
**Minutes of the Management Board Meeting
Held on Monday 24th November 2008
At 1.00 pm in the Seminar Room, Pharmacy Department NRIE**

Present:

Dr S Maxwell, Senior Lecturer in Clinical Pharmacology, University of Edinburgh Medical Director CARDS, (Chair)
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

1 Apologies for Absence

Professor N Bateman, Professor of Clinical Toxicology University of Edinburgh
Dr Ruben Thanacoody, Consultant in Clinical Pharmacology and Toxicology, NPIS

2 Minutes of previous meeting

The minutes of the meeting held on 11th August 2008 were accepted as true and accurate

3.0 Matters Arising

3.1 Annual Report

Simon asked if we had received any feedback from the MHRA. As the Annual Report would normally be ratified at the YCC AGM which has now been postponed until the New Year, as yet we have had no feedback.. As a number of stakeholders would benefit from seeing the report sooner rather than later we will contact the MHRA to ask if we can disseminate the report before the AGM which has yet to be rescheduled.

Action SN

3.2 Nurse ADR Poster

Melinda has received two further responses following her follow-up letter. There are now only five out of fourteen Health Boards who have not responded. If they have not replied by January 2009 it was suggested that a telephone call be made to the Chief Executive's office in each Health Board to enquire if the letters were received and if any posters are required.

Action MC

3.3 Patient Reporting of ADRs Research Project

Notification has been received of ISAC approval of the project. Nick has received communications from ISAC and Melinda and Sheila have fed back their comments. There are concerns regarding:

- How soon the data will be released in reality (there have been considerable delays experienced by other researchers in the past)

- A statement suggesting that only those currently listed on the application would be permitted to manipulate the data. We are looking to employ a postgraduate Pharmacy MSc student or equivalent and their name would require to be added to the application if we are successful.
- The document from ISAC suggested that the data would only be available for a limited time after release so we would need to have the person identified and lined up to start as soon as the data were available.

Simon to discuss with Nick to identify the responses to these questions from ISAC. We will then need to identify a suitable postgraduate student to manipulate the figures.

Plan of action:

- Confirm with ISAC when the data will be available and for how long we will have access to them once released **Action SM, NB**
- Identify a postgraduate student or equivalent who can perform the analysis of the data within the timescale **Action MC SN**
- Request that their name be added to the list of participants in the study **Action SM**

3.4 YCC Scotland Web Page

Dr Rupert Payne has kindly offered to help us in the short term with this for an agreed fee of £30 per hour. He has been sent all the appropriate details for updating the website. In the long term Sheila is to attend a Net resources course which Melinda has identified. This is an HTML course costing £279 plus VAT and it has been recommended that we also purchase “contribute” software at £80 to provide a “compatible interface” with our old HTML code in which the website is written.

Action MC, SN

Once the new website is up and running we should 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 MC, SN

3.5 GP CPD Online Training on ADRs

The YCC Scotland Website will have an Education and Training section including a collection of seminal articles on ADRs, the YCC Scotland Generic ADR presentation for educational establishments, the MHRA Lay Person and Professional packages on ADRs once completed and a link to the eLearning for Health ADR section within the Clinical Pharmacology development being led by Simon Maxwell. Simon to discuss this aspect with Mick Foy.

Sheila to send Mick Foy’s contact details to Simon.

Action SN

Although the training sessions provided for Lothian GPs at the Lister Institute last year were well received, NES have no mandate that all doctors attend such sessions throughout Scotland. Stuart Murray at NES has indicated that GPs conduct their RCGP curriculum at practice level.

Melinda explained that there are currently eighteen training programmes and the GPs undertake small group learning using Canadian modules which have been adapted for use in the UK. The Public Health module would be the most appropriate to include ADR training.

The first step is to identify what is currently covered within GP training curriculum concerning ADRs and pharmacovigilance.

Action SN, MC

3.6 Pre-Registration and MSc Pharmacists Projects on ADRs

Dorothy explained that the pre-registration pharmacists are expected to gain experience in audit. We have seven pre-registration graduated each year in Lothian and they could collect data while on clinical placements and in Medicines Information. These students start each August. Simon has a number of projects including one looking at patients being admitted with ADRs which might be appropriate for these students.

The postgraduate pharmacists undertaking the MSc in Clinical Pharmacy can start to identify their projects at the start of their second year. The students would be expected to put the project to the Ethics Committee and have it ready to run at the end of their second year. Full-time MSc students have a tighter timescale.

We need to identify a list of projects and a list of suitable students to undertake research and audit prior to our next meeting.

Action ALL

3.7 Finance “A&C” post

Melinda and Sheila have submitted a business case for a full time Information Officer post including both Medicines Information and YCC Scotland duties and the final decision on this is expected early in 2009. Dorothy suggested that in the current climate we may not be successful in receiving funding for the MI section of the post and it was agreed that we would progress the YCC Scotland section now as we already have funding allocated for this. Based on the funding available we may be able to advertise up to 20 hours per week for a band 5 post with some flexibility for additional hours possible. Melinda to pursue.

Action MC

Melinda to write an advertisement for this post to be advertised on SHOW initially with additional advertising probably also necessary in The Scotsman/EveningNews/Metro.

Action MC

3.8 Grand Rounds

As not all Health Boards were covered by the original mailshot, Melinda has prepared a letter to be sent to all the Clinical Governance Leads throughout Scotland. Melinda will contact Pat Murray who offered to supply the list of the names of the leads in Clinical Governance.

Action MC

We have Grand Round talks arranged with eight organisations so far, Simon is also about to give one at the Western General Hospital this week and we are awaiting finalisation of details from the Victoria Infirmary in Glasgow.

3.9 Lay Guide and Teaching Resource Pack

A meeting had been scheduled to coincide with the postponed YCC AGM to progress the development of these two packs nationally. The meeting has also been postponed and Sheila is waiting to hear back from our liaison officer at the MHRA to establish where these projects currently stand. Sheila to continue to pursue this. **Action SN**

The next three PEAG meetings are scheduled for Wednesdays 14th January, 11th February and 11th March 2009 and it is possible that the AGM and Teaching Resource Pack meetings could coincide with one of these. Nick has indicated that he will remain on the PEAG at the moment and Simon is happy with this situation however it would be useful if Simon was copied all the minutes of the PEAG meetings. **Action NB**

3.10 Safe Med Project.

Awaiting further feedback from Tom Macdonald.

3.11 Staffing and MI Review

Melinda is currently acting up as Principal Pharmacist for MI at RIE for six months until the Lead MI Pharmacist post for Lothian is advertised and filled.

3.12 Request from Saudi Arabia

Melinda had passed the details of the person from Saudi who had asked to spend time with us onwards to Sarah Heffer at the MHRA. He was due to be in the UK in September and we had offered that he could spend a short session at YCC Scotland but have received no further contact from him. Sarah Heffer had stated that two of his colleagues had already visited the MHRA.

We are still developing an induction pack for YCC Scotland and hope to have something together before the Information Officer post is filled. In the interim we have a collection of resources which we used with the Undergraduate Medical Student last year.

Action MC, SN

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

One of our objectives is to make contact with the managers of major multiple pharmacies before the end of March 2009. It has been agreed that we should contact all community pharmacies in Scotland via Harry McQuillan at Community Pharmacy Scotland.

A letter is to be drafted and circulated before the next YCC Scotland meeting. Suggested content:

- Thank all community pharmacies for their involvement in the Patient Reporting Campaign and feed back preliminary results based on article in Drug Safety Update
- Let them know our role at YCC Scotland to raise knowledge and understanding of the importance of pharmacovigilance through engaging with stakeholders throughout Scotland
- Advise that we can provide training and education on ADR reporting
- Provide our contact details at YCC Scotland
- Provide links to the MHRA website, YCC Scotland Website and Drug Safety Updates

Action MC, SN

5.0 Pre-populated Yellow Card Reporting

GPASS is due to be phased out in Scotland by 2011. Mick Foy at the MHRA is working with VAMP Vision (possibly the new preferred system for Scotland) and the other major GP computer software systems to ensure pre-populated Yellow Cards are provided by them. This is expected to take about a year. YCC Scotland may be required to provide training to coincide with the launch of this new development and we should include this in our strategic planning.

There are currently no plans at the MHRA to develop this in secondary care. Melinda has been liaising with Val Baker at TRAK development locally to ensure that their new systems comply with NCDDP National Standards.

6.0 Liaison with Scottish Government

We have agreed to invite Alison Strath from the Scottish Government to our next Management Board meeting. Alison will be moving on to a post at Robert Gordon's University in March however it was felt that it would be very useful if she could come to appraise us of the developments in the Scottish Government. **Action SN**

Simon will write to Bill Scott with a copy of the Annual Report and a cover letter to arrange a date to meet with him and discuss the future plans for YCC Scotland. **Action SM**

7.0 Future Promotion of Patient Reporting

It is agreed we should make contact with Patient Groups and offer to speak at some of their national meetings. Melinda to forward contact details to Simon. **Action MC SM**

Simon to write to MHRA Communications Department with a proposal that we provide articles for major Scottish newspapers (e.g. Herald and Scotsman) and BBC Scotland. **Action SM**

8.0 Dear Healthcare Professional Letters

Nick had pointed out that we were not being copied in directly on these letters. The MHRA are now sending us these and have copied us backdated letters. It was agreed that YCC Scotland should be involved in disseminating these throughout Scotland with an appropriate cover letter. We should contact Jean Goldie or Irene Fazakerley at Bill Scott's office to identify the best route of dissemination e.g. through the Chief Nursing, Medical and Pharmaceutical Officers for Scotland. **Action MC SN**

9.0 AOCB

9.1 Promotional Materials

Melinda has a catalogue of materials which can be used to promote YCC Scotland. It was agreed that we should obtain samples of decent quality pens, Post-its, retractable pencils, coasters and clocks to identify what we should purchase.

Action MC

9.2 Depute Medical Director of YCC Scotland

Ruben Thanacoody will be moving to a new position in Newcastle in April and has indicated that he will be unable therefore to take on the post of Depute Medical Director for YCC Scotland. It is hoped that, in the absence of another doctor on the team, Nick Bateman will hold that post. The members are asked to consider if they know anyone who may be interested in joining the Board as Depute Medical Director. **Action All**

9.3 European Clinical Pharmacology Meeting in July 2009

Tom Macdonald will be leading a pharmacovigilance session at that meeting. There is an opportunity to produce a poster for display at this event.

10.0 Date and Time of Next Meeting

Monday 9th or 23rd February. 1pm in Seminar Room. Sheila to liaise with Alison Strath to see if she can come along. **Action SN**