
**Management Board Meeting
Monday 29 September 2003
2.30pm, Pharmacy Seminar Room, RIE**

Present: Dr N Bateman, Medical Director, SPIB and CARDS, RIE
Melinda Cuthbert, Senior Pharmacist, CARDS, RIE
Dr N Lannigan, Chief Pharmacist, LUHT
Sheena Kerr, Principal Pharmacist, Medicines Information, RIE

1 Apologies for absence

Apologies were received from Dr Maxwell.

2 Minutes of previous meeting

Minutes from the meeting held on Tuesday 5 August 2003 were accepted as a true record.

3 Matters arising

3.1 Nurse representative for Advisory Group

M Cuthbert reported that a nurse representative had been obtained with the assistance of NES. The candidate is Jane Harris, a senior lecturer at the University of Dundee who is involved with nurse prescribing. She had accepted the appointment and is looking forward to attending future meetings, however she will not be able to make the meeting on October 7th due to prior commitments.

3.2 Availability of SEHD and QIS chairmen to attend seminar

Dr Bateman wrote to the CMO, the CNO and Lord Patel of QIS on 7th August. To date a reply from Anne Jarvey, CNO, has been received. She regrettably is not able to attend due to prior commitments. No reply to date has been received from the CMO or Lord Patel. Dr Bateman will re-contact to follow up.

ACTION: N BATEMAN

3.3 SEHD publicity engine to promote seminar

N Lannigan reported that SEHD is not interested in using their publicity engine to promote this seminar unless the Minister would be involved, which is not the case. Therefore CSM Scotland will need to arrange for its own publicity for this event.

3.4 Letter to B Scott re – establishment of Scottish Medication Error monitoring Centre

N Bateman reported that he had sent a brief note to Bill Scott regarding this possible venture, but no further correspondence has ensued to date. N Lannigan suggested that this issue could be discussed at the annual meeting with the SEHD Pharmaceutical Division.

3.5 Distribution of quarterly report to SEHD pharmaceutical division

M Cuthbert reported that a reply had been received from the CSM in London which gave permission for the report, in its current format, to be circulated for internal use to all members of the advisory group and to Pamela Warrington at SEHD Pharmaceutical Division without prior review by the CSM in London.

3.6 Electronic yellow card reporting via G-PASS

N Bateman reported that he had been in contact with Kenneth Harden of G-PASS and had obtained a copy of the previous version of the electronic GPASS yellow card reporting that had been drafted. The previous draft was acceptable with the exception of the omission of concurrent medications the patient was receiving. However, it is not known whether the medications may be added automatically by G-PASS. This matter will require further discussion at the meeting to be held in the near future.

ACTION: N BATEMAN

N Bateman reported that he would be attending a meeting at the CSM in London on RMC electronic reporting on 30 September 2003. At this meeting he would further discuss whether electronic cards received directly by CSM Scotland could be transmitted to London electronically, or if a paper copy would be printed and forwarded.

ACTION: N BATEMAN

N Lannigan and N Bateman also discussed obtaining Bill Scott's input with regard to electronic reporting by community pharmacist. N Bateman said he would discuss this further with H Purves at their meeting on October 8th.

ACTION: N BATEMAN

M Cuthbert mentioned the "NHS code of practice on patient confidentiality" which was recently published by the Scottish Executive. This document stated that the CHI (community health index) numbers were identifiable information and patients consent would need to be obtained if it were used outwith the NHS. It was the general consensus of the group that CSM Scotland, which is 50% funded by NHS Scotland, could indeed use these CHI numbers. However, the position of the MHRA on this would be beyond the scope of this group.

4 Launch Seminar

M Cuthbert reported that the invitations would be sent out in the next couple of days to a total of 250 people. It is hoped that at least 70 or 80 people will register for this event to make it viable. With regard to press activity, N Lannigan would discuss with SEHD regarding what publicity information could be used. It is hoped that a statement could be sent to the medial press before the day of the event for publication.

ACTION: N LANNIGAN

CPD for this event will need to be sought with the PGEA, the College of Physicians and the nursing side as well. M Cuthbert has already obtained the SCPPE CPD pack. M Cuthbert will make contact with all the relevant groups to obtain the CPD forms.

ACTION: M CUTHBERT

On the day of the seminar a registration desk will be set up and will be manned by Melinda Cuthbert and Mary Purves, Secretary to Pharmacy Department. All speakers on the day will be approached to request a copy of the presentation a week before the event to enable packages to be prepared for all candidates at the meeting.

ACTION: M CUTHBERT/N BATEMAN

It was decided that the programme for the seminar will be added to the web-page for advertisement. M Cuthbert will make contact with Ben Foster to arrange this, as well it will be added to the web page that approval for CPD accreditation will be awarded for this event.

ACTION: M CUTHBERT

S Kerr reported that extra money for the launch and start up of the centre had been brought forward from the previous financial year. This would enable us to purchase promotional materials for the event such as pens, and folders with CSM Scotland written on them. It was also suggested by N Bateman that a fee be made payable to Munir of £100, this was agreed by the group. It was also discussed that if any monies remained then a lap-top and projector could be purchased for use by CSM Scotland for future presentations.

N Lannigan also mentioned that an exhibition board for presentations at seminar etc might be another purchase that we would consider.

Travel expenses for members of the MHRA including Dr J Raine and Professor Duff would be covered if it would not be covered by the MHRA. N Bateman will contact these individuals to see if this is required.

ACTION: N BATEMAN

On the day of the event a car will be required to collect speakers and chair persons from the airport. The time of arrival of the individual flights will need to be confirmed and cars to be arranged.

ACTION: N BATEMAN/M CUTHBERT

Candidate packs for the day will be prepared and will include presentations for the day, a yellow card, programme, evaluation forms and a pen.

M Cuthbert mentioned a letter that had been received from Dr Raine that had expressed her desire for the centre to receive an appropriate focus on this day (e.g. perhaps suitable photographs of the staff and the centre). This was discussed by the group and it was decided that a possible exhibition with CSM Scotland information, and information from the web page might be presented on exhibition boards on the day. Further discussions regarding this issue will ensue prior to the seminar.

5 Annual report to SEHD

The annual report for the centre is due on 30 January 2004. However it was decided between N Bateman and N Lannigan that a meeting would be sought with Bill Scott to review progress to date and to discuss future direction of the centre. N Lannigan will contact Bill Scott to arrange a date for this meeting, hopefully prior to the seminar in November.

ACTION: N LANNIGAN

It was decided by the group that a report including the quarterly reports to date, pre-launch information and the annual report from 2002 with a brief summary of the quarterly reports would be prepared prior to this meeting.

ACTION: M CUTHBERT

It was decided that N Lannigan, N Bateman and S Kerr would attend this meeting. Items for discussion would include future annual reports, work relationships, heads of agreement, future developments and improving community pharmacy reporting.

Once N Lannigan has confirmed a date with Bill Scott he will advise M Cuthbert of the date that the report is required.

ACTION: N LANNIGAN

6 Any other business

6.1 Copy of Heads of Agreement

N Lannigan reported that the head of agreement has been signed by both the MHRA and their pharmaceutical division of the Scottish Executive Health Department. However, to date no copy of the agreement has been forwarded to himself. This will be one of the items on the agenda for the meeting to be held with Bill Scott.

6.2 Representation on SCOP for CSM Scotland

N Bateman reported that June Raine had confirmed that the medical director for CSM Scotland would be the representative on SCOP. N Bateman will be attending to next SCOP meeting on 30 September.

6.3 HIV ADR reporting database

M Cuthbert reported that she had contacted Rhoda Morgan regarding the HIV ADR reporting database at the WGH. R Morgan had replied saying that the ADR database was maintained by a data processor at RIDU. The information entered onto this database was obtained directly from the blue ADR reporting cards. The quality of the database therefore relies on the people completing this cards. However, beyond this no further information was offered. At present R Morgan is not interested in doing another pre-reg project in the near future. N Bateman suggested that we should still follow up this database. S Kerr said that she would discuss this further with R Morgan.

ACTION: S KERR

6.3 Haemophilus influenzae B vaccine reports to CSM Scotland

M Cuthbert reported that from 2 July up until 20 August over 20 reports of injection site reaction to haemophilus influenzae type B vaccine had been received by CSM Scotland from

alternate areas and from different professions. This information had been forwarded to the CSM and our concerns expressed over the degree of severity of some of these reactions which required dressings for 4-7 days.

A reply had been received from Naashika Quarcoo saying that as of 23 July 2003 the MHRA had received 98 yellow card reports containing 180 suspected ADRs associated with Hiberex®. Apart from isolated single case reports the vast majority were non-serious ADRs relating to injection site reactions, rashes and febrile reactions. At the moment there was no cause for concern from the reports received, however at the end of the campaign they would review all reports received and look for any safety issues that had been identified. N Bateman said he would raise this issue at the SCOP meeting. **ACTION: N BATEMAN**

6.4 Article for Lothian Prescribing Bulletin

M Cuthbert reported that the previous article, which had written for the LPB on nurse reporting to the CSM would not be published since the LPB panel had wished for a broader article on CSM Scotland to be done. Another article has been drafted and contains part of the article previously published in the Glasgow Prescribing Bulletin by Anne Lee, and information M Cuthbert prepared on local Lothian Health Board reporting in 2002 from previous LPB bulletin. This article has been forwarded to CSM in London for approval prior to publishing.

N Bateman reviewed the article and found that a graph was difficult to understand in its current format. It was suggested that M Cuthbert forward the article to members of the management board for comment prior to final publication so that any suggested changes can be reflected.

ACTION: M CUTHBERT

6.5 Third Quarter report

M Cuthbert reported that reports for the third quarter, which still had 2 days remaining in it, seemed to be equal to the second quarter. Therefore, reporting from the second to the third quarter of 2003 remained static.

7 Date and time of next meeting

The next meeting is scheduled for Tuesday 2 December 2003, however N Bateman is unable to make this meeting, and the meeting may need to be rescheduled if possible. At the meeting next week on October 8, all should bring their diaries to arrange an alternate date.

ACTION: ALL