

### Summary Action List

Item No	Item for Action	Responsible
<b>2.1a</b>	Y Semple will hold further discussions with Scott Garden and the other Directors of Pharmacy to reach a decision about who will be the next Director of Pharmacy Representative for the Advisory Group.	<b>Y Semple</b>
<b>2.1b</b>	A Kiker will contact Andrew Buist to request assistance in finding a GP representative for the Advisory Group.	<b>A Kiker</b>
<b>2.2a</b>	T Duff will invite Marion Bennie to the next Advisory Group meeting on 31 <sup>st</sup> October 2022	<b>T Duff</b>
<b>2.2b</b>	T Duff will update the Advisory Group remit and circulate a draft copy to members for virtual approval	<b>T Duff</b>
<b>2.2c</b>	A Kiker will draft a formal Terms of Reference document for the Advisory Group, using the updated remit as a template, defining membership and frequency of meetings	<b>A Kiker</b>
<b>3.2a</b>	YCC Scotland will present the Annual Report to the ADTCC on an annual basis; this will be discussed with S Hill following the next Advisory Group meeting on 31 <sup>st</sup> October 2022	<b>S Hill/YCCS</b>
<b>3.2b</b>	Y Semple will speak with the head of communications at NHS Golden Jubilee and T Duff will speak with the head of communications at NHS Lothian to determine scope for collaboration with YCCS	<b>Y Semple/T Duff</b>
<b>3.2c</b>	A Kiker will share the articles written by YCCS for the Perth & Kinross newsletter and NRAS magazine, including the updated article with changes from S Cole	<b>A Kiker</b>
<b>3.2d</b>	J Harris will provide A Kiker with a list of contacts for NHS 24 and NHS Inform to discuss a potential collaboration to promote Yellow Card reporting in Scotland.	<b>J Harris</b>
<b>3.2e</b>	Y Semple will contact John McAnaw, Associate Clinical Director for NHS 24, to request further information regarding this, and to ask if there was anything else that NHS 24 would consider as prompts for call handlers to consider adverse drug reactions and link the systems to the Yellow Card Scheme website for ease of reporting. Y Semple will also feedback to John McAnaw that medicine-related information was difficult to find on the NHS Inform website, and that medicines do not feature as prominently as expected as potential causes of certain symptoms, such as dizziness related to medicines	<b>Y Semple</b>
<b>3.2f</b>	T Duff will raise regarding the potential integration of Yellow Card reporting within EMIS at the next quarterly meeting with the MHRA to request a further update	<b>T Duff</b>
<b>4.1</b>	T Duff will meet with Derna Campbell and Felice Jacobs from the University of Strathclyde to discuss the details of involvement from YCC Scotland in Pharmacy Undergraduate teaching at the University of Strathclyde	<b>T Duff</b>
<b>5.</b>	A Kiker will provide a brief report on reporting data for Q1, Q2 and	<b>A Kiker</b>

	Q3 of the current financial year (2021/22) to members of the Advisory Group	
<b>7.1 &amp; 7.2</b>	Members of the Advisory Group were asked to provide any ideas or suggestions for social media posts and blog articles	<b>YCCS Advisory Group</b>
<b>8.1a</b>	A Kiker will remove the links to the individual e-learning modules on the YCCS website and replace them with links to the landing page for all six modules	<b>A Kiker</b>
<b>8.1b</b>	YCCS will discuss the available options for hosting the e-learning modules at the next Management Board meeting and decide how these will be hosted	<b>YCCS Management Board</b>
<b>10.1</b>	S Cole will email T Duff and A Kiker with details of potential contacts for patient groups, and further suggestions and ideas for how to reach patients	<b>S Cole</b>
<b>13.</b>	Y Semple will add a note to all future meetings as a reminder that some members of the Advisory Group do not have access to the chat function on Microsoft Teams due to dialling in from outside the NHS	<b>Y Semple</b>