
**Minutes of the Management Board Meeting
Held on Monday 26th November 2007
At 11.00 am in the Pharmacy Clinical Office, Pharmacy Department NRIE**

Present: Professor N Bateman, Professor of Clinical Toxicology University of Edinburgh, Medical Director CARDS, RIE (Chair)
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
Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute) Lothian

2 Minutes of previous meeting

The minutes of the meeting held on 24th September 2007 were accepted as true and accurate. It was noted that in point 3.4 it should state ISD rather than SMC links. And 3.5 should be electronic rather than online links.

3.0 Matters Arising

3.1 Nurse ADR Poster

Melinda is to meet with Carol Crowther (Chief Nurse) on 29th November prior to Carol taking the poster to their next Chief Nurses' meeting on 7th December. Nick stated that he might be able to attend the meeting with Melinda in the afternoon, if required.

Action MC / NB

The poster is to be genericised prior to making available generally in PDF format.

3.2 Additional Support to Promote Nurse and Medical Reporting of ADRs

To be progressed in the future.

3.3 Patient Reporting of ADRs

The community pharmacist information leaflet has been tabled by Sarah Davies at the PAG meeting at the MHRA on 5th December. Nick expressed his thanks to Melinda on behalf of the Management Board for all the work she has done on this excellent document.

Melinda reported that we are awaiting feedback from Alison Strath for details of poster size, exact timing of delivery of items, etc. We will be chasing this up.

Action MC/SN

Once these details are finalised and the final draft is agreed we will have a better idea of costing.

It was agreed to go with the “question mark of tablets” theme in the middle of the poster with a yellow background to reinforce the Yellow Card message.

Sheila suggested that hospital pharmacies also be involved to maximise coverage and it was agreed that this would be beneficial so long as a distribution system could be arranged. Melinda was going to check this with ASMIP (the Association of Scottish Medicines Information Pharmacists). **Action MC**

Nick indicated that he would discuss the importance of having a press release with both the MHRA and Bill Scott. **Action MC/NB/SN**

3.4 ISD Links

Ruben reported that Rupert Payne is now working on the ISD project and is finalising the application, which will be ready for ISAC in due course.

3.5 YCC Scotland Web Page

Melinda has made arrangements for John Cuthbert (IT manager in Glasgow) to update the web page.

3.6 Pre-Registration and MSc Pharmacists Projects on ADRs

Katherine Campbell’s project with Ruben looking at Yellow Card reporting and ISD coding is progressing.
No developments on other projects at present.

3.7 Generic ADR Presentation

The PowerPoint package is ready for distribution. Sheila has collated a Resource Pack to accompany it and a number of suggestions were made for minor amendments and additions that Sheila will add prior to distribution. **Action SN**

3.8 Finance

We currently receive £20K from the MHRA and £27K from the Scottish Government to cover 0.5 WTE senior pharmacist post, 0.1WTE Consultant input and 0.5 WTE secretarial input as well as all other costs. However the current amount of these income streams do not even cover the cost for staffing for the centre. Melinda reported that she had discussed with Scott Garden the release of commitment for a secretarial post (which the centre no longer requires or uses) and this is currently being reviewed.

Nick pointed out that the costing for his consultant input to YCC Scotland also required review since it appears to be too much. M Cuthbert is trying to arrange a meeting with Katrina Dinkel to discuss. **Action MC**

3.9 Drug Safety Updates

Sheila has consulted with Jenifer Stirton, Director of Communications at LUHT who has agreed that the best way of disseminating the Drug Safety Updates is by adding them to the LUHT Intranet site. This is progressing. **Action SN**

3.10 New YCC Contract

The contracts have been signed and despatched to the MHRA. We are now awaiting the annual PO number to provide to finance to obtain the funding.

3.11 Staffing

There continue to be major concerns regarding staffing in Medicines Information which is resulting in Melinda and Sheila having extreme difficulty if continuing to perform their role in YCC Scotland. Even with both of them doing extra hours it is impossible to complete all pending work in MI/YCC Scotland.

Another member of MI staff is due to be lost after the New Year however but a pharmacist with considerable previous experience in MI, has been offered a temporary Band 7 contract for six month. If accepted this will at least partially alleviate the situation.

3.12 Inviting Scott Garden to Advisory Group Meeting

Scott Garden was unable to attend the last Advisory Group Meeting due to a prior commitment however he has asked to be copied in on the minutes of both the Advisory Group and the Management Board and hopes to attend the next Advisory Group.

Action SN

4.0 AOCB

4.1 Medical Student Project on YCC Scotland

Simon Maxwell has identified a medical student, Paul McCaughey who is looking at the role of YCC Scotland as part of his SSC3 project. He will be joining Melinda and Sheila for three sessions in December.

5.0 Date and Time of Next Meeting

Monday 28th January at 11 am in RIE Pharmacy Seminar Room