

UKMi Executive Business Meeting

Friday 5th December
9.00am to 2.30pm
Midland Hotel, Derby

Chair: David Erskine

Note taker: Katie Smith

Attendees:

Trevor Beswick, Graham Cox, Peter Golightly, Paula King, Christine Proudlove, Craig Rore, Janice Watt, Fiona Woods

Minutes

08/59B Apologies for Absence

Sue Brent, Claudine Hughes, Ben Rehman, Paula Russell

08/60B Minutes of previous meeting held on the 16th October 2008

CP spoke about the MI network not MIDatabank in Abu Dhabi.
Otherwise accepted as an accurate record

08/61B Matters arising and action points not on agenda

08/24B – OVID resources

KS replied to Robert Kimberley indicating that it would be difficult to set up a national deal for OVID resources as there was not a resource which every MI centre wished to purchase, no further response received.

08/28B – NMEC

SW not had any contact about this project for about 9 months.

DE had a meeting with Datapharm and NMEC was discussed, may be developments in 2009.

08/43B – Medstream

Steve Mott wants to move ahead with this project early in 2009. Need to convene a meeting with Steve Mott to discuss various issues. Need funding to take legal advice about confidentiality issues before proceeding. Need a detailed specification about the project.

08/46B – Datapharm / UKMI user group

KS received 4 names (1 from East Anglia, 1 from South East, 1 from Scotland & 1 from North West) and forwarded these to Jayne Packham.

08/49B – UKMI/PIPA meeting

KS replied to John Barber suggesting setting a small focused meeting to discuss common issues, no further response received.

SW advised that John Barber had changed his email address so may be worth resending the email.

08/62B NeLM & NHS Evidence update

NHS Evidence to be developed so that information on medicines from a selection of sources is available through the website.

Action Items - NIL

Person responsible

Deadline

08/63B Medicines Q&As – clarification of working processes

1) Discussion about whether 'specialist' Q&As can be written by non-specialist centres. Need to ensure that messages/conclusions in Q&As are consistent with advice being given by the specialist centres. Often specialist centres have additional info sheets that they use internally which could be helpful. Authors should normally send final drafts to the relevant specialist centre for a check and comments, give a reasonable deadline for a response (5 working days) so the process is not delayed. SW disagreed with this suggestion and requested that this

process only applies to Q&As that go on NeLM.		
2) Noted that there is a FAQ section on the UKMI Central website. PG stated that these brief responses to questions are aimed at PCT pharmacists and this section was specifically requested by regional service users.		
3) NHSD Q&As written by SW & his team are frequently directional and aimed at HIAs and often turned round very quickly and therefore are not suitable for inclusion on NeLM.		
Action Items	Person responsible	Deadline
Normally send final drafts of Q&As to the relevant specialist centre for a check and comments	All	March 09
Investigate making the FAQ site on UKMI Central Google inaccessible	PG	March 09
08/64B MiDatabank update & user group report		
SW circulated minutes from the user group. Version 3 to be launched March 2009 will include the clinical pharmacy function. This needs to be piloted. Medicines management function to be renamed medicines project as this covers a wider remit.		
A lot of the previous developments identified have been achieved. SW and Chris Randall to investigate sending adverse effect data collected on MIDatabank to the CHM via yellow cards.		
Need to discuss subscription costs at the next meeting.		
Action Items – NIL	Person responsible	Deadline
08/65B Support for UKMI website		
PG presented a paper for ongoing webmaster support from InNottingham Web Design (James Turton) for the next 3 years. JT is not an employee of PGs Trust and this work is done on a consultancy basis. Any website developments required should be channeled through PG.		
Agreed the proposal.		
Action Items	Person responsible	Deadline
Continue webmaster support with InNottingham Web Design (James Turton)	PG	Ongoing
08/66B Cancer horizon scanning resource – presentation from David Thomson at 11.30am		
David Thomson is the Lead pharmacist for the Yorkshire Cancer Network and currently chair of BOPA Gave a presentation on the Cancer Commissioning Toolkit which is web-based with interactive outputs. Speak to local cancer network information advisers to get access Initial access to NHS but will be opened up to cancer charities, pharmaceutical companies and the public in due course. www.cancertoolkit.co.uk		
Many sources of information for cancer medicine horizon scanning. Lot of duplication of effort so aim to come up with a single national resource. Capture info on drugs that may be licensed in the next 18 months. Site has a large disclaimer. Site contains info on indications, dosing, estimated costs of treatment, expected date of licence, appraisals completed and available evidence (SMC, LCNDG, AWMSG, NPC etc.). Where there is no national summary, the CNPF will prepare a brief summary. Can add info locally to make the data relevant to specific populations and compare costs with current local practice.		
Action Items - NIL	Person responsible	Deadline
08/67B Report on meeting with Goldshield		
TB reported the meeting was very positive. Promises made that things would improve. Asked for UKMI contact – Jean Blake suggested as she has both MI and an industry perspective. Repeat survey of Goldshield in Feb/March? Another meeting will be scheduled to check on progress early in 2009.		

Action Items	Person responsible	Deadline
Inform LMICs that meeting with Goldshield taken place & things should improve. Ask LMICs to feedback any further problems with Goldshield to their RMIC. RMICs to feedback any ongoing problems to Dr Kabal.	All	Dec 2008
08/68B Injectable Medicines Guide update CP reported that a meeting of the IV Guide group took place on 12 Nov. IV guide increasingly being used, CP had previously circulated a paper on usage statistics. Sue Keeling starting to remove very out of date monographs from the website Article on IV guide printed in PIPA journal.		Ongoing
Action Items	Person responsible	Deadline
Write to all RMICs who QA IV monographs to check what has been done and what is in progress	CP	Dec 2008
08/69B NHSDirect – 6 month report on 08/09 SLA; report on meeting to discuss 09/10 SLA, Davina Wraight to attend at 1.30pm		
<p>PG, TB, DE & Davina had a meeting with Ann Joshua & Ann Cundy from NHSD to discuss contracts for the coming year.</p> <p>MI support working well and identified as a model by NHSD for partnership working</p> <p>Over 9000 members of the public get expert MI advice annually</p> <p>UKMI training leads team now very experienced and running some important projects. Over 50 meds Q&As produced for NHSD.</p> <p>Difficulty meeting OOHs extended cover for NHSD and refresher training for NAs every 2 years.</p> <p>Need to QA NHSD enquiries. SW devising a questionnaire that NHSD can use to question members of the public on their experience with UKMI.</p> <p>Costing for the SLA allows for 8 weeks a/l, 4 weeks for other leave, 200 working days.</p> <p>Uses mid point of salary scales, includes employer superannuation costs & 14% oncosts.</p> <p>There will be an inflation increase added to the contract on an annual basis.</p> <p>Discussions about having a 3 yr contract still ongoing.</p> <p>Risk of maternity leave and annual leave cover of UKMI NHSD leads still being discussed.</p> <p>Funding for extra cover (10 extra enq/day) will continue 09/10</p> <p>AJ has 3 lots of funding for dental adviser training, health adviser training & EHC training. Training envisaged to be self directed learning. Training to be done on 1 day/wk for 5 months. Need detailed specification of what is required. Tender process to allow MICs to submit interest to do this.</p> <p>How would a flu pandemic affect the UKMI service to NHSD?</p> <p>AJ put a job advert on NHS Jobs website for pharmacists to work in the NHSD call centres over the Xmas/New year period. May be better to investigate home working.</p> <p>Agreed in principle that the SLA discussions so far are satisfactory.</p>		
Action Items	Person responsible	Deadline
Ask how people in RMICs would be willing to work extra hours (6pm-10pm)	All	Jan 2009
08/70B NPC Good practice handbook on making clear and transparent local decisions about medicines and treatment		
<p>DE reported a draft version of the above publication is now available</p> <p>To be finalised at a meeting in January 2009, to be fully published in March.</p>		
Action Items - NIL	Person responsible	Deadline
08/71B Improving access to medicines for NHS patients		
KS highlighted the above document issued in Nov 2008.		
Action Items - NIL	Person responsible	Deadline

08/72B CGWG meeting report		
<p>Most of the meetings recently been about production of the standards. RMIC pairings for regional audit proposed, to start Jan 2009 using the new standards. Audits should be roughly 3 years apart.</p>		
Action Items	Person responsible	Deadline
Agree pairings for RMICs	FW / EG	ASAP
08/73B IRMIS report for discussion		
<p>2 incident reports concerning excipients worth highlighting - Calceos contains soya although SPC does not state this. Tinzaparin and sodium metabisulphite 2 incidents about missed pills & EHC, this is a complex area as the main sources of information are all conflicting. NHSD Q&As take account of this and are as practical as they can be. Davina Wraight has visited a number of RMICs to talk to MI pharmacists about the issues with these questions. 17 reports entered in 2 months, this may be as a result of raised awareness at the PDS</p>		
Action Items	Person responsible	Deadline
Email IRMIS 3 month reports to LMICs	All	ASAP
08/74B Renal Drug Handbook		
<p>PG negotiated deal with Radcliffe Press for access to the Renal Drug Handbook. Quite complex Online access is a 4MB PDF downloadable version of the book. The price is not an annual subscription it is a one off payment.</p>		
Action Items	Person responsible	Deadline
Encourage LMICs to purchase an appropriate number of licences for use in their centre	All	ASAP
08/75B Research & Development working group meeting report		
<p>SW tabled the objectives for 2008-9. SW reported that the recent meeting was cancelled due to lack of attendees. Meeting to be rescheduled for Jan/Feb 2009. Agreed that research & development agenda is important. Research is high on Martin Stephens agenda. Need to have patient related outcome data to underpin need for MI.</p>		
Action Items	Person responsible	Deadline
Set date for R&DWG meeting	SW	Dec 2008
08/76B Technician accreditation scheme – cohort 4, financial aspects		
<p>FW presented a paper prepared by Vivienne Rose on funding issues around the 4th cohort for the accredited technician training course. Very low numbers predicted to date – this means the course will not be viable to run this year and it may be better to put the course on hold for this year and see if there is more interest in 12 months time. Likely cost to be £700- £1000 per attendee depending on final numbers</p>		
Action Items	Person responsible	Deadline
Send an email to LMICs	FW	
08/77B Dates for UKMI exec meetings in 2009		
<p>March – ok June – clash with 2 day meeting in SE England which 4 UKMI attendees will be at. Changed date to 25-26 June and meeting now in Derby Oct – dates ok, now in Belfast Dec – clash with London SPMs mtg, decided to leave date as previously agreed.</p>		
Action Items	Person responsible	Deadline
Confirm venue for March 2009 meeting	DE	Jan 2009
08/78B Communication slot		
KS – nothing to report		

DE – nothing to report

TB - nothing to report

JW – Sheenas post in Edinburgh not been filled, Melinda filling post. JW directly managing all MI pharmacists across Glasgow & Clyde and redesigning MI services,

CR - nothing to report

SW – producing e-learning packages for PCTs, these will be available to the whole NHS when finished.

CP – DTB subscription cost increased and wondered if other RMICs were still going to take this? Do other RMICs take Inpharma? Had had a presentation on a new resource called Clinical Trial Perspectives. Had quotes for publication of Prescribing Outlook – National Developments, increase this year because the document is bigger.

FW – local visit about hazardous waste and issue arose about which medicines this covered. Wales will compare Natural Standards to NCMD. There is a difference between vaccines which contain thiomersal and are thiomersal free in the SPCs and Green book

GC – nothing to report

PG – will send invoices out in January 2009 for annual levy. NHSD invoices must be sent to Peter Golightly for authorization not from finance to finance departments.

PK – nothing to report

08/79B Any other business

CP reported on her trip to Abu Dhabi to present at the first UAE conference on toxicology & DI. 200+ attendees. Also visited the Abu Dhabi poisons & DI centre, which is run by a toxicologist and did an audit. Centre using MIDatabank and MiCAL. Interest in the workbook and training. Discussion about the pros and cons of offering hands on training in Abu Dhabi. Training needs to be funded appropriately. PG stated there are already well established MI centres in other Middle East who the Abu Dhabi centre could be put in touch with. Training abroad not part of UKMI priorities at the moment but could be set up as a private arrangement if specific individuals were happy to do this. Abu Dhabi centre produce a newsletter quarterly and CP agreed that they can include info on Q&As published on NeLM.

PG raised whether UKMI needs some guidance on changes that are going to occur in the NHS around data encryption & security around 'person identifiable' data. Decided not to proactively do anything at the moment.

Action Items	Person responsible	Deadline
Contact LMICs to raise awareness of the data security & encryption issues	All	ASAP

Next meeting: 4th – 5th March 2009, British Institute of Radiology, 36 Portland Place, London.