

YCC Scotland Management Board Meeting
Meeting 28/08/18 RIE Pharmacy Seminar Room

Minutes & Action Points

Members present: Alison Paterson (AP), Alexander Kiker (AK). **Teleconference:** Simon Maxwell (SM- Chair), Angela Timoney (AT), Rose Marie Parr (RMP).
Apologies: Tracy Duff (TD). **Not Present:** James Dear (JD)

Item on Agenda	Action Point	Action By	Date for completion
1: Apologies	Tracy Duff (TD)		
2: Committee Business	2.1: Staffing Changes in YCC Scotland – Fiona Houston (FH), part-time admin officer, has left post leaving the centre currently with no administrative support. YCC Scotland workload has been negatively impacted by an ongoing full-time Senior Pharmacist vacancy in Medicines Information.		
2: Action points from 16/01/18	The following correction was noted for the minutes of the previous meeting: RMP confirmed that she was present at the meeting, and her name was removed from the apologies section. The minutes were otherwise accepted as correct. All relevant action points picked up on the agenda.		
3: Matters Arising:	<p>3.1: Integration of YC reporting in GP systems – ‘How-To’ document for Vision Yellow Card reporting has been created and disseminated among primary care contacts across Scotland. YCC Scotland has limited knowledge regarding its success. TD will follow-up to evaluate the reach of the document and determine whether further dissemination is necessary.</p> <p>EMIS, which is still widely used across Scotland, is currently engaging with integration of Yellow Card reporting. A preliminary version will be available by the end of 2018.</p> <p>3.2: NES Update & Module 1 Presentation – Current draft of updated ADR Module 1 which has been sent to NES for review was presented to board. It was noted that the difference between an adverse drug reaction and a side-effect should be clarified, especially as this is a common question from medical students. It was also noted that the spelling of the term “side-effect” should be consistent throughout. The structure and layout of the updated module was, otherwise, approved.</p> <p>TD and AK met with Leon Zlotos from NES on 30th May 2018 regarding the ADR Module update. From the outcome of this meeting, AK will work closely with NES and use the Storyline software to develop the modules, allowing YCC Scotland to maintain greater control and input during the update and throughout the lifetime of the modules.</p>	<p style="text-align: center;">TD</p> <p style="text-align: center;">AK</p>	<p style="text-align: center;">21/09/18</p> <p style="text-align: center;">07/09/18</p>

4: 2017/18 Annual Report.	<p>4.1 2017/18 Annual Report – Summary of data from the 2017/18 annual report presented to board. Highlighted fall in overall reports and rise in GP reports. Otherwise, noted no significant change from current trends.</p> <p>TD to write and circulate a draft of the annual report for comments from all board members by the end of w/c 3rd September 2018; to then finalize annual report for presentation at the YCC/MHRA AGM on 10th September 2018.</p> <p>All board members are to provide suggestions for a summary page of the annual report and are reminded to submit a record of their teaching activity and publications throughout 2017/18 to TD & AK in preparation for a draft of the annual report.</p>	TD	07/09/18
5: MHRA activity	<p>5.1: YCC/MHRA TC 27th March & 13th June – The board was provided with an update of the outcomes from last two YCC/MHRA teleconference meetings. Minutes were circulated prior to the meeting. Highlighted the circulation of the toolkit to MHRA and other YC centres and discussion of Regional YCC collaboration for paid conference attendance.</p> <p>5.2: Feedback from YCC Reporter Groups Workshop – Following the workshop, the MHRA will be going ahead with a new format for reporter groups on the HCP online submission form. This will include primary groups for general profession (e.g. Medicine or Pharmacy) followed by secondary groups to confirm specific profession (e.g. Pharmacy Technician, Hospital Pharmacist or Community Pharmacist, etc.) This secondary group will contain an option for Other.</p> <p>The development of a new prompt for patients who are of child-bearing potential was also discussed at the workshop, and concerns were raised that the questions it asked were of a very sensitive nature and may be distressing to patients. The MHRA will seek advice from specialist pregnancy support groups to ensure this is handled appropriately.</p> <p>5.3: YCC/MHRA AGM Agenda Items – It is no longer thought that maximum attendance from YCC Scotland at YCC/MHRA AGM will be necessary. AT will no longer be attending; SM will confirm attendance at a later date; TD will be attending. YCC Scotland will raise an agenda item to discuss the current use of the toolkit. No other specific agenda items were noted. All members were asked to submit anything to be raised at the AGM to TD before the end of the week.</p> <p>5.4: YCC/MHRA TC 4th December 2018 – The meeting time has changed from 11:00-13:00 to 14:00-16:00. This is less suitable for some members of YCC Scotland, however all members still confirmed their attendance.</p>	All	31/08/18
6: YCC Scotland Website/ Social Media	<p>6.1: Twitter & YCCS Website Progress – Update on Twitter and Website statistics. Highlights include significant increase in Twitter followers, no significant change in website use, and the</p>		

	<p>opportunity to make better use of the search function of the website.</p> <p>6.2: Outline of Social Media Role, Goals & Responsibilities for Advisory Group – The Management Board felt that the value of social media was justified. AK will provide the Twitter statistics during the upcoming Advisory Board meeting to demonstrate value and reach. The possibility of changing the YCC Scotland mission statement to reflect social media goals was raised.</p>	AK	18/09/18
7: Patient Group Engagement	<p>7.1: Update on activity – Further contact with the Edinburgh International Science Festival has been made to pursue involvement in 2019.</p> <p>AK will create a list of patient groups in Scotland for the purpose of sending information letters with details of the Yellow Card Scheme and YCC Scotland. This will be an aim for Q1 2019.</p> <p>7.2: GP TV Screens – <u>Deferred to next meeting</u> – <i>To follow up on the availability of Jayex in Scotland, with the possibility of use in dental offices as well. AP to follow-up with local practice for next meeting. Will also pursue with MHRA.</i></p>	AK AP	20/11/18 Next meeting
8: HCP Engagement	<p>8.1: Update on activity – AK will be presenting on the Yellow Card Scheme in October for Junior Doctors, in collaboration with Dr. Ishwinder Thethy.</p> <p>AK is involved in a new Innovation Hub set-up as a multidisciplinary collaborative discussion forum between NHS Lothian staff and the University of Edinburgh.</p> <p>AK will create a list of HCP groups in Scotland for the purpose of sending information letters with details of the Yellow Card Scheme and YCC Scotland.</p> <p>8.2: Pharmacist Independent Prescribers – <u>Deferred to next meeting</u> <i>AP has been in touch with the course leaders at RGU who are keen to engage. The intention would be for a member of the YCCS team to present on the YC scheme in the first place. AP to follow up with Strathclyde.</i></p> <p>8.3: Vision Reporting Statistics – Update on Vision reports across Scotland. Rise in GP reporting attributed to Vision reporting. Only significantly active in 4 healthboards. Opportunity to target GPs as a reporting group and increase reports from other healthboard areas in Scotland. To raise with John MacKay, GP representative on the YCC Advisory Board, to aim for a rapid increase in GP reporting. YCC Scotland to continue using the short video demonstrating how to submit a Yellow Card report through Vision on website and social media.</p> <p>8.4: AHP Leads Meeting & Outcomes – Highlighted significant teaching arrangements made through the AHP Leads Meeting, and the opportunity offered to YCC Scotland to use the AHP Leads meeting group as a channel for communication and a route for disseminating information.</p>	AK AP YCCS	20/11/18 Next meeting 18/09/18
9: Student Engagement	<p>9.1: Update on activity – SM emphasized continued involvement in medical student teaching. Otherwise, no updates.</p>		

	9.2: YC Training in Student Nursing Courses – RMP to speak to Fiona McQueen regarding student nursing training.	RMP	20/11/18
10: Collaboration with Scottish Government	10.1: Scottish Government Update – Planned Scottish Government meeting did not go ahead. RMP to meet with MHRA and chief executives on 30 th October 2018. YCC Scotland to provide RMP with a summary page of the annual report for presentation on 30 th October 2018.	RMP YCCS	30/10/18
11: Research	<i>11. 1: Dentist paracetamol safety campaign – <u>Deferred to next meeting</u> – JD was not present to provide update. To be deferred to the next meeting.</i>	JD	Next meeting
12: AOB			
13: Date & time of next meeting-	Tuesdays at 14:00 remains ideal for future meetings. The date for the next Management Board meeting is TBC following a doodle poll. Initial preference was stated for late November, either 20 th or 27 th .	AK	