. Ben Foster is addressing this with SHOW.

3.4 Heads of Agreement

N Lannigan reported that it is with the MHRA but has not been signed off to date. N Bateman said he would write to June Raine to pursue this.

ACTION: N BATEMAN

4 Review of the Yellow Card Scheme

N Bateman reported that the document, "The Report of an Independent Review of Access to the Yellow Card Scheme" has now been published. In this report there are numerous issues that concern the RMCs. The major issue is the suggestion that all yellow cards would be sent directly to London, bypassing the RMCs. He indicated that the RMC heads would be doing a single letter of response to this document that is due by 28 July 2004. S Maxwell requested that an advanced draft of this letter be seen by the Management Group for comments prior to official response being sent. N Bateman said he would circulate the points for the letter to the management Group prior to the official reply.

ACTION: N BATEMAN

It was also requested that M Cuthbert circulate copies of the full document to S Kerr, S Maxwell and N Lannigan .

ACTION: M CUTHBERT

5 Patient reporting

N Batmen reported that one of the recommendations from the review of access to the yellow card scheme was that patient reporting should be taken forward. A meeting was held at the MHRA in London that was attended by Anne Lee who represented CSM Scotland in N Bateman's absence. It was agreed at this meeting that a pilot should be taken forward. Initially, Wales was suggested as the first choice but they declined and Scotland was put forward as the alternate site. R Ferner subsequently contacted N Bateman via e-mail regarding this. N Bateman then sent an e-mail to the MHRA indicating our willingness to be the site to host the patient reporting pilot, and key issues which would need to be addressed for this patient reporting project to be taken forward. The next meeting to discuss this will take place on 22 June 2004 in London.

CSM Scotland is very keen to be the site for the patient reporting pilot, but an agreement with Bill Scott would be required. Specifically issues around funding would need to be clarified (i.e. who would fund – the MHRA or the Scottish Executive Health Department). N Lannigan suggested that a proposal be written for submission to Bill Scott prior to the meeting that would be set up. It was not discussed as to who would write this proposal.

6 Electronic reporting via GPASS

N Bateman reported that himself and M Cuthbert had attended a meeting with David Brazier and Ken Harden at G-PASS in Glasgow to take forward electronic reporting via G-PASS. The only thing pending is an NSH net e-mail and Sean Fiddes final approval from the MHRA to go forward. The next meeting will take place on 7 June 2004.

At present no new NHS net e-mails are being issued so if CSM Scotland cannot obtain an NHS net e-mail then it will only be able to receive net e-mails from within the pan-Lothian area. If this is the case a pilot project with G-PASS reporting would be taken forward for the Lothian area.

S Maxwell gave his permission to check to see if his NHS net e-mail was indeed active and if it were it could be used for electronic reporting via G-PASS. M Cuthbert will check this out with D Brazier.

ACTION: M CUTHBERT

7 Report from 1st Quarter 2004

M Cuthbert reported that for the period of 1 January – 31 March 2004 CSM Scotland had received a total of 229 yellow card reports directly. This was a 19% increase in direct reports to CSM Scotland from the same quarter for the previous year, the percentage of black triangle medicines slightly decreased and the number of serious reports was the same. 69 additional reports bypassed the centre for the same period of which 17 were electronic reports. This was a decrease of 44% for the same period in 2003. This brought the total number of reports from Scotland to 298 for the first quarter of 2004 which was a 6% decrease from the first quarter in 2003.

The top reporting health boards during the first quarter were Lothian, Greater Glasgow, Grampian and the Highlands. In comparison to the same quarter in 2003, there was an increase in reporting seen for the health boards of Argyll & Clyde, Ayrshire & Arran and Lanarkshire. There was a slight decrease seen in reporting in Lothian, but a significant decrease in reporting from Greater Glasgow.

GPs, hospital doctors and hospital pharmacists were the 3 top reporting groups for the first quarter of 2003.

8 AOCB

8.1 Health Board Reporting Rates

S Maxwell indicated that there was a need for greater circulation of the information from the quarterly reports to the health boards within Scotland,. M Cuthbert stated that approval from the MHRA was required before the document could be circulated to wider a group than the Advisory to the CSM Scotland, Pamela Warrington and Bill Scott. So while the Management Board agreed with him, at the moment it could not be done without the MHRA's approval each time. N Bateman agreed that he would make these points to Gordon Duff, Alistair Breckenridge and Ken Woods at the MHRA.

ACTION: N BATEMAN

8.2 Robert Gordon University

N Lannigan reported that he now has an official link with Robert Gordon University with a Professorship. He was very keen to link CSM Scotland to initiatives through Robert Gordon. One such area was that ADRs in Children, which is currently being worked on by David Williams and James McClay. N Bateman indicated that he was aware of the work of these 2 individuals, but he would draft a letter to state if there was any way in which CSM Scotland could be of assistance, or work in collaboration with them, to take forward this project.

ACTION: N BATEMAN

8.2 NHS 24 Algorithms

N Lannigan indicated that the algorithms should be adjusted so that the staff working within NHS 24 would encourage patients to report if CSM Scotland hosts the patient reporting pilot.

8.3 Nursing mandatory updates within Lothian

M Cuthbert reported that she had made contact with the nurses who were responsible for organising both the clinical induction days and the mandatory updates for nurses within Lothian. She had enquired if ADRs are being covered within these programmes and if not whether or not CSM Scotland could be involved, or contribute, to ensure that ADRs would be covered adequately in these programmes in the future. M Cuthbert will advise of the outcome.

ACTION: M CUTHBERT

8.4 Yellow card in Medicines for Children 2003 Edition

M Cuthbert reported that the new edition of Medicines for Children contained a yellow card but CSM Scotland was not listed on the card with the other RMCs. She has made contact with the publishers to address this and Glenda Gjoka at the MHRA has agreed to provide them with up-to-date version for the next printing.

9 Date and time of next meeting

The next meeting will be held on 11 August 2004 at 4pm, Seminar Room, RIE