

YCC Scotland Management Board Meeting
Meeting 27/11/18 RIE Pharmacy Seminar Room

Minutes & Action Points

Members present: Tracy Duff, Alison Paterson, Alexander Kiker.

Teleconference: Simon Maxwell (Chair), Angela Timoney, Rose Marie Parr, James Dear.

Apologies: Nil. **Not Present:** Nil.

Item on Agenda	Action Point	Action By	Date for completion
1: Apologies	Nil.		
2: Committee Business	2.1: Staffing Changes in YCC Scotland – YCC Scotland’s part-time admin officer vacancy has gone to advert. There is a possibility to receive admin support from the NHS Lothian Staff Bank, and Fiona Houston, the former holder of this admin officer post, has joined the bank for this purpose. A Paterson has accepted a different post in NHS Borders, and will be leaving her current post in NHS Lothian come early January. The long-standing full-time Senior Pharmacist vacancy in Medicines Information has been filled with the recruitment of Louise Summers, and it is intended for this post to be incorporated into YCC Scotland to fill the vacancy following the departure of A Paterson.		
2: Minutes from Previous Meeting	The minutes from the previous meeting on 28 th August 2018 were accepted as a true and accurate record. All relevant action points picked up on the agenda.		
3: Matters Arising	3.1: NES Module 1 Update – The process of updating the NES/YCCS ADR e-learning modules to the new Storyline 3 software is underway. Feedback from NES tutors has been provided for module 1 and will be reviewed and implemented as appropriate. Module 1 is the first module to be updated, and it is hoped that the update process will be quicker for subsequent modules. The update for module 1 is expected to be completed by January 2019. A link to the current draft of module 1 will be circulated to the Management Board at the next available opportunity.	A Kiker	07/12/18
4: 2017/18 Annual Report	4.1 2017/18 Annual Report – The annual report for 2017/18 has been finalized and submitted to the MHRA following final approval from the YCC Scotland Management Board. The 2017/18 annual report has been disseminated across all Scottish health boards via an email which also promoted the Yellow Card reporting integrated function of the Vision software. This resulted in feedback on the Vision Yellow Card reporting functionality, which has been forwarded to Vision and the MHRA.		

	<p>4.2 2018/19 Q1 & Q2 Report – The MHRA has provided YCC Scotland with reporting data for Q1 and Q2 of 2018/19. This has been compiled into quarterly reports, which were presented to the Management Board. The information for Q1 and Q2 2018/19 will be integrated into a single report, which will be sent to each Scottish health board area in early 2019. It was decided that the format of the quarterly reports will be reviewed and updated to reflect new information and maintain more relevance to health board areas. Possible changes discussed included: the addition of an updates section; consolidating the infographics; reducing the top reported drugs section; and including more prominent display of Vision reporting.</p>		
5: MHRA activity	<p>5.1: YCC/MHRA TC 4th December – The upcoming YCC/MHRA teleconference will be hosted by YCC Scotland from the Pharmacy Seminar Room, RIE, and will take place at 14:00-16:00 on 4th December 2018. A Timoney has given her apologies for the meeting; S Maxwell has confirmed his attendance.</p> <p>The board was asked if there were any items they wished to be added to the agenda, which will be prepared and circulated prior to the end of the week. The recent drug safety update regarding fluoroquinolones and the risk of aortic dissection, and how it would impact ciprofloxacin specifically, was mentioned as a potential agenda item, however it was decided that RM Parr will provide feedback from the Management Board regarding this at the next meeting between the MHRA and the Scottish Government.</p> <p>5.2: Feedback from ADR Awareness Week – The ADR Awareness Week social media campaign was very successful, with double the average reach and engagement on social media throughout the week. The animations provided by the MHRA were well-received.</p> <p>5.3: Pregnancy Work – The additional questions for Yellow Card reports relating to pregnancy have been incorporated into the smart phone app reporting form, which was updated in June 2018, but have not yet been incorporated into the online reporting form. It was noted that most people don't use the app, and this has been fed back to the MHRA who have said that it is still a work-in-progress as the WEB-RADAR work is also underway.</p> <p>The lack of communication received from the MHRA regarding the update to the smart phone app will be raised as an item for discussion at the upcoming YCC/MHRA teleconference on 4th December 2018. Board members will review the updated smart phone app and provide feedback to T Duff for the purpose of informing whether YCC Scotland should be doing more to promote its use.</p>		
6: YCC Scotland Website/	<p>6.1: Twitter & YCCS Website Progress – Reach and engagement for the YCC Scotland Twitter account</p>		

Social Media	continues to improve, and the use of the YCC Scotland website remains stable. The NES/YCCS ADR e-learning modules will be promoted through social media when the updates are completed.		
7: Patient Group Engagement	<p>7.1: Update on activity (new log form) – A new fillable form to record updates on activity for patient groups, healthcare professionals and students was presented to the Management Board. Following feedback, a new page will be added to this form for members to record relevant research and publications. A Kiker will circulate the finished form to board members so they can record their activity independently. The board discussed what type of activity should be included on this form and it was decided that it is best to capture all articles and presentations relating to drug safety. Twitter activity is recorded as patient group engagement. The board noted that it is important to capture YCC Scotland’s engagement with different groups, however how this information is captured may need to be reviewed for improvement. This will be raised as a point of discussion at the next YCC/MHRA teleconference meeting.</p> <p>YCC Scotland will be providing a talk to the Lothian Bronchiectasis group in April 2019.</p> <p>7.2: Patient group contact list – A list of patient groups and their contact information is in the process of being created, and the current version of this list was presented to the board. It was noted that most patient group engagement activity comes from patient groups contacting YCC Scotland. Following from a point raised during the recent YCC Scotland Advisory Group meeting, YCC Scotland is aiming to take on a more active role in patient group activity, and it is hoped that this list will be used to aid YCC Scotland in initiating engagement with patient groups, as it will be used to contact patient groups directly to advertise our services. YCC Scotland will begin to plan a strategy for engagement in the coming year, and the prospect of a shared central list of patient groups maintained by the MHRA will be raised at the next YCC/MHRA teleconference meeting.</p> <p>7.3: GP TV Screens – A Paterson will aim to progress the implementation of YCC Scotland adverts on GP notice board TV screens before she leaves her post in January 2019.</p>	A Kiker	28/11/18
		YCCS	04/12/18
		A Paterson	24/12/18
8: HCP Engagement	<p>8.1: Update on activity – Board members are continuing to receive routine invitations to give grand round presentations. YCC Scotland has become engaged with new non-medical prescribing groups, and has become involved in two non-medical prescribing courses.</p> <p>8.2: Generic Presentations – No updates.</p>		
9: Student Engagement	<p>9.1: Update on activity – S Maxwell and J Dear maintain continued involvement in medical student teaching, and it was noted that this changes little from year to year. It was noted that the updates to the NES/YCCS ADR e-learning module would be an ideal platform from which to launch student engagement. YCC Scotland is still awaiting contact from Robert Gordon University regarding the</p>		

	creation of an e-learning presentation, however it was noted that this may be something that can be offered to other universities, as many of the undergraduate courses have moved to an online, e-learning format and no longer require face-to-face training from YCC Scotland. The board decided that it would be beneficial to reach out to prescribing courses across Scotland to engage in student training.		
10: Collaboration with Scottish Government	10.1: Scottish Government Update – RM Parr will feed back issues raised by the YCC Scotland Management Board to the MHRA during regular meetings between the MHRA and the Scottish Government. It was noted that Brexit and cannabis are the two largest issues affecting the Scottish Government at present, but that otherwise there were no updates. The board agreed that it is vital to clarify the importance of pharmacovigilance and manage public expectations relating to adverse drug reactions in light of these two issues.	RM Parr	Ongoing
11: Research	11. 1: Update on activity – No current research is ongoing. It was decided that board members will make an effort to identify potential projects for research going forward. Suggestions that arose during the meeting included an investigation into the impact of cannabis legislative changes, and research related to adverse drug reactions in pregnancy. Board members will feed back research ideas to A Timoney who will consider them for suitability as projects for MSc students from Strathclyde and visiting students from Kentucky, USA. 11. 2: Research meeting – The board decided to arrange a face-to-face meeting to discuss potential research projects. The date for this meeting will be sometime in early 2019 and the precise date and time will be confirmed following a Doodle poll.	YCCS/A Timoney A Kiker	January 2019 December 2018
12: AOB	12.1: ADR Active Detection & Reporting – The board was made aware of a talk later in the afternoon of 27th November 2018 from Anne Leuppi-Taegtmeier, a visiting toxicologist from Switzerland, entitled ‘Adverse Drug Reactions: Active Detection and Reporting’. It was decided that YCC Scotland will send representation and bring promotional material to distribute prior to the talk.	YCCS	27/11/18
13: Date & time of next meeting-	The date for the next Management Board meeting is TBC following a Doodle poll.	A Kiker	December 2018