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**Minutes of the YCC Scotland  
Management Board Meeting  
Tuesday 26<sup>th</sup> October 2010  
11:00-12:00 Seminar Room, Pharmacy, RIE**

**Present:**

Professor Simon Maxwell, Director, YCC Scotland and Consultant Physician (Chair)  
Prof Nick Bateman, Ex-Director YCC Scotland and Professor of Clinical Toxicology  
Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute)  
Melinda Cuthbert, Lead Pharmacist, YCC Scotland, RIE  
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE  
Sinéad McGhee, Information Officer, YCC Scotland (Secretary)

**1 Apologies for absence**

None

**2 Minutes of previous meeting on 29<sup>th</sup> June 2010**

Accepted as a true and accurate record.

**3 Matters arising****3.1 YCC Scotland Web Page**

Sinéad confirmed that the NHS Lothian webteam will undertake the redesign of the YCC Scotland website this financial year. Suggestions for improving the website should be sought from the Advisory Group at the next meeting.

**Action: SM**

**3.2 GP training session in Aberdeen**

The October training session to GPs and GP trainees in Aberdeen was cancelled due to lack of numbers. Simon and, either Melinda or Sheila will deliver the rescheduled talk in January if sufficient numbers enrol.

**Action: SM/MC/SN**

The group suggested targeting of GP trainees at local and regional GP registrar days. Sinéad will obtain contact details and amend letter to postgraduate deans to send to this group. The group also agreed that a letter should be sent to remind Scottish Dental and Medical Schools that YCC Scotland is available to provide adverse drug reaction education sessions free of charge. The group further agreed that information should be circulated to Scottish hospitals offering to present at Grand Rounds.

**Action: SMC**

**3.3 Dear Health Care Professional Letters**

Sinéad has begun to send the monthly "Dear Healthcare Professional" alert email. Two Health Boards requested further information. Both were supplied with the accompanying letter which had not been forwarded internally.

**3.4 Future promotion of patient reporting**

Simon has met with Sheila Tunstall-James, Chair of the Public and Patient Involvement Group of the SMC. She has agreed to include the information provided by Simon in the SMC newsletter. She advised that there are no clear links between patient involvement groups.

### **3.5 Deputy Medical Director**

Dr James Dear, new Consultant Clinical Pharmacologist, was suggested as a possible Deputy Medical Director. Dr Arvind Veiraiyah and Dr Michael Eddleston also suggested as possible alternates. Nick will pursue.

**Action: NB**

### **3.6 Reporting of ADRs linked to errors**

The MHRA has requested that adverse events related to errors should now be reported via the Yellow Card Scheme. This change in practice is reflective of the amalgamation of the National Patient Safety Agency with the Medicines and Healthcare products Regulatory Agency. Dorothy suggested that internal NHS Lothian action on this change be considered further before implementing and possibly discussed with Alison McCallum. Melinda will discuss with colleagues in Glasgow how the changeover was handled there.

**Action: MC**

### **3.7 Pharmacovigilance Plan**

Simon will circulate the amended Pharmacovigilance Plan, updated in line with Advisory Group comments.

**Action: SM**

### **3.8 Funding PO number**

The funding PO number has not been sent out to the centre by the MHRA and the Finance Department has contacted YCC Scotland to request the number. Sinéad has been in touch with Kate Starr who is investigating at MHRA.

**Action: SMC**

## **4 Planning for 2010/11 community Pharmacy Public Health Campaign**

The group discussed the images and wording for the poster which had been circulated with the agenda for the meeting. The group agreed that the poster should read "Herbal medicines cause side effects in the same way that prescription and over the counter medicines can". The image to be used was also selected. The group agreed to use the same format as the previous poster. Sinéad will investigate costings for use of the photo on both the A0 + A3 size posters; and the cost of placing the image on the website. The final poster must be sent to the MHRA in November. The campaign will require 1,500 posters; the final draft should be sent to the printers in November to allow time for production. The distribution centres (CJ Media) requires delivery by mid December 2010.

**Action: SMC/MC**

The group also reviewed the information sheet for community pharmacists circulated along with the agenda. The information sheet will be sent to accompany the poster. Sinéad will make the suggested changes and circulate to the group again. Final approval will also be required from the MHRA.

**Action: SMC**

## **5 Biopharmaceuticals**

Sheila reported back on the Biopharmaceuticals Lecture she presented for NES. The event was not well attended but there was much discussion and input from specialists; an evening training session may be run instead in future. The use of biopharmaceuticals within NHS Lothian is growing, especially for treatment of chronic conditions.

Biopharmaceuticals bear a different spectrum of side effects compared with standard medicines but not all health care professionals, including pharmacists, are aware of all the implications for their use regarding storage and transportation, safe handling, patient monitoring and pharmacovigilance. Sheila agreed to circulate her current presentation via email. The Management Board agreed that a biopharmaceutical slant to the ADR talks offered at Grand Rounds might result in more interest and greater uptake.

**Action: SN**

## **6 Date and time of next meeting**

A tentative date for the next meeting of Tuesday 8<sup>th</sup> February 2011 from 11:00-13:00 was suggested.