

## YCC Scotland

### Management Board Meeting

**Thursday 26 September 2013**

#### Action Points

**Members present:** Professor Simon Maxwell (SM), Medical Director (Chair); Mrs Melinda Cuthbert (MC); Mrs Sheila Noble (SN); Ms Anne MacKay (AM)

**Via teleconference:** Dr James Dear (JD), Deputy Medical Director

Item on Agenda	Action Point	Action By	Date for completion
3.1 GP training	SM attended NHS Lothian GP Prescribing Committee meeting on 13 August. Follow up on Minutes of this meeting	SM	ASAP
3.2 2010/11 Community Pharmacy Public Health Campaign ISAC application	Now have data from MHRA – requires manipulation, on hospital PC for ISAC conditions  SM/JD to follow up on contacts re medical student to work on this project  SN had already contacted Moira Kinnear (MK) re MSc pharmacy student/technician. No pharmacy student available until May 2014. SN to follow up with MK as medical student may not be available  Support for using Access may be required	SM/JD  SN	ASAP  ongoing
3.4 Vision, EMIS & implementation of YC electronic reporting	Following SM's meeting with Dr Libby Morris (LM), Clinical eHealth Lead for Primary Care:  MC to do draft of GP IT Request for Change form for Vision/EMIS, for incorporation of electronic yellow card into software  SM to check with LM is she is person to sign off this form  SM/MC to contact Mick Foy, MHRA, re making this request via this route in Scotland	MC  SM  SM/MC	October 2013  October 2013  ASAP
4 e-Learning modules in collaboration with NES & TKN	Final product due by end of October  NES looking at launching the modules in autumn 2013	MC/SN	31 October 2013
5 YCC Annual Meeting 10 Sept 2013	MC to check with Janice Watt re Directors of Pharmacy's awareness of letter sent by Kent Woods, CEO MHRA, in June 2012 to NHS England supporting upgrading of MiDatabank to allow	MC	November 2013

	<p>direct Yellow Card reporting</p> <p>MC to clarify with MHRA what information they want YCC Scotland to upload to CITRIX Shared space</p>	MC	ASAP
5.2 YCC objectives for 2013-14	<p>Objective 2.1 – engaging with community pharmacists. MC to contact Alison Strath, Scottish Govt</p> <p>Objective 3.6 - monitoring of access to ADR modules. MC to check with Gillian Flett, NES KSG</p> <p>Objective 4.2 – MC had spoken to C Nicolson, DoPs, re local champions for Yellow Card reporting. She will bring to DoPs.</p> <p>MC to clarify with MHRA the position re reporting cases of deliberate self-harm and intentional overdoses</p> <p>AM to check for reports of overdoses in 2012-13 report</p>	MC MC MC MC AM	November 2013 November 2013 December 2013 ASAP ASAP
5.3 YCC contract	<p>YCC Scotland is joint venture with MHRA and Scottish Government. MC to check responsibility with MHRA</p> <p>MC to draw up a summary of points/comments made on contract</p> <p>MC to check on the time by which the contract needs to be returned</p>	MC MC MC	ASAP ASAP ASAP
5.4 Annual Report 2012-2013	Drop in GP reporting the main issue from 2012-13 report. SM to contact Dr William McAlpine, BMA Scottish GP Committee representative on YCC Scotland Advisory Group, to discuss	SM	31 October 2013
7 Patient group engagement	Contact ALLIANCE and SMC to get details of top 20/30 organisations & contact 10-15	MC/AM	30 November 2013
8 & 9 YCC Scotland website  AOB	Carry forward to next meeting		
10 Date of next meeting	Tuesday 19 November 2013, 2-3pm, Pharmacy Seminar Room	All	