

YCC Scotland

Management Board Meeting

Thursday 27 June 2013

Action Points

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

Item on Agenda	Action Point	Action By	Date for completion
3.1 GP training	SM to attend NHS Lothian GP Prescribing Committee meeting on 13 August and do presentation on YCC Scotland	SM	August 2013
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 to contact previously organised medical student re project start date If medical student unavailable, SN to contact Moira Kinnear re pharmacy student/technician Support for using Access may be required	SM SN	ASAP
3.4 Vision, EMIS & implementation of YC electronic reporting	MC to arrange contact with EMIS after establishing initial contact at NHS Scotland Event in June 2013	MC	August 2013
4 e-Learning modules in collaboration with NES & TKN	Tweaking still required following pilot and feedback. SN to do voice-over SM & JD to devise MCQs for their modules for FY1s (not to be generally assessed)	All SN SM/JD	31 July 2013
5.3 GP appraisals & YC reporting	SM discussed GP appraisal with Rob Bracchi at PEAG and consultant appraisal with Neil Cameron and encouraging reporting of ADRs. To follow up on these discussions	SM	
6 2012/13 Annual & Health Board reports	Following on from decision made by YCC Scotland Advisory Group and permission from MHRA, to include named Health Boards in tables Information on hospitals to be brought to meeting of YCC Scotland Advisory Group on 3 September 2013. Decision needs to be made on	AM SM/MC	31 August 2013 31 August 2013

	<p>how to express this data</p> <p>Cover letter needs to be updated to reflect these changes and highlight YCC Scotland website</p>	SM/MC	31 August 2013
<p>7 New pharmacovigilance legislation July 2012</p> <p>7.1 Adverse Events Group</p>	<p>Standing agenda item for Management Board meetings.</p> <p>MC continued involvement with this group. We await outcomes of the AE Infrastructure Working Group on e-requirements and DATIX functionality to facilitate transfer of medicines AEs</p>	MC	Ongoing
<p>8 YCC Scotland website News section</p> <p>Advertising</p>	<p>Keeps news items wide-ranging</p> <p>Look to contacting other health boards and eHealth leads</p>	SN/AM SN/AM	Ongoing Ongoing
<p>9 Contacts</p>	<p>SM trying to establish contact with ALLIANCE</p> <p>AM to further contacts with CHSS</p>	SM AM	Ongoing Ongoing
<p>10 Dates of next meetings</p>	<p>Late September 2013 – to be arranged</p> <p>Tuesday 5 November 2013, 10 – 11am, Pharmacy Seminar Room</p>	All	