
**Minutes of the Management Board Meeting
Held on Monday 28th January 2008
At 11.00 am in the Seminar Room, Pharmacy Department NRIE**

Present: Professor N Bateman, Professor of Clinical Toxicology University of Edinburgh, Medical Director CARDS, RIE (Chair)
Dr S Maxwell, Associate Medical Director, CARDS.
Melinda Cuthbert, Senior Pharmacist, YCC Scotland, RIE
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE

1 Apologies for Absence

Dr Ruben Thanacoody, Consultant in Clinical Pharmacology and Toxicology, NPIS, Edinburgh
Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute) Lothian

2 Minutes of previous meeting

The minutes of the meeting held on 26th November 2007 were accepted as true and accurate

3.0 Matters Arising

3.1 Nurse ADR Poster

Melinda met with Carol Crowther on 29th November 2007 however Carol is only associated directly with Lothian. Melinda will now contact the CNO directly after liaison with Jane Harris and copy letter to CNO to Nick Bateman and David Webb.

Action MC

3.2 Patient Reporting of ADRs

Posters and information sheets are now ready. We are to have 1200 A1 sized double sided posters and 300 A3 sized posters for shops without window displays. The information sheets for the pharmacists are ready for distribution and there will also be patient information sheets, Patient Yellow Cards and 50 MHRA credit card sized information cards per pharmacy for pro-active distribution. We will need to chase up Mick Foy for the patient leaflets.

CJC Media will distribute for us. The campaign will run from 21st February to 3rd April. Nick has drafted a press release for dissemination to the major Scottish Newspapers. This has been sent to MHRA in London for approval and Bill Scott so that it can be promoted via the Scottish Government.

Nick commented that the separate campaign being run from Aberdeen University looking at ADR reporting for children's ADRs may be running at a similar time but is not likely to be confused with the National Campaign.

The MHRA will be launching the campaign for the rest of the UK on 18th February.

We need to ensure that Hospital Pharmacists and GPs are aware of the campaign and are on board. Nick and Melinda to compose a letter to Chief Pharmacists and attach PDF of posters. Sheila to identify their contact email addresses. Melinda will contact ASMIP to arrange dissemination of spare posters to hospital pharmacies.

ACTION NB MC SN

3.3 YCC Scotland Web Page

Melinda is chasing up John Cuthbert. Nick will ask Lindsay at SPIB if she would be able to help with this. We need to update photographs, links, and specific details on the web pages.

ACTION MC NB

3.4 GP CPD Online Training on ADRs

There is currently no training for GPs via NES. Consider links being set up to a few seminal articles (or the Community Pharmacist training pack)

ACTION SN

3.5 Pre-Registration and MSc Pharmacists Projects on ADRs

Katherine Campbell's project still making progress. Simon has a number of projects which could be undertaken by pharmacy students. To make contact with Moira Kinnear head of Education Research and Development at WGH to progress.

ACTION SN SM

3.6 Generic ADR Presentation

Sheila is sending out the finalised ADR Packs by e-mail this week. There are 11 sites including the Western Isles and Inverness who have requested teaching input from YCC Scotland. Two sites are already covered by Melinda and Sheila. It was agreed that we would try to arrange to provide YCC input to all those requesting it and seek the assistance of the Advisory Board members to cover some of the outlying establishments.

ACTION SN

3.7 Finance

Melinda and Scott Garden met with Katriona Dinkel on 13th December. The pay scales on the budget reports have been estimated at the middle of the scale at present. Katriona Dinkel will revisit this. The secretarial post is being dealt with and is in hand.

3.8 Drug Safety Updates

Drug Safety Updates are now on the Lothian Intranet and Sheila is now liaising with Derek Boyle at NES to have them on e-library including the Community Pharmacist, GP and other portals.

ACTION SN

3.9 New YCC Contract

PO number has been provided and contracts are finalised.

3.10 Staffing

The Medicines Information Review is now underway and there is also a redesign of the pharmacy department planned. Medicines Information continues to be understaffed although the temporary appointment of Tracy Duff, who is proving to be a major asset to the department, has helped. Melinda and Sheila have continued to perform extra hours to keep on top of MI and YCC workload.

3.11 Medical Student SSC3 Project

Paul McCaughey spent three 3 hour sessions with Melinda and Sheila. His completed report is attached. Simon commented that there would be benefit in having similar placements in

the future. Melinda and Sheila have agreed to this. We now have a basic package pulled together for such students and it will be easier to organise once we are better staffed. We cannot guarantee that we will be able to demonstrate the handling of Legacy Yellow Card or Follow-up work when a student is present as these are sporadic and have to be processed within a tight timescale.

4.0 Response to article on YCC Scotland in Lothian Prescribing Bulletin

Sheila reported that as a consequence of this article she has so far been approached by one GP who has asked for training from YCC Scotland on Yellow Card Reporting. It is a small group of lady GPs who meet each month at Newtonport Surgery in Haddington. They have requested a 1 hour session on Yellow Card reporting (provisionally for 20th Feb in the evening). Sheila has agreed to provide this.

ACTION SN

5.0 MHRA Conference 4th February 2008.

Nick has been asked to provide a presentation on “Local Reporting”. Melinda and Sheila have recently had confirmation that up to three YCC members are eligible to attend without requiring payment of the conference fee. Sheila has arranged transport for Melinda and herself. Neither Ruben nor Simon is able to attend due to prior commitments.

6.0 BBC Interview with Nick Bateman

Nick has been invited to contribute to BBC Radio 4 Case Notes to talk about Adverse Drug Reactions, Drug Interactions and the expansion of ADR reporting together with June Raine. Melinda and Sheila to pull together data on drug/ herbal drug interactions.

ACTION NB MC SN

7.0 AOCB

Simon advised that a recent Lancet article by Warner et al has revisited COX2 ADRs and this is worth a look in the light of what has previously been done in Edinburgh.

8.0 Date and Time of Next Meeting

Monday 14th April at 11 am in RIE Pharmacy Seminar Room