

**Yellow Card Centre Scotland (YCCS) Advisory Board Meeting
Wednesday 9th March 2022 Minutes**

In Attendance:			
Yvonne Semple	Director of Pharmacy, NHS Golden Jubilee (Chair)		
Sue Cole	Patient Representative		
Tracy Duff	YCCS, Lead Pharmacist		
Jane Harris	NHS Education for Scotland, Nurses, Midwives & AHPs		
Scott Hill	Lead Pharmacist, ADTC Collaborative		
Alexander Kiker	YCCS, Information Officer		
Susan Lloyd-MacGilp	Incident Reporting and Investigation Centre		
Tom MacDonald	University of Dundee, Professor of Clinical Pharmacology (<i>arrived at 15:00</i>)		
Simon Maxwell	YCCS, Medical Director		
Leon Zlotos	NHS Education for Scotland, Pharmacy		
Not Present:			
James McLay	NHS Grampian		
James Dear	YCCS, Deputy Medical Director		
1	<table border="1"> <tr> <td>Apologies</td> <td> Karen Harkness Association of Scottish Medicines Information Practitioners Catriona Sinclair Community Pharmacy Representative </td> </tr> </table>	Apologies	Karen Harkness Association of Scottish Medicines Information Practitioners Catriona Sinclair Community Pharmacy Representative
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2	<p>Membership</p> <p>2.1: Membership – Catriona Sinclair was identified through the Royal Pharmaceutical Society, and has accepted an invitation to join the Advisory Group as the Community Pharmacy representative. C Sinclair provided apologies for the current meeting, but will aim to join the next meeting in October 2022.</p> <p>Y Semple has contacted the Directors of Pharmacy across NHS Scotland to identify a representative to join the Advisory Group. One individual expressed interest in joining, but noted that Scott Garden has recently taken over from Angela Timoney as Director of Pharmacy for NHS Lothian and might be better suited. 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.</p> <p>T Duff created a flyer to advertise vacancies within the Advisory Group, which can be customised for the specific representation being sought. This flyer was sent to Hazel Steele who has offered to help YCCS find a suitable GP representative. A Kiker will also contact Andrew Buist to request assistance in finding a GP representative for the Advisory Group, and will provide the recruitment flyer.</p> <p>2.2: Terms of Reference – The remit of the Advisory Group was reviewed with the aim of ensuring it is still relevant, and using it to develop a formal Terms of Reference for the Advisory Group. The six points of the remit were reviewed and the following points noted:</p> <p><u>1. To advise YCC Scotland on issues relating to medicines safety in Scotland</u></p> <ul style="list-style-type: none"> Point 1 of the remit is considered to still be appropriate, but has not been 		

adequately reflected in the agenda of meetings thus far

- The agenda may need to be amended for future Advisory Group meetings to better capture point 1 of the remit
- The term “medicines safety” was considered to be very broad
- Point 1 is considered to be useful to help YCCS tie in with national strategies, and be aware of other actions to improve medicines safety across Scotland
- Quality Improvement in Pharmacy Practice was noted as a meeting which could be of interest to YCCS, and worth noting during the Advisory Group meetings
- The wording will be changed to the following, to better reflect the nature of point 1: *“To highlight to YCC Scotland issues relating to medicines safety in Scotland”*

2. *To advise YCC Scotland on how best to enhance the quality and quantity of spontaneous adverse drug reactions (ADRs) reports in Scotland*

- Point 2 of the remit is considered to still be appropriate and has been reflected in the agenda of meetings thus far

3. *To support YCC Scotland in raising the profile of ADRs reporting in Scotland through initiatives in undergraduate and postgraduate education, and in continuing professional development activities for clinicians*

- Point 3 of the remit is considered to still be appropriate and has been reflected in the agenda of meetings thus far

4. *To support YCC Scotland in developing research initiatives in the areas of pharmacovigilance and pharmacoepidemiology*

- Point 4 of the remit is considered to still be appropriate, but has not been adequately reflected in the agenda of meetings thus far
- Suggestions made to increase for collaborations with Wales, making use of the good record linkage across Scotland, increasing pharmacoepidemiology research, and supporting research by contacting data holders such as Public Health Scotland
- YCCS involvement in research will be discussed with Marion Bennie, to determine what scope there is for involvement from YCCS
- T Duff will invite Marion Bennie to the next Advisory Group meeting in October 2022, where point 4 will be discussed in more detail

5. *To provide peer review of official reports, strategies and other documents developed by YCC Scotland*

- Point 5 of the remit is considered to still be appropriate and has been reflected in the agenda of meetings thus far, with the primary document reviewed being the YCCS annual report

		<p>6. <u>To support YCC Scotland in developing and maintaining collaboration with key agencies in Scotland that have a direct interest in improving medicines safety</u></p> <ul style="list-style-type: none"> Point 6 of the remit is considered to still be appropriate, but requires significant update, as many examples within the remit are outdated Membership of the Advisory Group may need to be revisited to ensure key agencies in Scotland related to medicines safety are appropriately represented <p>The Advisory Group noted that an additional point should be added to the remit to reflect the aim of the Advisory Group in raising awareness of the Yellow Card Scheme among members of the public.</p> <p>It was agreed that, following the changes specified above, the remit of the Advisory Group remains valid. T Duff will update the remit and circulate a draft copy to members of the Advisory Group for virtual approval.</p> <p>A Kiker will use the updated Advisory Group remit to draft a formal Terms of Reference document for the group, stating purpose and objectives, defining membership, and describing how and how often meetings will be held. A draft copy will be circulated to members of the Advisory Group for virtual approval.</p>
3	Minutes of the Previous meeting	<p>3.1: Accuracy – The minutes from the previous meeting on 6th October 2021 were reviewed for accuracy and were accepted as a true and accurate record.</p> <p>3.2: Update on Action Points – The Action Points from the previous meeting on 6th October 2021 were reviewed and the following points noted:</p> <ul style="list-style-type: none"> 4.3: T Duff, S Maxwell, and Y Semple attended the Area Drugs & Therapeutics Collaborative Committee (ADTCC) meeting on 3rd November 2021 on behalf of YCCS to present the annual report. The meeting was well-attended, with 17 health boards across NHS Scotland represented by the 25 members present, including all 14 standard health board areas as well as 3 special health boards. All NHS Scotland health boards were invited to get in touch with the YCCS team for help improving reporting, resulting in two requests for articles in NHS Lothian and NHS Greater Glasgow & Clyde, and one request for teaching in NHS Grampian. The Advisory Group agreed that YCCS 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 in October 2022. 5.1: Feedback from the Advisory Group was incorporated into the annual report for 2020/21. 7.1b: This action has not yet been progressed. 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. 9.1b: J Harris has spoken to Linda Nesbitt from the National non-Medical Prescribing Leads Group, who will contact A Kiker to advise when a representative from YCCS

		<p>can attend a meeting to provide an update.</p> <ul style="list-style-type: none"> ○ 10.1a: S Cole has been in touch with the communications company working with the Scottish Women’s Institute and advised that they are happy to publish a press-release and potentially host a video on their YouTube channel to promote the Yellow Card Scheme. T Duff and A Kiker wrote an article for S Cole to publish in the National Rheumatoid Arthritis Society magazine and the Perth & Kinross newsletter. A Kiker will share the articles written by YCCS and the updated article with changes from S Cole. ○ 10.1b: This action has not yet been progressed. 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. ○ 10.1c: Y Semple has contacted John McAnaw, Associate Clinical Director for NHS 24, who advised that, as many calls to NHS 24 do not involve medicines, there is no standard reminder for call handlers or clinicians to report suspected adverse drug reactions to the Yellow Card Scheme; however, clinicians are occasionally reminded of the Yellow Card Scheme through internal communications. Y Semple will contact John McAnaw again 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. The Advisory Group also discussed the NHS Inform website and noted that medicine-related information was difficult to find on the website, and that medicines do not feature as prominently as expected as potential causes of certain symptoms, such as dizziness related to medicines. Y Semple will contact John McAnaw to advise of this discussion as well. ○ 11.1: T Duff advised that there is currently no available update from the MHRA regarding the potential integration of Yellow Card reporting within EMIS. It was noted that the MHRA is moving away from individual integration with software systems and towards the use of an application programming interface that will allow wider integration of Yellow Card reporting across different systems. T Duff will raise this at the next quarterly meeting with the MHRA to request a further update. <p>All other relevant points from the previous meeting will be picked up on the agenda.</p>
4	Matters Arising	<p>4.1: Undergraduate Pharmacy Teaching – T Duff has arranged to attend a workshop session for Pharmacy Undergraduate students at the University of Strathclyde on Friday 18th March. YCC Scotland will speak for ~20 minutes about adverse drug reactions and the Yellow Card Scheme and will then assist with the workshop.</p> <p>In addition to the workshop teaching session, the YCCS/NES e-learning modules have been highlighted as important learning tools, and students will be encouraged to complete modules 1 and 6 from the series. T Duff will meet with Derna Campbell and Felice Jacobs from the University of Strathclyde to further discuss the details of involvement from YCC Scotland.</p> <p>4.2: MiDatabank Yellow Card Reporting – K Harkness was not present to provide an update regarding MiDatabank Yellow Card Reporting. T Duff advised that the Lothian Medicines Information Service has a new Principal Pharmacist who will be looking to undertake a MSc project. One of the suggested topics for the MSc project is investigating the barriers to reporting adverse drug reactions to the Yellow Card Scheme through MiDatabank, possibly involving all Scottish Medicines Information centres, although the idea is still in the early</p>

		<p>stages of development.</p> <p>4.3: HIS Patient Safety Initiative – This has been renamed to the HIS Safety Strategy, and its scope is being broadened to include medical directors, directors of nursing, and other professional groups. The initiative is still within its infancy, but is moving forward quickly, and YCC Scotland is looking forward to seeing it finalised.</p> <p>4.4: Summary of YCCS Teaching – T Duff highlighted the MHRA objectives for teaching commitments and presented the teaching undertaken by YCC Scotland for the year 2020/21 to note any gaps in the teaching provided. The ADR e-learning modules are useful tools to cover training for healthcare professionals that cannot be reached with face-to-face teaching from YCC Scotland. S Maxwell noted that undergraduate programs are being changed in the wake of the COVID-19 pandemic and is unsure whether the same provisions for teaching will be available. S Maxwell will continue to monitor the situation and alert YCC Scotland of any notable changes.</p> <p>For teaching, training, and promotion to patient groups, YCC Scotland relies largely on individual requests from members of the public and invitations to events that include patients as part of their remit, such as conferences. The use of social media is also hoped to reach patients and patient groups to an extent, and YCC Scotland receives frequent calls and emails from patients requesting advice or assistance with reporting adverse drug reactions. The remit for patient activity from the MHRA is relatively broad, and all activity from YCC Scotland involving patients is recorded (with no patient identifiable information included) to ensure that the amount of patient activity undertaken reaches the targets set by the MHRA.</p> <p>It is hoped that the community pharmacy representative and GP representative will be better placed to assist and advise YCC Scotland on how best to achieve patient engagement. YCC Scotland will consider sending informational material to GPs and pharmacies to be distributed to patients, and T Duff has asked for the Yellow Card Scheme to be considered in the public health campaigns to patients. An item will be added to the agenda for the next Management Board meeting to investigate other avenues for educating and promoting the Yellow Card Scheme to patients and patient groups.</p>
5	YCCS 2020/21 Data	Data for Yellow Card reporting in Scotland has been received from the MHRA for Q1, Q2 and Q3 of the current financial year (2021/22). A Kiker has performed initial analysis of this data, and will provide a brief report by email to members of the Advisory Group for information.
6	Incident Reporting & Investigation Centre (IRIC) update	<p>S Lloyd-MacGilp provided an update on IRIC reporting for the period from 1st March 2021 to 28th February 2022, and the following points were noted:</p> <ul style="list-style-type: none"> • IRIC received a total of 136 adverse incident reports from the MHRA, 111 of which (82%) were from members of the public, and 25 of which (18%) were from healthcare professionals • Over two thirds of reports from the MHRA (72%) involved PCR & lateral flow test kits relating to COVID-19, most of which are product complaints (missing items, broken safety seals, etc.) rather than reports of actual adverse reactions • No recalls for PCR & lateral flow test kits were noted, but the instructions for use of some products have been updated to reflect the ability for patients to administer

		<p>the tests at home</p> <ul style="list-style-type: none"> • The reports from healthcare professionals have been added to the IRIC database, but it was decided that the reports from patients will not be added to save time and effort, as IRIC does not accept reports directly from patients and any reports received from patients are directed to the Yellow Card Scheme • All reports from healthcare professionals to IRIC are sent to the MHRA
7	Social Media	<p>7.1: Twitter Update & Top Tweets – The top ten tweets for the time period 6th October 2021 to 28th February 2022 were reviewed and discussed. The Twitter account has been growing in the number of followers and its potential audience, so posts are more consistently now reaching a larger group of people than in the past. The importance of maintaining regularity with Twitter posts was noted, and YCC Scotland will continue to ensure that posts are scheduled and sent regularly each month.</p> <p>Additional suggestions from the Advisory Group for messages that can be delivered through social media would be greatly appreciated, and can be emailed at any time to A Kiker.</p> <p>7.2: Website Blog Articles – The first article in the YCC Scotland blog has been well-received, with the promotional tweet in the top ten for engagements, and an updated version of the blog article being published in the Lothian Prescribing Bulletin. Further blog articles are wanted to continue the blog, and members of the Advisory Group are invited to submit ideas, suggestions, or completed articles to A Kiker for consideration.</p>
8	Resources and Promotion	<p>8.1: YCCS/NES ADR Module Update – The ADR e-learning modules on Turas Learn continue to be very popular; the number of users varies slightly between the modules, from 824 for the least popular module to 880 for the most popular, resulting in an average of 845 users who have progressed each module to completion. The vast majority of modules are being completed by nursing staff, which is thought to reflect the fact that the modules are listed as compulsory for students on non-medical prescriber courses across Scotland.</p> <p>At the previous Advisory Group meeting, a concern was raised regarding the accessibility of the modules, as all users must create an account on Turas Learn in order to complete them. L Zlotos has raised this with NES Digital who have strongly advised against making the module open access on NES, as this would potentially create issues with users who wish to receive a record of completion, and generate helpdesk tickets which cannot be progressed. After discussions with NES Digital, L Zlotos noted there are two possible solutions:</p> <ol style="list-style-type: none"> 1. The modules could be republished and hosted with open access elsewhere on Turas Learn, allowing an alternative method for users to complete the modules if they do not wish to create an account 2. The modules could be hosted outside of NES, which would allow users to access the modules without having to go through Turas Learn at all <p>Both of these options would require an additional version of the modules to be maintained, but this was agreed to be acceptable given that it would mean only a total of 2 versions for each module.</p>

		<p>While a decision is being made regarding this, the links to the individual modules on the YCC Scotland website will be removed and replaced with a link to the landing page, which has been made open access and includes a statement advising users about logging into Turas Learn in order to access the modules, hopefully reducing confusion for users trying to access the modules.</p> <p>The Advisory Group agreed that a simple link to access each of the modules without having to create an account or login to Turas Learn would be ideal, and would hopefully improve access from medical staff. It was suggested that including these modules as a mandatory part of undergraduate or postgraduate medical courses could be an option to increase use by medical staff, increase awareness of adverse drug reactions and the Yellow Card Scheme, and potentially increase reporting in this group.</p>
9	Student Engagement	<p>9.1 Ideas for 2021/22 – No ideas for student engagement were noted in addition to those already discussed elsewhere on the agenda. Members of the Advisory group can contact YCC Scotland with potential ideas or opportunities for student engagement as they arise.</p>
10	Patient Engagement	<p>10.1: Ideas for 2021/22 – The following ideas for events and engagement in the year 2021/22 to increase Yellow Card reporting from patient groups were raised:</p> <ul style="list-style-type: none"> • Promoting the Yellow Card Scheme at schools was noted as a way to reach the public, including children which are a reporting group of particular interest for the MHRA. It was noted that the MHRA has produced a promotional and informational leaflet on the Yellow Card Scheme and adverse drug reactions, specifically aimed at children aged between 10 and 18; YCC Scotland will raise this at the next YCC/MHRA teleconference meeting to learn of the status of this resource, and whether it can be distributed to schools by regional YCCs. • Care Information Scotland and Carers Scotland were noted as potential contacts for reaching out to promote the Yellow Card Scheme for patients and carers. Carers Scotland hosts and annual Carers Summit which will be on Wednesday 23rd March for 2022, and this may present an opportunity for active engagement with carers. • S Cole suggested that YCC Scotland could write some promotional articles for women’s magazines, such as Good Housekeeping or Women & Home. In particular, these magazines sometimes publish profiles on individual women, and it was suggested that YCC Scotland could submit a profile on Y Semple, as chairperson of the Advisory Group. • Science Festivals were suggested as potential platforms for promoting the Yellow Card Scheme and educating members of the public about adverse drug reactions. It was noted that this has been considered in the past but was unfeasible due to the workload requirement, but YCC Scotland will revisit the possibility engaging with one or more Scottish Science Festivals and will discuss this at the next Management Board meeting. • The possibility of using laminated posters to promote the Yellow Card Scheme in GP surgeries was raised, and this will be brought back to the Advisory Group for discussion at the next meeting in October 2022 when the group will hopefully include a GP representative. <p>S Cole will email T Duff and A Kiker with further ideas and suggestions that could not be raised during the meeting due to time constraints.</p>

11	Healthcare Professional Engagement	11.1: Ideas for 2021/22 – No ideas for healthcare professional engagement were noted in addition to those already discussed elsewhere on the agenda. Members of the Advisory group can contact YCC Scotland with potential ideas or opportunities for healthcare professional engagement as they arise.
12	YCCS Advisory Group Meeting Update	12.1: Advisory Group Update to Management Board – As the minutes from the Advisory Group are reviewed in the Management Board meetings, and because T Duff, S Maxwell, and A Kiker will provide verbal feedback at Management Board meetings and advise on actions required, the Advisory Group agreed that no additional written update to the Management Board is required.
13	Any Other Business	13.1: Microsoft Teams Chat – During the meeting it was noted that S Cole and S Maxwell do not have access to the chat function on Microsoft Teams for the meeting. Y Semple will add a Chairperson’s note to all meetings to remind those present that some members may not have access to the chat, and to be considerate regarding this.
14	Next meeting	The next YCC Scotland Advisory Group meeting is scheduled for Monday 31 st October 2022. This meeting will be the 20 th Anniversary of the formation of the Advisory Group, and ideas for how this can be celebrated during the meeting are welcome. The possibility of having a meeting in-person was considered, and feasibility of this suggestion will be investigated.