

Terms of Reference

Role & Purpose

The Yellow card Centre Scotland (YCC Scotland) Advisory Group exists to:

- Highlight to YCC Scotland issues relating to medicines safety in Scotland
 - Advise YCC Scotland on how best to enhance the quality and quantity of spontaneous adverse drug reactions (ADRs) reports in Scotland
 - 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
 - Support YCC Scotland in developing research initiatives in the areas of pharmacovigilance and pharmacoepidemiology
 - Provide peer review of official reports, strategies, and other documents developed by YCC Scotland
 - Support YCC Scotland in developing and maintaining collaboration with key agencies in Scotland that have a direct interest in improving medicines safety
 - Support YCC Scotland in raising awareness of the Yellow Card Scheme among members of the public
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Membership

The YCC Scotland Advisory Group will comprise representation from the following areas:

- Patients & Patient Groups
- Community Pharmacy
- General Practitioners
- Nursing & Midwifery
- Medical Research
- Directors of Pharmacy
- NHS Education for Scotland
- Nurses, Midwives & Allied Healthcare Professionals
- Incident Reporting and Investigation Centre
- Healthcare Improvement Scotland
- Area Drugs & Therapeutics Committee Collaborative
- Association of Scottish Medicines Information Practitioners
- Association of the British Pharmaceutical Industry

Additionally, the Advisory Group will include representation from YCC Scotland, including:

- YCC Scotland Medical Director
- YCC Scotland Lead Pharmacist
- YCC Scotland Information Officer

**a full list of current membership can be found in Appendix 1*

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Meetings

The YCC Scotland Advisory Group will meet twice per year. One meeting will take place in Spring (usually March) and one meeting will take place in Autumn (usually October).

Meetings will be scheduled for 2 hours, and will take place via Microsoft Teams. Meetings will be chaired by the Chairperson for the Advisory Group who will aim to cover all topics on the agenda within the 2-hour timeframe.

Meeting dates will be arranged by the YCC Scotland Information Officer and agreed by the Advisory Group Chairperson. Members of the Advisory Group will be informed of meeting dates and times--via email and Microsoft 360 calendar invitations--no less than 6 months prior to the scheduled date.

The agenda for meetings will be prepared by the YCC Scotland Information Officer and agreed by the Advisory Group Chairperson. The agenda and any associated papers will be circulated to members no less than 2 weeks prior to the date of the corresponding meeting.

Meetings will be held remotely via Microsoft Teams, and will be recorded for the purposes of aiding with writing the minutes for the meeting, and allowing members who were unable to attend the meeting to view the proceedings. Recordings will be held for a maximum of 6 months after which they will be permanently deleted.

Minutes of the meetings will be taken by the YCC Scotland Information Officer, or another member of the YCC Scotland team if the Information Officer is unable to attend the meeting.

Reporting

The YCC Scotland Advisory Group will report its decisions and findings to the YCC Scotland Management Board. This will be done by providing the minutes for meetings to all members of the Management Board prior to its next meeting, and by the representatives from YCC Scotland who were present at the Advisory Group meeting providing a verbal update of actions at the next Management Board meeting.

Appendix 1

Current Membership

Name	Organisation & Position	Role in Advisory Group
Yvonne Semple	Director of Pharmacy Golden Jubilee Hospital	Chairperson
Innes Connor	Incident Reporting & Investigation Centre Manager	IRIC
James McLay	Senior Lecturer in Clinical Pharmacology and Therapeutics University of Aberdeen	Medical Research
David Pflieger	Director of Pharmacy, NHS Grampian	Director of Pharmacy
Sue Lloyd-MacGilp	Incident Reporting & Investigation Centre Coordinator	IRIC
Alex Kiker	Yellow Card Centre Scotland Information Officer	YCC Scotland
Simon Maxwell	Yellow Card Centre Scotland Medical Director	YCC Scotland
Sue Cole	Member of the General Public	Patient
Scott Hill	Area Drugs & Therapeutics Committee Collaborative Clinical Lead	ADTCC
Tom MacDonald	Professor of Clinical Pharmacology and Pharmacoepidemiology University of Dundee	Medical Research
Catriona Sinclair	Royal Pharmaceutical Society	Community Pharmacy
Daryoush Safivi	NHS Greater Glasgow & Clyde	Community Pharmacy
Peter Hamilton	NHS Education for Scotland, Principal Lead for Professional Development	NES
Jane Harris	NHS Education for Scotland, Programme Director for Nursing, Midwifery and Allied Health Professionals	NES
Karen Harkness	NHS Tayside Principal Pharmacist Clinical Effectiveness Medicines Information	ASMIP Representative