

# UKMi Executive Meeting

7<sup>th</sup> February 2014  
Midland Hotel, Derby

Chair: Ben Rehman

Secretary: Sue Dickinson

## Attendees:

Tiffany Barrett (for Trevor Beswick), Vanessa Chapman, David Erskine, Sarah Fenner, Claudine Hughes, Paula King, Christine Proudlove, Craig Rore, Katie Smith, Janice Watt, Fiona Woods

## DRAFT MINUTES

### 14/01 Apologies for absence

Trevor Beswick, Sue Carr, Graham Cox, Melinda Cuthbert, Jim Glare, Karen Harkness, Simon Wills

### 14/02 Minutes of previous meeting 14<sup>th</sup> / 15<sup>th</sup> November 2013

Accepted with minor amendments

### 14/03 Matters arising not on the agenda

Discussion around the respective roles of Patient Safety Officers within Patient Safety Collaboratives (coterminous with AHSN geographies) and Medicines Safety Officers proposed by David Cousins & David Gerrett. Noted that the latter will also be needed within primary care organisations with responsibility for implementation of Medicines Safety Alerts for their organisation. Further information is available here: <http://www.mhra.gov.uk/home/groups/comms-po/documents/news/con341187.pdf>

## Action Items: Nil

Person responsible      Deadline

## IT

### Matters arising.

13/37 NICE Evidence Questionnaire – no feedback to date on responses. Both the NICE Evidence website and NICE websites will be changing with improved integration and ability to personalize. Likely to be more clinical subject orientated.

## Action Items: Nil

Person responsible      Deadline

### 14/04 IT Task and Finish group.

Work not yet started - to be taken forward for March. A questionnaire has been agreed for the MI network but not circulated. A stock-take of existing websites to be completed for other SPS areas now – DE to lead. PG or VC will have MI info. To re-circulate the stock take questionnaires - VC

## Action Items:

Person responsible      Deadline

Re-circulate the stock take questionnaire

VC

March 14

Take stock take to other SPS areas and collate info

DE

March 14

### 14/05 MiDatabank and enquiry sharing

Newcastle has just started being able to share enquiries. NWP still working to address firewall issues, Belfast may be just about there. Agreed as many centres as possible should start authorisation process with a Steering group meeting organised for April. Noted that some centres now have issues now in gaining approval from legal team. KS to send all paperwork out again – to include IG documents.

## Action Items:

Person responsible

Deadline

To start work on authorisation / sharing process if possible

All

ASAP

Circulate paperwork

KS

ASAP

Organise steering group meeting to include CoAcS

KS

April 14

<b>Education &amp; Training</b>		
<b>Matters arising</b>		
13/39 PDS 2014 liaison with other groups - discussed under main agenda item. Document re MI delivery at local regional and national level to be produced to meet SPS review timelines.		
<b>Action Items:</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft document outlining MI delivery at local, regional and national level	BR	May 14
<b>14/06 PDS 2014</b>		
Date set for Friday 12 <sup>th</sup> September at the Birmingham Metropole, 9.30 for 10am start. £5000 sponsorship agreed with Micromedex. KS to prepare a 'save the date' email. Suggested content includes diabetes (clinical update session), NICE website, new eMC, patient safety e.g., safety thermometer, product safety assessment tool, SPS session, 24/7 working, BNF developments, CPPE collaboration, changes to Inj Meds Guide monographs. KS to collate suggestions and set up teleconferences as necessary. Speakers will need to be contacted prior to Easter.		
<b>Action Items:</b>	<b>Person Responsible</b>	<b>Deadline</b>
Collate suggestions for plenary sessions and organise teleconferences	KS	March 14
<b>Clinical governance</b>		
<b>Matters arising:</b>		
13/17 & 13/24 Renal Drugs Handbook TB – discussed under 14/07. Checking details such as named access of general user access. To bring survey results to next meeting. No update on publication timescale of next edition 13/65 Responses to BNF - agreed to leave for time being 13/84 Calculations update, audit details, industry incident template. VC agreed to look for template; however, CP may also have a version. Still issues about obtaining standard info from Pharma unless specifically in relation to individual patients. Agreed to circulate template and encourage all centres to use for 1 month to inform discussions. Calculations training to be discussed at next CGWG teleconference and then made more widely available.		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Survey results for RDH to come to next meeting	TrevB	March 14
Industry template to be circulated and survey period agreed	FW	March 14
Calculations training to be assessed by CGWG and circulated	FW	March 14
<b>14/07 UKMi Lead for resource negotiations 2014 onwards</b>		
ADIS R&D Insight – SD updated that subscription was due for renewal in Jan. Delays in setting up due to location abroad but have 2 month grace period and an indication that we should avoid any gap in access. Newcastle will invoice individual centres once main subscription sorted. Meylers – E Anglia have a lifetime access. Unsure of status re annual subscriptions of other centres. VC will send contact list to KS GSST – John Hopkins – also need contact list Wales – Natural Medicines. Subscription held the same for this year but likely to increase next year. Noted there had been a significant discount. To remind local centres to pay promptly to help smooth negotiations. FW to draft email Trent – eMIMS: Requesting access to NDO in exchange for free UKMi access to eMIMS. Agreed to offer access to NDO newsletter. Micromedex – to request info on individual components Medicines Complete – Conditions of single user licence needs clarifying. To request breakdown of costs for individual components. Also need to have warning before cut off and a definition of over use. The option of a pay as you go option to be explored. To press for a change to the practice of annual 5% increase for existing subscriptions but new users pay less. SW to be asked to progress BNF – discussion around the absence of a paper copy for March 2014. Some centres are purchasing and a 50% discount for more than 10 copies noted. To consider requirement for purchasing one copy for archiving / business continuity. Discussion around differences between paper and online version e.g. around absence of sodium content not about incorrect doses.		

<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Circulate contact list for subscribers to databases	VC	ASAP
Draft email re prompt payment of NMCD	FW	March 14
Discuss NDO newsletter and component pricing with eMIMS/Micromedex	VC	March 14
Progress discussions around Medicines Complete	SW	March 14
<b>14/08 Clinical Governance Working Group</b>		
Teleconference next week. TB to collate info on audits for March Exec. To progress resource appraisal tool via telecon on Tuesday.		
NICE BNF consultation – BR to lead on response.		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Collate audit position	TB	March 14
Lead response to BNF consultation	BR	March 14
<b>14/09 Pfizer MI enquiry submission</b>		
DE reported on difficulties experienced obtaining info on SPC updates. Pfizer have now agreed to put details of changes on SPC website. Also interested to understand any wider issues and have suggested introduction of a web submission form for more complex enquiries rather than going via initial call handling.		
Move welcomed and to trial via regional centres first. To use information gained from wider Pharma project to inform Pfizer discussions. May also raise in discussions with ABPI.		
Data trawling to be carried out in March for multi company project using industry form. CGWG will prepare standard email with local centres feeding into RMICs. Explore use of Zoomerang to collate and analyse responses. KS and FW to coordinate.		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Prepare standard email re data collection on industry enquiries	FW	March 14
Prepare Zoomerang questionnaire	KS/FW	March 14
<b>14/10 Patient helpline standards</b>		
Joint badging agreed with RPS and to be hosted on host on UKMI website etc. Once uploaded to publicise at local meetings using publicity guide etc. share with patient facing info group.		
<b>Action items: Nil</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Patient Safety</b>		
Matters arising		
13/86 MHRA Safety issues. DE writing a DTB editorial on this to raise the profile of the problem. Examples of problems to be forwarded to DE. Agreed to progress through national SPS when possible.		
13/86 Injectable Medicines Guide A questionnaire to be made available through Survey Monkey once finalised. Another meeting for stakeholders is to be organized to consider content and delivery options. BR to liaise with David Cousins re approach. A delivery plan to be developed and embedded into SPS management structure as a product delivered by SPS as a whole. Technical platform raised as an issue. DE will revisit costing for original proposal and incorporate into a contemporary options appraisal paper to go to the new SPS board. CP, DE and BR to send holding email to original group re stakeholder day. External group to work on options paper (use wider SPS, David Gerrett, David Cousins), BR, CP and BR to do initial work on paper.		
CP reported on recent teleconference on QA process. Main purpose was to integrate paediatric check into existing system of checks. Robin Burfield working on presentation. Monograph format will split – common section then separate adult and paed specific section rather than one monograph with all info included. CP to bullet point writing guidance.		
13/87 Patient Facing Information Task & Finish group - only one meeting to date. BR to follow up.		

<b>Action Items:</b>	<b>Person responsible</b>	<b>Deadline</b>
Forward examples of issues with MHRA safety alerts	All	March 14
Email Sue Keeling and others in relation to next steps once current survey is complete	CP, BR, DE	May 14
Take forward IMG options paper	CP, BR, DE	May 14
Clarify next steps and stakeholder engagement once options paper written	CP, BR, DE	May 14
Finalise revised QA process	CP	April 14
<b>14/11 NHS England Patient Safety Work</b>		
<p>a. Product safety assessment tool. 10 products originally identified from NRLS data. Completed assessments to potentially be distributed through the medication safety officer network. Other stream is in relation to new products and will also be made available through MSO network. Agreed to make assessment tool available with repository of locally completed assessments. UKMi website patient safety section to host information initially. Format for final report now available. Poster drafted for Patient Safety Congress re development. Whilst tool is now finalized comments to be collated and revisions made annually if required. Launch in summer through patient safety network and SPS conferences. Noted there would be no QA process for locally produced assessments.</p> <p>b. Draft MHRA Patient safety alerts. Two alerts circulated– one relating to patient safety officers and the associated collaboratives. BR has responded positively to David Cousins. Whilst no formal feedback has been received signs are that funding has been identified with a lead for each region. Recognized as an opportunity for UKMi to gather and disseminate data. Collaboratives will run slightly in parallel with patient safety network</p>		
<b>Action Items:</b>	<b>Person responsible</b>	<b>Deadline</b>
Complete assessments of existing and new products as agreed	All involved	June 14
<b>Liaison with other groups</b>		
13/90 Online Clinical Journal - no further information though an understanding that still progressing.		
<b>Action Items: Nil</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>14/12 RPS update</b> Redesigned partnership agreement to be progressed for March		
<b>Action Items:</b>	<b>Person Responsible</b>	<b>Deadline</b>
Take forward UKMi / RPS Partnership agreement	TB	March 14
<b>14/13 CPPE joint working initiative</b>		
<p>Training package - content focussed on primary care and progressing well. Should enable primary care pharmacists to assess and complete reasonable enquiries but content also signposts to MI centres so potentially may increase enquiries. Will be accessed through CPPE website.</p> <p>Also working to get training onto NICE Technical Adviser network. Should be available by end of Feb. Can be shared outside England but requires CPPE to talk with WPPE etc. BR to email CPPE contact</p> <p>ADR safety App not launched yet partly due to issue at CPPE re platform. Noted that different centres have approached the work differently.</p>		
<b>Action Items:</b>	<b>Person Responsible</b>	<b>Deadline</b>
Liaise with CPPE & NICE re distribution / access for training package	BR	June 14
<b>14/14 UKMI – NHS Direct TB</b>		
<p>Notice now received on SLA. 6 months of funding remain with 2 months paid post April 14.</p> <p>Access to training etc. materials discussed. Need to understand role and implications of legacy organisations - for. detailed discussion with AJ. Caveats noted around support required for safe use of some NHSD materials</p> <p>Individual solutions likely for 111 services. KR has intimated support would be useful to 111 and should be a focus for UKMi support. To progress once SPS Board established.</p>		

<b>Action Items:</b>	<b>Person Responsible</b>	<b>Deadline</b>
Take forward discussions re joint materials with NHSD	TB	March 14
<b>14/15 NICE</b>		
Update given on January meeting. Topic selection for MPC new meds summaries. Discussions around BNF and consultation on review, accreditation of BNF and general views on future of eBNF. Revised request from NICE for support for Student champion work. QIPP topics being revised with Clare Howard in charge of update process. New topics – fentanyl & NOACS are two potentials. Benchmarking measures will be developed for all topics.		
Associates programme and regional TA structure shared.		
NICE Syndication – agreed that can go ahead. NICE search box to be placed on syndicated websites		
<b>Action Items: Nil</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>UKMI Executive Issues</b>		
<b>Matters arising</b>		
13/54 Medicines Optimisation Consultation statement to respondents – complete		
<b>Action Items: Nil</b>	<b>Person responsible</b>	<b>Deadline</b>
<b>14/16 R&amp;D Working Group</b>		
Meeting planned for mid-May. Working group Chairs to be asked to identify research priorities. Once proposals received and considered by group they will be prioritised by Exec with R&D Group subsequently responsible for producing action plan. Several suggestions for new members already received.		
<b>Action Items:</b>	<b>Person responsible</b>	<b>Deadline</b>
Forward research suggestions to SW	WG Chairs	April 14
<b>14/17 MDS Database TB</b>		
Still only used by MI centres. Waiting to trial with small number of community pharmacists. Training materials developed to highlight how database fits in with MDS decision making process.		
NPA have contacted TB requesting access. To investigate reciprocal arrangement for access to NPA resources. Noted that the fridge database is available to any pharmacy contractor.		
Passwords for website need revision as well as confirming external groups access rights. IT group to determine in due course		
<b>Action Items:</b>	<b>Person responsible</b>	<b>Deadline</b>
Progress discussions with NPA	TB	June 14
Review access rights and passwords for UKMI website	DE	Sept 14
<b>14/18 New PPRS agreement re horizon scanning and pricing information.</b>		
Guidance on PPRS noted. Prescribing Outlook format requires revision in light of new commissioning arrangements. Meeting to be arranged with writers, new products group and other stakeholders.		
<b>Action Items:</b>	<b>Person responsible</b>	<b>Deadline</b>
Arrange meeting for Prescribing Outlook revision	CP	June 14
<b>Communications/ AOB</b>		
JW – Highlighted changes in new meds reviews at SMC. Revised process involves a similar cost effectiveness review with a further step involving specialists managing the disease and patient representatives to provide a view on societal benefits. Meetings will be held in public with new process from April 14.		
CP – Announced retirement at end of June 14. A replacement for list owner for MI discussion group will be needed – to bring discussion to a future meeting.		
CMU have organised a one off meeting with MHRA re access to SPCs and SPLs in their website. Having difficulties linking from Inj Meds website to SPCs. To circulate date for possible UKMi input.		
Fridge database access – contacted by private company (nurses supporting clinical trials and travel & children's vaccinations) - agreed to provide access following brief discussion		

CH – Eire moving to stricter criteria for new drug approvals

PK – challenging relocation of MI service.

SD - A medicines evaluation network is being set up in the NE alongside a reformed N-TAG (Northern Treatment Advisory Group)

BR – Workforce Development Group BR would like to stand down as Chair and asked for expressions of interest. Noted that IH completed much of day to day work. The next national course dates are 7<sup>th</sup> – 9th July

<b>Action Items:</b>	<b>Person responsible</b>	<b>Deadline</b>
Circulate date for CMU/ MHRA meeting	<b>CP</b>	<b>ASAP</b>
Consider nominations for Chair of WDG	<b>All</b>	<b>March 14</b>

**DATE OF 2014 MEETINGS**

**18<sup>th</sup> March – teleconference 10.30 start. Dial in details to be circulated with agenda**

**25<sup>th</sup> June – Birmingham**

**6<sup>th</sup> / 7<sup>th</sup> May - London**

**11<sup>th</sup> September – Birmingham**

**27<sup>th</sup> 28<sup>th</sup> November – Derby**