

Summary Action List

Item No	Item for Action	Responsible
2.2	A Kiker will create a team on Microsoft Teams for Yellow Card Scotland and invite all members of the Advisory Group.	A Kiker
3.2	A Kiker and L Summers will discuss the following points with T Duff when she returns to work in February/March 2021: <ul style="list-style-type: none"> • Guest speakers from YCCS attending Scottish Women's Institute meetings • Promotion of Yellow Card Scheme through NAPS via Janice Watt 	A Kiker, L Summers & T Duff
4.1	A Kiker will contact members of the Advisory Group who do not yet have a personal statement and will update the website when these are provided.	A Kiker
4.2	S Hill will liaise with Julie Aitken to determine if there is any scope for involvement from YCCS to promote the Yellow Card Scheme, pharmacovigilance, and medicines safety as part of the HIS Patient Safety initiative re-evaluation, and will share information from QIPP to the Advisory Group.	S Hill
4.3	K Harkness will raise continuing technical issues affecting ADR reporting via MiDatabank at the next ASMIP meeting in February.	K Harkness
5.1	S Hill will arrange for a point to be added to the agenda of the ADTC collaborate forum as an opportunity for someone from YCCS to attend the meeting and discuss the main points for the next annual report.	S Hill
7.1	A Kiker will add specific point to the agenda for future meetings to discuss Twitter metrics, including a list of the top 10 tweets since the last meeting for the Advisory Group to review and discuss	A Kiker
7.2	The possibility of creating a YCCS Facebook account will be added to the agenda of the next Management Board meeting for review and consideration.	YCCS
8.1	Members of the Advisory Group were asked to review the YCCS website and provide feedback on any areas that could be improved.	All Advisory Group Members
8.1	S Maxwell, J Dear, and S Cole have offered to write blog articles for the YCCS website. This will be discussed at the next YCCS Management Board meeting to determine how best to carry this idea forward.	YCCS
9.1	L Summers or A Kiker will contact Robert Gordon University to pick up conversations regarding student safety champions.	L Summers & A Kiker
9.3	YCCS team will develop 3-4 presentations running 10-15 minutes that can be provided to teaching organisations for Medicine, Nursing, Physiotherapy, etc.	YCCS
10.1	Y Semple & S Maxwell will send a letter to Jean Freeman inquiring about the possibility of adding a Yellow Card Scheme message to the pharmacy note for prescriptions.	Y Semple & S Maxwell
11.1	K Harkness will raise the possibility of advertising the Yellow Card Scheme through promotional banners in health board area websites and online resources at the next ASMIP meeting.	K Harkness