
**Minutes of the Management Board Meeting
Held on Monday 24th September 2007
At 11.00 am in the Pharmacy Seminar Room, Pharmacy Department NRIE**

Present: Professor N Bateman, Medical Director, SPIB and CARDS, RIE (Chair)
Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute)
Lothian
Dr Ruben Thanacoody, Consultant in Clinical Pharmacology and Toxicology,
NPIS, Edinburgh.
Melinda Cuthbert, Senior Pharmacist, YCC Scotland, RIE
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE

1 Apologies for Absence

Dr S Maxwell, Associate Medical Director, CARDS

2 Minutes of previous meeting

The minutes of the meeting held on 31st May 2007 were accepted as true and accurate. Dr Ruben Thanacoody's name was to be added to the list of those present and it was requested that future minutes have the pages numbered.

3.0 Matters Arising

3.1 Nurse ADR Poster

These have been approved by the MHRA. To check with Jane Harris if she has contacted Chief Nursing Officer (CNO) to use their dissemination network for endorsement and distribution of posters. Alternatively or in addition we could contact Bill Scott at the Scottish Executive to approach via the Chief Nurse at the Scottish Executive. We should check with Jane Harris if there is a nursing conference where the poster could be promoted and also make sure that those teaching nurses are aware of it and can encourage its use. Contact Carol Crowther, chief nurse for practice standards and education in Lothian.

ACTION M CUTHBERT

3.2 Additional Support to Promote Nurse and Medical Reporting of ADRs

Sheena had reported that Norman Lannigan had not made much progress with NES to date.

Nick to chase up Hazel Scott again re progress with DOTS for FY2 doctors

**ACTION M CUTHBERT
/N BATEMAN**

3.3 Patient Reporting of ADRs

Melinda reported on a teleconference she had had on 19th September with Mick Foy, Sarah Davies and Sarah Heffer from MHRA and Anthony Cox, Jane Houghton, Justine Howard and Christine Randall from other YCCs. It had been agreed that YCC Scotland should go ahead and develop posters and Community Pharmacist information resources (on 2 sides of laminated A4) in time for the Scottish slot agreed for Feb/March 2008. Current or updated paper reporting forms would be required and other suitable material such as "Taking Medicines – some questions and answers about side effects" should also be available. England and Wales will follow up at a later date.

The MHRA will be launching Patient Reporting at the MHRA Conference in February 2008 while the Scottish campaign is running. Nick suggested that we have a separate press launch in Scotland in the form of either an article or an advertorial in the major Scottish papers. This would require MHRA approval.

It was agreed that initially we should use YCC Scotland budget for printing of posters and Community Pharmacist laminated information cards however we may require to ask MHRA to reimburse if the costs are high. Posters should have a simple message. Will require enough for 1100 community pharmacies (plus hospital pharmacies)

ACTION POINTS:

- Rough costing for printing prior to October MHRA meeting** – MC/SN
- Calculate time-lines for printing and distribution** - MC/SN
- Discuss finances and resources with MHRA @ October meeting-** NB
- Design posters and Information cards for pharmacies** - MC
- Ensure we have access to enough patient reporting paper forms and any other handouts** - MC/SN

3.4 SMC Links

We need to apply to ISAC to progress this.

ACTION R THANACOODY

3.5 GP CPD online training on ADRs

Nick reported that there is another Lothian training slot booked for November 2007 which they plan to make more interactive this year. To date there is no online CPD on ADRs for GPs. Melinda will check with David Cuthbert what electronic training there is currently for GP registrars. Nick will chase up with David Blaney.

**ACTION M CUTHBERT/
N BATEMAN**

3.6 Promoting Yellow Cards via eMAS in Community Pharmacies

Melinda reported that there had been no progress to date with Derek McAllister regarding pre-populated Yellow Cards due to there being 10 different PMR platforms throughout Scotland. Community Pharmacists often have problems with e-access in general and, as their computers are tied up labelling most of the time, have little opportunity to use them for other things.

3.7 CSM Scotland Web Page

The training day arranged with Gavin Venters to enable Melinda and Sheila to update the YCC Scotland web page was cancelled at short notice and a future date has not been suggested despite numerous requests from RIE. Melinda and Sheila to e-mail Nick with what we require and he will contact Ben for assistance.

**ACTION M CUTHBERT
S NOBLE/N BATEMAN**

3.8 Pre-Registration and MSc Pharmacists Projects on ADRs

Katherine Davidson's project with Rubin looking at Yellow Card reporting and ISD coding is progressing and the protocol is being developed.

Sheila reported that Moira Kinnear has indicated that the 2008/9 cohort of MSc students may be available to conduct a collaborative project involving ADRs providing it was relevant to the different areas where they were working.

Moira had advised that the current part-time MSc posts were held by pharmacists based in infectious diseases, paediatrics and clinical trials. Any projects would have to be pertinent to these areas. There are also a number of full-time MSc students who are not allied to a particular discipline and may be more flexible if an ADR project was available. For lower levels of input, there are a number of summer students and visiting pharmacists who shadow clinical pharmacists in Lothian and they usually conduct small scale projects.

**ACTION N BATEMAN/
S MAXWELL**

3.9 Generic ADR Presentation

Melinda suggested a couple of minor amendments to the layout for which Sheila thanked her. The overall presentation was considered appropriate to progress. Nick suggested that when presenting to pharmacists they should be encouraged to use the NES training package for more in-depth knowledge and understanding and to gain CPD hours on the subject.

Sheila suggested that she could develop an abridged version for presentation on Patient Reporting alone. This concept was agreed.

ACTION S NOBLE

3.10 Finance

Melinda reported that we now have a Purchase Order number (PO number) to enable Lothian NHS Finance to claim payment for our services from MHRA and SEHD. PO numbers have been issued for all back payments and should now have been processed. PO number for 2007/8 also issued and income will be £27K from SEHD and £20K from MHRA. Melinda is meeting with Katrina Dinkel at Finance to ensure that monies from last year are carried forward appropriately to this year. Scott Garden needs to be advised of PO issues to ensure payment progresses annually.

ACTION M CUTHBERT

4.0 Drug Safety Updates

Sheila suggested we could use these monthly replacements for "Current Problems" as a means of promoting YCC Scotland locally. It was agreed that we could ask the LUHT e-mail service to highlight each month.

ACTION S NOBLE

5.0 New YCC Contract

Once signed off we need to raise a PO for this year's funding. Once the new contract has been signed we will need to destroy old data.

ACTION NB//MC/SN

6.0 New Standard Operating Procedures

Melinda reported that now that the MHRA Follow Up procedures have been finalised, we require to update all our SOPs in line with the new systems.

**ACTION M CUTHBERT
/S NOBLE**

7.0 AOCB

7.1 Promotion in Lothian Prescribing Bulletin

An article from YCC Scotland is to be published in the Lothian Prescribing Bulletin to update information about the function of YCC Scotland and raise our profile locally.

7.2 Staffing

Melinda and Sheila are currently working extra hours to allow them to keep their YCC Scotland commitment. Medicines Information is seriously understaffed at present since Sheena left and it may be some considerable time until the post is filled. Due to understaffing throughout the department, there is also a constant shortage of B and C Grade input. The plan had been to advertise for a new rotational C-Grade post in addition to the usual staffing to allow Melinda and Sheila to cover Sheena's post however this position was not filled and requires to be re-advertised. Nick suggested that there would be a better response if either Sheena's post was advertised or Melinda and Sheila "acted-up" for Sheena and the MI post was advertised as a D Grade. To discuss with Scott Garden.

ACTION MC/SN

7.3 Inviting Scott Garden to Advisory Group Meeting

It was suggested that Scott Garden be invited to the next Advisory Group Meeting on 1st October to allow him to understand fully what YCC Scotland and CARDS do.

ACTION N BATEMAN

(Follow up – Scott Garden unable to attend on that date due to prior commitment)

8.0 Date and time of next meeting

Monday 26th November at 11 am in RIE Pharmacy Seminar Room