
**Minutes of the Management Board Meeting
Held on Thursday 31st May 2007
At 2.00pm in the Pharmacy Seminar Room, Pharmacy Department NRIE**

Present: Professor N Bateman, Medical Director, SPIB and CARDS, RIE (Chair)
Dorothy Hughes, Associate Director of Pharmacy, Managed Services (Acute)
Lothian
Sheena Kerr, Principal Pharmacist, YCC Scotland RIE
Dr S Maxwell, Associate Medical Director, CARDS
Sheila Noble, Senior Pharmacist, YCC Scotland, RIE

1 Apologies for Absence

Melinda Cuthbert, Senior Pharmacist, YCC Scotland, RIE

2 Minutes of previous meeting

The minutes of the meeting held on 20th November 2006 were accepted as true and accurate.

Nick Bateman welcomed Dorothy Hughes, Associate Director of Pharmacy Managed Services (Acute) for Lothian to the Management Board. Dorothy will discuss with Pat Murray, Director of Pharmacy Lothian, who would be most appropriate to attend Advisory Board meetings.

Nick also welcomes Dr Ruben Thanacoody to the meeting. Ruben is involved in the development of an MHRA related MSc project with one of the Renal pharmacists at RIE.

3 Matters Arising

3.1 Nurse ADR Poster

Melinda has completed these ready for distribution. A final copy should be sent to the MHRA for information.

With minor amendments this poster would be ideal for doctors and other health care professionals.

ACTION M CUTHBERT

3.2 Additional Support to Promote Nurse and Medical Reporting of ADRs

Sheena will contact Norman Lannigan re progress with NES

ACTION S KERR

Nick is awaiting feedback from Hazel Scott re progress with DOTS for FY2 doctors

3.3 Patient Reporting of ADRs

Alison Strath has confirmed that there will be a slot available for Community Pharmacists Health Promotion of ADR Patient Reporting in early 2008. We will need to ensure that hospital advertising links up with this.

The MHRA are hoping to have their Patient Reporting package ready for launch at the British Pharmaceutical Conference in September 2007.

Nick to contact June Raine at MHRA to advise of Scottish Community Pharmacy displays.

ACTION N BATEMAN

Check if Scottish Executive plans to assess efficacy of Public Health Promotions to identify benefits of initiative. If not we could organise a small project to assess benefits. If possible analysis would be better if the pharmacy promotions could be divided into two separate areas of Scotland run over two separate periods. Check with Alison Strath if the timing could be divided (and if there is national advertising supporting the displays etc).

ACTION S KERR/S NOBLE

Simon reported that he had attended the MHRA meeting on 17th May on the Development of a Communication Strategy for Patient Reporting. The minutes had been circulated to some members of the committee in advance. Simon explained that the MHRA is keen to identify and recruit local opinion leaders for the promotion of Patient Reporting. From this it is also hoped to identify local patient examples who would be willing to discuss their ADR experiences. A list of possible groups was discussed including Patient Forums, Carers Scotland, British Heart Foundation Scotland, MIND, Cancer Backup, CHS, Asthma UK and the Scottish Voluntary Network. Any comments of the circulated minutes to Simon prior to 5th June.

ACTION ALL

Expenses claim form required for Simon.

ACTION S KERR

3.4 SMC Links

Now that we have access to useful data and should also have information on top drugs in the near future it will be appropriate to develop links with the SMC. Nick plans to revive this with the SMC in the autumn.

ACTION N BATEMAN

3.5 MHRA New Ways of Working

Nick reported that after a few teething problems the new systems at MHRA are running smoothly and we are being fed back much of the data we require for effective promotion and development of the Yellow Card system. We still require identification by area on individual drugs.

3.6 Statistics on Follow up and Legacy Yellow Cards

These had been gathered and passed to Nick.

3.7 Electronic Reporting via GPASS and other GP computer systems

We have now received a number of reports via this method.

3.8 GP CPD online and taught training on ADRs

Awaiting confirmation of MHRA strategy before progress can be made with online training. Contact David Blaney to finalise slots for teaching GPs in autumn 2007.

ACTION N BATEMAN

3.9 Promoting Yellow Cards via eMAS in Community Pharmacies

Sheila reported that there is now a URL link direct to online Yellow Card reporting on the Key Links on the Community Pharmacy NHS website.

We need to progress development of pre-populated Yellow Cards linked to Community Pharmacy PMR systems using the eMAS technology

ACTION M CUTHBERT/S NOBLE

3.10 CSM Scotland Web Page

We have been receiving a lot of rogue e-mails via the feedback questionnaire on the YCC SHOW website. Ben Foster seems to have rectified this. Melinda is still awaiting a training date from Gavin Venters to enable her to put information directly on to the web page. To have further communications with Jane Pearson re links between LJF and YCC Scotland web page

**ACTION M CUTHBERT
AND S NOBLE**

3.11 Pre-Registration and MSc Pharmacists Projects on ADRs

Ruben Thanacoody is currently working with Katherine Davidson to develop her MSc project looking at Yellow Card reporting and ISD coding.

MSc students conduct their projects over about a year, pre-registration students over about 6 months although there is enthusiasm for joined-up projects where several pre-reg students combine forces on a larger project. Simon has a number of potential project ideas including internet access to drugs, risk perception, numeracy in relation to risk, attitudes to risk/benefit ratio and information requirements of patients which can be discussed with Moira Kinnear, Pharmacy Training and Development.

ACTION S KERR

3.12 Generic ADR Presentation

Sheila reported that over half of the educational establishments contacted have responded to her questionnaire and all are interested in the Powerpoint presentation, several are keen to have a member of YCC Scotland provide the teaching. She is about to re-contact the remaining universities and colleges who did not respond initially. The document in its current format was tabled for comments to be fed back to Sheila.

ACTION ALL

Still having problems sending amendable document over internet. Simon suggested chopping Yellow Cards up into smaller sections and scanning at a lower resolution.

ACTION S NOBLE

4.0 YCC Pharmacists Meeting

The MHRA is keen that regional YCC pharmacists combine with London team members at a joint meeting held in London.

5.0 AOCB

5.1 Finance

Payment for YCC work has not been received from the Scottish Executive. Contact Pamela Warrington.

ACTION S KERR

6.0 Date and time of next meeting

Monday 24th September at 11 am in RIE Pharmacy Seminar Room