

YCC Scotland Management Board Meeting
Meeting 26/05/16. Castle Rock Room, PGRIE.

Action Points

Members present: Angela Timoney (AT), Sheila Noble (SN), Tracy Duff (TD), Alison Paterson (AP), (Donna Watson ((DW) Minutes).

Teleconference: Simon Maxwell ((SM) Chair)

Apologies: James Dear (JD)

Item on Agenda	Action Point	Action By	Date for completion
2: Action points from previous meeting 4.2.16	<ul style="list-style-type: none"> • Toxbase figures- JD to look at number of hits for next meeting. • Prescription for Excellence- Refresh still awaited. • YCC Advisory Board- Sharon Pflieger has joined. Still need replacements for Jane Harris/ Sonya Lamb/ Rose-Marie Parr (Anne Watson is the new contact) and ASMIP rep. <p>SM suggested looking at the Advisory Board terms of reference and assessing who we needed- SM and AT to discuss this out with the meeting.</p>	<p>JD AT</p> <p>TD/DW</p> <p>SM/AT</p>	<p>Next Meeting Ongoing</p> <p>Next Meeting</p>
3: Matters Arising 3.1 HEPMA	AT raised this at DoP meeting and feedback that Boards are finding it hard to source the 30% required for capital costs.	AT	Ongoing
3.2 Antiepileptic guidance	AP has some policies from regional boards. AP will check the Lothian Formulary and approach MMT for further information.	AP	Next Meeting
4: Welcome	SM welcomed Tracy Duff (TD) who is the new Lead Pharmacist for YCCS.		
5: YCCS Website/ Social media	DW reported that the site has been kept up to date but that figures were not currently available. MI/YCCS have a new Ipad and are looking to use Twitter; SN reported that Community Pharmacy has seen hits on their site rise following the use of Twitter. DW attended a WebEx on Storify and reported it could be of use for events. TD hopes that new staff will be able to assist in using this.	DW	Ongoing
6: Patient Group Involvement	SN had attended Tayside patient involvement group and received some interesting suggestions for advertising YC and helping the public with medicines. DW feedback about links with Vocal and E Payne at Edinburgh City Council for involvement		

	with Carers Groups. YCCS are attending a lunchtime publicity event on the 8 th June at the Council offices as well as working with the integrated care pharmacy technician. Maybe able to get YC information in carers packs and DW is awaiting a reply from MHRA re this. SM reminded the group about getting a patient representative on the Advisory Board. He will approach the SMC patient representative re this.	DW	Ongoing
		SM	Ongoing
7: Road show Follow up 7.1 'You said- We did' SPSP/ Aberdeen meeting	'You said- We did' still to be completed. SN has added feedback from Aberdeen meeting earlier this month. SN/ TD have been in contact with eKSF and have to write case studies for inclusion in the new system. HIS are producing a new patient leaflet and this may negate the need for YCCS to produce guidance on YC reporting.	DW	Next Meeting
		TD	Ongoing
		TD	Ongoing
8: Research 8.1 MSc 8.2 (a) Tobais Dreischulte 8.2 (b) Tom McDonald	AP has tried to get more information on the role out of YC embedded in VISION. AT suggested Ewan Morrison at NSS and if he is unable to help SM suggested Mick Foy at MHRA. AT felt it would be useful to link with Tobias and suggested he be invited to the next Advisory Board meeting SM will contact Tom McDonald and find out what YCCS may be able to contribute to the work he is involved with; the group agreed that it could not lead on such a project.	AP	Ongoing
		TD/DW	Next Meeting
		SM	Next Meeting
9: HIS Adverse Events Work stream.	TD to contact Melinda Cuthbert for handover. Lauran Mclver/ Rose-Marie Parr, TD and AT plan to meet regarding this. Meeting TBC but hopefully pre October Advisory Board meeting. Safer use of medicines webinars: Awaiting feedback from Alpana Mair. TD will link into these webinars. There has been some discussion with Sharon Pflieger re champions.	TD/ AT	October 2016
		TD	Ongoing
10: YC App	YCC App- SM has written to Medical Teaching Leads to promote the app. Contact with HIS and SPSP re advertising it via their websites is outstanding action for DW. SN gave figures for use (UK wide- 2685 download with 116 reports submitted, via YCCS link 18 downloads up till April 2016). SM commented on the slow uptake, SN feedback that the watch list is appreciated by many users and that NHS Inform and the Polypharmacy Group have been contacted re advertising the App. AT feedback that YC reporting has been submitted as a KPI suggestion for the new Prescription for Excellence. DW still to get contacts for Royal Colleges and Dental.	DW	Next meeting
		DW	Next meeting
11: Quarterly statistics	An increase in the annual reports by approx 200. DW to collate them for annual report. Still		

	awaiting template- DW to chase this with MHRA.	DW	Next meeting
12: Current and future workload	TD let the group know that SN will be leaving YCCS to take up a new post within MI. AT thanked SN for her contribution and this was echoed by the group. AP will assist in covering until a replacement is appointed. TD discussed need to match personnel to time available and the priorities for the coming year. SM suggested a need to review the contract.	TD/ DW	Next meeting
13: AOB			
13.1: Large print on packaging:	This is to be fed back at next MHRA regions teleconference	DW	Regional meeting
13.2: Scope Work package	Some discussion re the ADR modules that YCCS already have and also the building of champion's network (starting with pharmacists and spreading out to other disciplines). This should be taken to advisory group and possibly ADTCs for input. TD will contact MHRA to express YCCS being willing to help.	TD	Next Meeting
13.3: Accreditation of ADR modules	TD is investigating this	TD	Next Meeting
12: Date and Time of Next Meeting	TBC		