

UKMi Executive Meeting

Wed 2nd Dec 2009, 11am – 5.30pm
Thurs 3rd Dec 2009, 9am – 3.30pm
Hallmark Hotel, Derby

Chair: David Erskine

Note taker: Katie Smith

Attendees:

Trevor Beswick (Thursday only), David Erskine, Peter Golightly, Paula King, Ben Rehman, Paula Russell, Katie Smith, Simon Wills, Fiona Woods (Thursday only), Melinda Cuthbert, Christine Proudlove, Janice Watt

MINUTES

09/64 Apologies for absence

Graham Cox, Claudine Hughes, Craig Rore

09/65 Accuracy of minutes from previous meetings

Minutes of previous meeting held on 11th & 12th June 2009

NHS QIS will refer patient specific complex enquiries to MI centres. Scottish MI centres are not providing a clinical answering service.

Minutes from teleconference held on 2 November 2009

Janssen Cilag not Novartis want to improve access to their FAQs

Action item 09/58 should read 'email a couple of completed IFRs to UKMI exec members who do not do these'

09/66 Matters arising / action points not on the agenda

08/07D – Regional centre publications

Teleconference taken place, identified 2 types of publication: signposting & current awareness.

Signposting documents link to information already available on NeLM, need to add extra info to add value.

Need to agree of frequency of bulletins, who produces the bulletins.

Aim to produce template bulletins that could be used by local centres, put the new outputs on UKMI website.

09/08 – UKMI website development

No publicity info received - this to be pursued by the website group.

09/11 – Risk assessing common MI sources

List produced by SW, plan to update. IRMIS reports highlight risks/problems with info sources. Include in the MI workbook and MiCal.

09/26 - NHS Leadership Qualities Framework

No further progress – consider doing something at the March meeting, ideas via emails. Need to consider a big MI issue with a non-pharmacist professional facilitator to challenge future options. TB to organise?

09/37 - Update on RPSGB enquiry referral pilot

Only a small number of enquiries referred. The RPSGB will now just give callers our no. to cut out the paperwork.

09/47 – MI services during pandemic 'flu

Primary care paper reworded and is now available on UKMI website.

RMIC pairings ok.

09/48 – Natural standards database

Poster not presented at PDS.

No RMIC organised a free trial.

09/50 – Rational local decision making about medicines

Summary was produced by BR, emailed to UKMI exec for local circulation.

09/52 – Complementary medicine specialist advisory service

List of information sources & criteria for referral to WMIC not produced yet, aim to prepare for March.

09/53 – Succession planning (vice chair & secretary)

Vice Chair – Ben Rehman

Secretary - no volunteers

09/54 – TicTac for regional centres

Discussed at the SHA pharmacy leads meeting & dept of health.

PG had no response to the letter he sent on behalf of UKMI.

Price dependent on number of users, may be able to negotiate with Trevor Shine and get a bulk deal as all RMICs need to maintain access. PG to pursue this for UKMI exec.

Current disc expires at the end of March 2010.

09/57 – Datapharm / Janssen Cilag FAQ proposals

DE made contact with Datapharm, DE will circulate wire frames supplied to him by Datapharm. Discuss at the Jan 2010 teleconference.

DE going to visit Janssen Cilag to discuss further.

09/60 – Horizon scanning project board meeting

NICE going to build & maintain the database.

One fee agreed for all horizon scanning contributors, ~£3000.

Difficulty in how money will be collected and by who – no resolution

SMC & some other horizon scanning organisations will help to populate the database initially, NPC not contributing

Info from NDO available via NHS Evidence.

Database would be available from June 2010.

SW expressed reservations about paying any money towards the project.

Action Items: NIL

Person responsible

Deadline

09/67 MiDatabank version 3

MiDatabank almost ready, working on updating/restructuring the resources section.

Need to pilot version 3 – data migration will be trialed at Guys & in all Wales MI centres.

N3 connectivity being pursued, access to N3 needed for MiDatabank version 4.

Escrow protect software for NHS and non-NHS bodies if a software company ceases to function. They enable software to be released to another supplier if necessary. £895 set up fee, £750 annual fee. (see paper circulated) CoAcS already have contact with the company for other software they develop.

May be better to use a named individual NHS Trust as the contact rather than an individual.

Agreed that the cost of this can be added to the annual UKMI levy that RMICs pay.

All electronic systems in secondary care with patient identifiable data must conform with the NHS number standard (see paper circulated by SW)
 NHS number is a unique 10 digit number which would be applicable to MIDatabank records.
 This should be implemented this month.

CoAcS will now be able to view an audit trail if there is an issue with an enquiry answered by more than 1 person.
 Still need to 'control M' on an enquiry record if different people contribute to the answer.
 Plan to produce some guides on 'how to..' do various tasks e.g. enquiry answering, projects
 Should be available for general release in Spring 2010

Action Items:	Person responsible	Deadline
Pursue contract for MIDatabank for UKMI with Escrow	SW	end Dec 09
Work with CoAcS to see if MIDatabank conforms with the NHS number standard	SW	end Dec 09
Talk to Tony West re: view from GHP, Teaching hospital pharmacists assoc.	DE	end Dec 09
Talk Martin Stephens	SW	end Dec 09

**09/68 MHRA & MiDatabank development: yellow card reporting
 Mick Foy & Paul Barrow (MHRA) + Steve Moss & Keith Brown (CoAcS) to attend, 11am on 2nd Dec.**

Mick Foy & Paul Barrow gave presentation on MHRA & pharmacovigilance activities.
 Major source of data is through the yellow card scheme. Encourage electronic data submission through the website from healthcare professionals and the public.
 Looking at ways to increase electronic data collection e.g. GP systems, hospital systems, connecting for health, NRLS, MIDatabank.

Working with UKMI could have the potential to double/treble? yellow card data and to simplify the reporting system.
 Plan to do a pilot in 5 MI centres – looking for an increase in volume of reports, complete reports, signal generation.
 Time frame? Training required?

Keith Brown then gave a presentation on adverse event reporting function on MIDatabank
 Adverse events enquiries will be identified with a picture of an eye
 As enter data into the fields on MID, the yellow card report is generated
 Enquirer details, patient demographics, enter drugs selecting data from DM+D menu, add details of adverse effect, choose severity, categorise adverse event using Medra standard codes, indicate which medicine is suspected, enter action taken – stopped, withdrawn etc..., enter further comments if necessary, reporter details automatically completed using data from MIDatabank admin module. Report produced can be saved as a PDF.
 Still keyword the report as an MI enquiry. There is a warning on completion page to check that patient identifiable data is not in free text boxes – must only in patient specific boxes. This is important.
 Currently need to email the report, hopefully in future will be able to submit data electronically
 Can enter solely as an adverse report to be completed on a yellow card or an MI enquiry which the MI pharmacist then decides needs a yellow card report.
 Hopefully non-MI based pharmacists can enter yellow card reports, this does not need to be a solely MI based function.
 Can search for completed yellow card reports through MIDatabank.

SW presented the research proposal he has developed to introduce the yellow card reporting system via MIDatabank to the MHRA. Initial proposal only, hopefully will be asked to work up a more detailed case in the next couple of months. Looking for funding for 0.4wte 8A pharmacist to do research and implement the yellow card reporting function via MIDatabank.
 Need to resolve a number of issues - IT, info governance, need to assess quantity & quality of the data, need to develop procedures, what are the workload implications, what training is required, how this is publicised.
 3 regional centres, 2 local centres

Action Items:	Person responsible	Deadline
More detailed submission for comments if the proposal is accepted	SW	Jan 2010

09/69 Update on NeLM / Pharmline		
<p>DE had meeting with NICE & DH to bring NeLM under NHS Evidence umbrella. Name of site will change to bring in line with current NHS terminology. Pharmline to become a medicines management library. Communities will start to be developed in the next couple of months – QA, PGD, South East clinical pharmacy network will be the first 3. IFR library to be developed in the next couple of months.</p>		
Action Items:	Person responsible	Deadline
Need to gather views about change in Pharmline status	DE	Jan 2010
09/70 NPC, new drugs, NHS Evidence & accreditation		
<p>NPC new drugs proposal submitted Aug/Sept, no movement on this yet due to swine flu. DH not forgotten about this, may possibly look favourably on the proposal. NICE & SIGN now accredited, some bodies been rejected though. UKMI products that could be considered for accreditation are new products/drug reviews, Q&As, NDO records Wait a little longer before going for accreditation, need to have some stakeholder involvement with products. UKMI needs to investigate this.</p>		
Action Items:	Person responsible	Deadline
Complete documentation for accreditation process at an appropriate time	SW + DE	Feb 2010
09/71 Changes to RPSGB library services		
<p>Lot of archived paper journals going. Can't borrow books anymore. Can access electronic journals through 'My RPSGB' function.</p>		
Action Items:	Person responsible	Deadline
Write letter to head of library services at RPSGB	DE	Jan 2010
09/72 Medstream		
<p>Steve Mott keen to proceed with this project. Can't extract data completely as needed from MIDatabank to ensure patient confidentiality. Need to check extracted data manually. This does not need to be done by the MI centre. Needs 4-5 more MI centres to become involved in the project – Liverpool & Leicester interested. Concern about how this project compares with the MHRA yellow card data proposal.</p>		
Action Items:	Person responsible	Deadline
Encourage other MI centres to participate	DE	end Dec 09
Draft SLA for work between an MI centre & Steve Motts company	DE	Jan 2010
09/73 Injectable medicines guide update & participation in the QA program by regional centres		
<p>Sue Keeling & team won a bid of £64,000. Money to be used to update monographs on drug use/high risk drug use in ICU, standardized ICU product list (expand on work done by Mark Borthwick), support from Intensive Care Society for this work. Mental health pharmacists group keen to develop monographs on psychiatric IM drug use, ~20 over next 12 months, these will need to be QA'd. IV guide working group meets twice a year. Proposal that people who do the QA process need some feedback from the meetings – could this be done by a teleconference a couple of weeks after the meeting? Should those who QA attend the meetings? Info from PASA on what is on contract in England is being included in the comments box, no info included from the devolved countries though.</p>		

Leicester IV guide to be added to the Medusa website.		
Only a small number of RMICs now QAing, Need to increase the number to spread the workload. There will be about 300 monographs that are updated every 2 years. Trent, Wales & Edinburgh will join rota in 2010.		
Action Items:	Person responsible	Deadline
Feedback to Sue Keeling from the discussions	CP	end Dec 09
Set up teleconference for QA centres following IV guide meeting	CP	Feb 2010
09/74 NHS Direct SLA & funding 2009/10 & 2010/11		
TB & PG have a teleconference with Anne Joshua on 7/12/09 to discuss SLA for 2010/11. NHSD have cost pressures and these may effect the UKMI SLA. No more money for next yr, no inflation or AFC increase Current data indicates there is a shortfall on number of enquiries and number of days training delivered to HIAs. Nurse training is being reduced from 3 days to 1 day, refresher training to be done as CPD and not face to face. More pharmacist advisers are being appointed to work in NHSD call centres. Need to understand what the NHSD long term strategy is.		
Action Items:	Person responsible	Deadline
Feedback to UKMI exec from teleconference	PG & TB	end Dec '09
09/75 IRMIS report & annual report		
Report originally prepared for the October meeting. CGWG written to manufacturers re: Cosmofer SPC. May be better to write a Q&A about body weight & dosing. FW presented the annual report – highlighted learning points. IRMIS now been in place for 5 years, may be a good time to write a short report on how IRMIS has changed practice, lessons learned etc.		
Action Items:	Person responsible	Deadline
Create PDF of IRMIS report & email to RMICs	FW	ASAP
Circulate report to local MI centres	All	end Dec 09
Update MI sources risk assessment with info on DAPS and renal drug handbook	SW	end Dec 09
Write report on IRMIS for publication	CGWG	Mar 2010
09/76 CGWG report & annual report		
FW presented CGWG annual report and discussed priorities for 2009/2010. Workload survey to become biannual. Need to do work on KPIs – this should be a high priority. Copyright discussed. MI centre accreditation discussed and it was decided not to pursue this currently.		
Action Items:	Person responsible	Deadline
Email RMICs document on KPIs for MI	All	end Dec 09
Reply with comments on proposed KPIs	All	Jan 2010
09/77 Pharmacovigilance proposal for special products		
FW presented a paper on pharmacovigilance support for specials manufacturers put together by a commercial company. All specials manufacturers have to provide a pharmacovigilance service. Suggested that MI could provide a pharmacovigilance service to the specials manufacturers – FW and DE approached by QC and production groups. Commercial company offer a 24 hour a day service. Is this really necessary?		
Action Items:	Person responsible	Deadline
Contact Tim Root & manufacturing group to investigate taking this forward	DE	end Dec 09

09/78 Workload survey 2008/09 & comparison with 2006/07		
<p>FW presented 2 papers – summary of results for 08/09 and comparison with 06/07.</p> <p>Discussion about comparison of survey in 06/07 and 08/09 – reduction in number of permanent staff and increase in number of rotational staff; reduction in number of responses.</p> <p>Need to publish the data but not as high priority as IRMIS. Care needed in how the data is presented.</p>		
Action Items:	Person responsible	Deadline
FW to circulate regional specific data, discuss data with local centres	All	Jan 2010
09/79 Renal Drug Handbook – online subscription		
<p>Subscription based online version now available from Jan 2010. Monographs would be available singly rather than a PDF of the whole book. The cost is an annual fee rather than an edition based fee. This would need to be highlighted as a cost pressure. The original PDF of the book will remain available.</p>		
Action Items:	Person responsible	Deadline
Reply to publishers with comments from UKMI exec	PG	end Dec 09
09/80 ETWG report		
<p>Next national MI training course is in Jan, places to spare.</p> <p>Powerpoint presentation produced on teaching writing skills.</p> <p>BR will chair ETWG from March 2010.</p>		
Action Items: NIL	Person responsible	Deadline
09/81 Technician member of public accreditation day		
<p>Planned day for accredited MI techs on April 27th about how to deal with calls from member of public. Agreed that this was a good idea.</p>		
Action Items:	Person responsible	Deadline
Invite accredited techs to attend	Viv Rose	Jan 2010
09/82 Advanced level practice		
<p>ACLF competencies have been signed off by the specialist curriculum group. Need to write syllabus in conjunction with the SCG. This needs to be validated by a non-MI group. GLF and ACLF will be incorporated into MI workbook, MICAL, NMITC, UKMI PDS. ACLF needs to be piloted by leading edge MI practitioners – ETWG will identify relevant people to trial this with.</p> <p>Validation – UKCPA suggested</p>		
Action Items:	Person responsible	Deadline
Contact UKCPA re: validation	DE	Jan 2010
09/83 NPWG report		
<p>Meeting in November.</p> <p>Discussed national horizon scanning database.</p> <p>Discussed NDO and promotion. Over 900 registered users.</p> <p>Possible promotion - virtual tour / powerpoint presentation of NDO, article in Clinical Pharmacist/PJ, video on You Tube?</p> <p>Need to highlight to PCT advisers.</p> <p>Going to produce a monthly newsletter to send to registered users from Jan 2010 highlighting changes on the database, monographs added.</p> <p>Alex Denby and PG had meeting with NDF to discuss links to information provided by NDF</p> <p>NMP on Qlaira just written.</p> <p>Capsaicin patch review – on hold until next June.</p> <p>Difficult to find suitable new products to review, may need to find another niche area – product licence extensions, new formulations, therapeutic class reviews, drug substitution when a product is unavailable.</p>		

Action Items:	Person responsible	Deadline
Write covering letter for Prescribing Outlook	CP	ASAP
Feedback comments from exec discussions to NPWG	CP	end Dec 09
09/84 R&DWG report from meetings in July & November & annual report		
<p>SW presented the report from the R&DWG.</p> <p>Highlighted objectives for 2010. (see report circulated)</p> <p>Discussed issues with posters and PDS as this was raised as a concern. Reinstate oral presentations?</p> <p>Give a free place to an MI pharmacist who has published MI research in the past 12 months. Split posters into research and practice/service development. Only judge posters that are true MI research, some can be displayed just for interest/information.</p>		
Action Items:	Person responsible	Deadline
PDS poster criteria to be reviewed	SW / KS	Feb 2010
09/85 Discussion of MSc project that compares drug information databases		
<p>BR reported on pilot comparison of DrugDex, Lexicomp & Clinical Pharmacology conducted at Charing Cross hospital.</p> <p>Questionnaire used to compare the 3 databases. Conclusion from comparison was that there is not significant difference between the 3 databases.</p> <p>Difference in costs between the 3 databases is large. There is a UKMI price structure for DrugDex.</p> <p>Need to now have a multicentre comparison. Should include AHFS DI manual in the comparison.</p> <p>Various methodologies discussed for the project.</p> <p>Project to start in new year.</p> <p>Guys, East Anglia, Northwick Park, Trent, Liverpool, Wessex, Glasgow all agreed to participate.</p> <p>Would need to publicise results and highlight potential findings of the database comparison project to SPMs.</p> <p>Thanks to Patrick O'Sullivan & Amal Mubarak for undertaking the pilot project.</p>		
Action Items:	Person responsible	Deadline
R&DWG produce methodology for project	SW	Feb 2010
09/86 Patient outcomes project update – Diane Bramley & Alison Innes, 10am, Thursday 3rd Dec		
<p>Diane Bramley, Guys hospital and Alison Innes, Northwick Park hospital gave a brief overview of the MI patient outcomes project they have been working on for the past 12 months.</p> <p>Good response rate to questionnaires which were used to gather data on the value and use of the data provided by MI. Study looked at quantitative and qualitative aspects</p> <p>Positive impact on patient care and outcomes found and risk reduction identified as an important factor on impact.</p> <p>Need to try and collect data nationally.</p> <p>Diane & Alison will produce a summary of the data to use at local network meetings. Diane and Alison thanked for their work.</p> <p>R&DWG has already discussed implications of repeating the study on a national scale. Need to decide whether to use 1 or more expert panel(s). Need to look at gathering data on whether using MI saves clinicians time.</p> <p>Discussion about how to role the project out nationally. Agreement that this would be carried out across the UKMI network. There is UKMI money available to be to support this project.</p>		
Action Items:	Person responsible	Deadline
Work up detailed methodology and costing for the project	SW	Feb 2010
09/87 Future of MI services		

NHS in England is looking at Quality Innovation Productivity & Prevention (QIPP). Trusts are looking at making hospital pharmacy services lean and MI provision will come under scrutiny

UKMI needs to be more proactive at raising the profile of MI and informing others on the benefits and range of services provided by MI.

Need to make contact with and influence the right people – SHA pharmacy leads, head of medicines management in PCTs, SPMs, public health, commissioning.

MI could help with data/information/bulletins to contribute to 'Better value, Better care' indicators.

Collate bulletins/Q&As on NeLM which have already been produced to support 'Better value, Better care'.

Need to review how MI services are delivered. Assess the pros and cons of possible models of MI provision.

Rebrand MI – what we actually do is local medicines knowledge management. Also have a very important role in E&T in MI skills for pre-reg and basic grades.

DE and Richard Cattell wrote a paper a couple of years ago on clinical governance and MI and the risks around Trusts not having an MI service. This may be helpful to use with SPMs.

Need to link with NPC local decision makers – series of seminars planned, should try and link with these people.

Need to prepare an options paper on different scenarios for provision of MI based on cost pressures. Need to carefully consider skill mix in MI.

Need to consider how to deal with future uncertainty as a group at the next meeting. Need to think about promotion, development & efficiency. Need to spend time at the March meeting discussing this in detail so we can share ideas, knowledge & experience about how to deal with situations.

Action Items:	Person responsible	Deadline
Create section on NeLM to support 'Better value, Better care' indicators	DE	end Dec 09
Send relevant items to support 'Better value, Better care' indicators to DE	All	Jan 2010
Speak to Martin Stephens & produce briefing paper on MI activities, circulate to exec for comments	SW & DE	end Dec 09
Circulate information governance paper	DE	ASAP
Update PCT resource document	PR	end Dec 09
Issues to consider if merging MICs suggested	JW / PG	Jan 2010
Different scenarios for provision of MI based on cost pressures	BR	Jan 2010
Set up a workshop for March meeting on how to deal with uncertainty	TB	Jan 2010

09/88 Review of PDS in Edinburgh

JW circulated feedback from attendees. (see paper circulated)
Feedback generally very positive

Action Items:	Person responsible	Deadline
Produce a summary (1 side A4) to circulate to SPMs	JW	end Dec 09

09/89 Ideas for programme and organisation committee for Sept 23 & 24 2010 PDS at Warwick

PG had quotes from Warwick for PDS for the next 2 years.
£93 day rate based on 150 attendees.
KS agreed to be the programme organizer for the 2010 PDS.
All UKMI exec agreed to be part of the organizing committee.
Posters can be organised by the admin group.
PG to do all site work and finances.
Promote event to formulary pharmacists, they have no national network.

10 workshops (1.5 -2 hrs ideal) + 4-5 plenarys needed.
Need to specify objectives for the people doing the workshops.

MI Databank V3 – workshop x 2 [limit to 20]
Research – workshop x 2 (methodologies & putting together publications)
Critical appraisal – workshop x 2 (basic & advanced) [limit to ?]

<p>Competency frameworks – workshop. Satpal Soor / Bridget Rankin, used in practice Handling difficult calls – workshop Respiratory medicine workshop – Anna Murphy, consultant p’cist, Trent; Sarah Jane Peffers, specialist respiratory nurse, Bristol Formulary for health economies – workshop, Richard lee We need another therapeutic workshop and possibly a workshop on another topic.</p> <p>Plenary on prescribing in the elderly – consultant, consultant p’cist (Nina Barnett) & patient (Frank Leach) Plenary on Quality & productivity challenges: QIPP – focus on NHS & UKMI issues, Martin Stephens Use of evidence plenary (NHS Evidence & Cochrane, local decision making) Phil Wiffen, Gillian Leng, Richard Lee Research projects – oral presentations selected by R&DWG Plenary on introducing competency frameworks into MI / professional development post registration / advanced & specialist practice / relevance to MI – PLB, Catherine Duggan, ETWG</p>		
Action Items:	Person responsible	Deadline
Set up teleconference to start formal programme organization	KS	end Dec 09
Collate ideas for therapeutic workshops from local MICs	All	end Dec 09
09/90 Publicity group & publicity officer		
<p>SW suggested that the publicity group / role should be resurrected.</p> <p>Better to rename the group as public relations. KS agreed to be the convener of a public relations group. Need to co-ordinate responses to consultations. Want local MI pharmacists involved. SW to no longer be the publicity officer.</p>		
Action Items:	Person responsible	Deadline
Email TOR of previous PWG to KS	SW	end Dec 09
Ask local MI pharmacists to be involved with the PRWG	All	Jan 2010
09/91 Confirmation of dates/venues of meetings and teleconferences for 2010		
<p>Meetings: 10 + 11 March (Derby); July 1 + 2 (London); 10 + 11 November (Derby) Teleconferences: Fri 22 Jan 10am-12pm; Thurs 13 May 10am-12pm; Mon 6 Sept 11am-1pm</p>		
Action Items: NIL	Person responsible	Deadline
09/92 Communications/AOB		
<p>GC – info provided by email: Graham is being seconded to another hospital in Yorkshire for 6 months from 01/01/10, representation from Leeds at the exec meetings is unlikely, add Liz Mellor/Janet Tweed to circulation list.</p> <p>SW – did not update list of journal holdings in RMICs in 2009, will resend in Jan 2010. SW – drug companies may request to make comments on Q&As, agreed that this is not necessary.</p> <p>BR – commented on the draft RRR on cold storage of vaccines. The NPSA want to make fridge database available to more people (independent contractors). The database can be accessed via the UKMI site, there will be a new password for non-UKMI people, keep a record of who the password is given to.</p> <p>MC – will write a list of medicines to take out of fridge first, if the fridge breaks down.</p> <p>CP – paper being published in PharmacoEconomics on use of cetuximab in head-neck cancer.</p> <p>PG – eMIMS, people need to register, log in password going to be an email address, use dept one if possible. Will send an email round with procedure.</p>		
DATE OF NEXT MEETING – 22nd January, 10am [teleconference]		