
**Minutes of the YCC Scotland
Management Board Meeting
Tuesday 29th June 2010
14:00-16:00 Seminar Room, Pharmacy, RIE**

Present:

Professor Simon Maxwell, Director YCC Scotland and Consultant Physician (Chair)
Melinda Cuthbert, Lead Pharmacist, YCC Scotland, RIE
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE
Sinéad McGhee, Information Officer, YCC Scotland (Secretary)

1 Apologies for absence

Prof Nick Bateman and Dorothy Hughes sent their apologies.

2 Minutes of previous meeting on 23rd March 2010

Accepted as a true and accurate record.

3 Matters arising**3.1 YCC Scotland Web Page**

Sinéad will circulate the Remit and Mission Statement; and then update on the YCC website. Sinéad confirmed that the NHS Lothian webteam will undertake the redesign of the YCC Scotland website later this year; she has arranged to attend training in the new software SharePoint over the summer.

Action: SMC

3.2 GP training session in Aberdeen

Simon and Melinda or Sheila will undertake a training session to GPs and GP trainees in Aberdeen. Simon and Melinda have provided a detailed outline for each of the talks which will be inserted into the Course Organisers Registration and Assurance Scheme registration document and forwarded to NES North of Scotland. Melinda will select ten case studies for use in the session, these will highlight current Drug Safety issues one herbal or medicine. NES North of Scotland will confirm available dates.

Action: SM/MC/SMC

3.3 Dear Health Care Professional Letters

Irene Fazakerley of the Pharmacy Division of the Scottish Government has approved the letter to be sent with the monthly "Dear Healthcare Professional" alert email. Sinéad will send this to the Medical Director, Nursing Director and Director of Pharmacy at each Health Board once contact details have been confirmed.

Action: SMC

3.4 Future promotion of patient reporting

Simon is to meet with Sheila Tunstall-James, Chair of the Public and Patient Involvement Group of the SMC in July 2010.

Action: SM

3.5 Deputy Medical Director

Dr James Dear, new Consultant Clinical Pharmacologist, was suggested as a possible Deputy Medical Director. Dr Arvind Veiraiah and Dr Michael Eddleston also suggested as possible alternates. Simon will pursue.

Action: SM

3.6 Collaboration with ENCePP (European Network of Centres for Pharmacoepidemiology and Pharmacovigilance)

Simon has completed the draft ENCePP form. Melinda will amend to include the abstract information from her MPhil and other minor amendments.

Action: MC

3.7 Consideration of joint aims for YCC Scotland and Scottish Patient Safety Programme and linking in with future SPSP meetings

Overlap with the remit of SPSP remains unclear; SPSP are interested in the work of YCC Scotland but their focus is on medication errors.

Historically reporting of ADRs due to errors has not been encouraged in NHS Lothian. However, NHS Greater Glasgow and Clyde's Clinical Effectiveness Pharmacist has been encouraging this practice. Melinda will contact Mick Foy at the MHRA for clarification.

Action: MC

3.8 Pharmacovigilance Plan

Simon will circulate the amended Pharmacovigilance Plan, updated in line with Advisory Group comments.

Action: SM

4 YCC AGM

4.1 Annual Report 2008/09

Sinéad to draft letter to Bill Scott to accompany the 2008-09 Annual Report based on the letter sent last year. Melinda will review and insert pertinent initiatives being actioned by the centre.

Action: SMC/MC

The MHRA will supply the additional paediatric information requested by the Advisory Group in the paediatric data for 2009-10. They will extract serious reports, suspect drugs and the top ten paediatric reports. The MHRA are considering the requested stratification by age but are concerned about patient confidentiality.

The MHRA has supplied the main dataset for 2009-10, Sinéad is hand-coding the Black Triangle status. She will draft the report in August and circulate via email for comments. Simon suggested herbal medicines should be flagged within the report. The MHRA has requested the final version be submitted by September 2010, which is the deadline that we are working towards.

Action: SMC

The YCC Scotland team has met with Jacqueline Campbell and Gareth Brown of the Scottish Government Health Protection Team. The team are part of the remit of the Chief Medical Officer. The Scottish Government Health Protection Team have invited YCC Scotland to give a short presentation to the National Immunisation Co-Ordination Group and offered the opportunity to consult on future vaccine leaflets. The Scottish Government Health Protection Team will be provided with a short tailored report on vaccines using the 2009-10 dataset. Sinéad will draft after the Annual Report 2009-10 has been completed.

Action: MC/SMC

4.2 Presentation on Scottish patient reporting campaign 2008

Simon gave a short presentation at the YCC AGM in April on the Scottish patient reporting campaign 2008 paper. All group members are to offer comments on the current version of the paper on the campaign; the current form is very long by most journal standards. The paper will be sent to the Mick Foy at the MHRA for approval and copied to Kate Starr before submission to any journals. The British Journal of Pharmacology, or a journal with a larger impact factor such as Drug Safety, are possible journals to consider. Sheila will circulate Nicola Brown's study to see if any of the data can be incorporated into the current paper.

Action: ALL

4.3 Online simulator to support Yellow Card reporting

A short presentation on the online simulator to support Yellow Card reporting was well received at the YCC AGM.

4.4 MHRA Follow-up Pilot Protocol

All follow-ups are to be processed centrally at the MHRA in London; YCC Scotland has no further outstanding follow-ups. The intention is to allow the centres to devote more time to education and training. YCC Scotland will continue to process Legacy Yellow Cards however.

5 Planning for 2010/11 community Pharmacy Public Health Campaign

Final poster must be sent to the MHRA by September. The campaign will require 1,500 posters; the final draft should be sent to the printers in November to allow time for production. The distribution centres (CJ Media) requires delivery by mid December 2010. All group members are required to provide suggestions for photographs and strap lines for the new poster before the end of August. Sinéad will circulate the previous campaign poster for information.

Action: ALL

Melinda has requested 80,000 leaflets from Mick Foy at the MHRA (50 for each community pharmacy and additional extras if required). Sinéad will confirm the number of wallet inserts still held from the last campaign.

Action: MC/SMc

6 AOCB

6.1 Fluoroscein reports for NHS Lothian

Sinéad provided line listings for the eight Fluoroscein Yellow Cards submitted in NHS Lothian 2008-09 as requested by the Advisory Group. Simon reported that this was discussed at the last Area Drugs and Therapeutics meeting and will circulate the minutes for information.

Action: SM

6.2 Independent prescribers lecture at Napier University

Sheila updated that YCC Scotland has been invited to provide an ADR talk to postgraduate independent nurse prescribers at Napier University in October.

6.3 Funding PO number

Sinéad will email Kate Starr at the MHRA if the funding PO has not arrived by September 2010.

Action: SMc

7 Date and time of next meeting

A tentative date for the next meeting of Tuesday 26th October 2010 14:00 – 16:00 was suggested.