

UKMi Executive Teleconference

Friday 22nd January 2010
10am-12pm

Chair: David Erskine

Note taker: Katie Smith

Attendees:

Melinda Cuthbert, David Erskine, Peter Golightly, Claudine Hughes, Paula King, Christine Proudlove, Ben Rehman, Katie Smith, Craig Rore, Janice Watt, Fiona Woods

MINUTES

10/01 Apologies for absence

Trevor Beswick, Graham Cox, Bhavana Reddy, Paula Russell, Liz Mellor, Janet Tweed

10/02 Minutes of previous meeting

09/87 – KS to reword paragraph 3
Otherwise agreed to be an accurate record

Action Items: NIL

Person responsible

Deadline

10/03 Matters arising

09/54 – TicTac

PG meeting with Trevor Shine next week with aim to have a deal for regional centres ASAP.

09/67 – MIDatabank

Escrow: SW discussed the paper he had circulated on the options. Best option agreed to be for 1 MI centre to take the lead, UKMI exec to pay the set up fee and then there is an annual retainer. Wessex MIC agreed to be the lead centre for UKMI. Need to review the memorandum of understanding as well.

NHS number standard: DE discussed with Tony West - not massive implications for MID, SW not spoken to Martin Stephens about this yet.

09/68 - MHRA/ MIDatabank development: yellow card reporting

SW reported that the research proposal had got through round 1, now have to complete another application form for round 2 (deadline next Friday)

09/69 – Pharmline status change

2 yrs of Pharmline content now on NeLM. DE will circulate a link to the testing server so we can see how the info is presented.

Need to have a Pharmline board meeting to dissolve Pharmline.

Can tell local MI pharmacists about change in Pharmline status.

09/71 – RPSGB library service

DE wrote to head of library service at RPSGB.

Catherine Duggan now responsible for RPSGB library/information service, 4 members of the exec will meet with Catherine on 18/03/10 to discuss future working.

09/72 – Medstream

DE set up a meeting in February to discuss a draft SLA with Steve Mott & GSTT, can then be used by other MICs.

09/73 – Injectable guide / feedback to Sue Keeling
CP gave feedback to Sue Keeling following the last UKMI exec meeting.
Injectable guide group had a meeting on 20/01/10.
CP will set up a date for a teleconference for those who QA the IV guides soon.

09/74 – NHS Direct SLA / funding for 2010/11
PG, TB & Davina Wraight had a teleconference with Anne Joshua and the NHS Direct national training lead in December 2009.
Had a face to face meeting in January and another planned for February.
AJ has a 10% CIP on her budget.
This equates to a £50,000 loss on UKMI SLA, this is likely to be recurrent.
Reduction in £589,000 to £535,000 achieved for 2010/11 by stopping Leeds OOH service.
Not funding reappointment of one NHSD support pharmacist (Trent).
Trent going to opt out enquiry rota – need to have discussion about how this work will be picked up, possibly by 3rd & 4th rota slots.
Enquiries dropping from 7500 to 7000 for 2010/11 due to more experienced HIAs and use of the pharmacy advisors.
Income for enquiry answering the same as last year for each regional centre (£10,737).
Significant progress in having a 3 yr SLA/long term relationship from next year.
NHSD not getting any inflationary uplift (2.25%) but this could be found from within the SLA if necessary.
If a vacancy occurs within an MI centre re: NHSD work, the regional director must approach Anne Joshua before starting recruitment process.
Thanks to PG & TB for their work with NHS Direct and funding.

09/75 – MI sources risk assessment
SW has updated the risk assessment with info on DAPs and the Renal Drug Handbook – on the UKMI site.

09/76 – MI KPIs
FW not sent out yet, will circulate ASAP.

09/77 – Pharmacovigilance for special products
DE attended NHS manufacturing pharmacists meeting to discuss pharmacovigilance for special products.
A lot of strong feelings about this have been presented to the MHRA so there will be another consultation in 6-9 months time.

09/78 – Regional workload survey data
FW sent out.

09/79 – Comments to publishers of Renal Drug Handbook
PG contacted publishers, will meet to discuss how MI use the product.
FW reported that some content is available through Google books.

09/82 – UKCPA contacted for validation of ACLF
DE contacted UKCPA, this will be raised at the next board meeting, will follow up with Graham Hall.

09/83 – Prescribing Outlook letter
Letter not written, hard copies circulated just before Xmas.
One error noted in the PO excel spreadsheet, this has been corrected.
Issue with adalimumab patent in PO new medicines, PG to write a news item to highlight this.

09/87 – NeLM section for ‘Better value, better care’ indicators
 Not progressed this as there is a bug still to be resolved in NELM.
 This could be set up as a community.
 May need to have a separate sub group to look at this.

09/87 – Briefing paper on MI activities
 SW very grateful for all the comments on his draft paper, will rewrite and circulate again.
 Produce a word document so that Wales/Scotland/Northern Ireland can adapt for use with their dept of health offices.
 Aim to complete by the end of March for wide circulation in April.

09/87 – Information governance paper
 DE recirculated, everyone received.

09/87 – PCT resource document
 PR not present, not aware if this has been updated.

09/87 – Merging MICs
 JW & PG started to work on this.
 Constructed as a SWOT analysis & model options for levels of MI services looking at managing risks – practical solutions.
 Document should be ready for the March meeting.

09/87 – Cost pressures
 BR paper very similar to JW/PG work, could merge the 2 pieces of work?
 Final comments to BR by 5th Feb.
 BR / JW / PG to collaborate, produce a final document for March exec meeting.

Need to consider opportunities and avenues for new funding / new services as well as cost pressures.

09/87 – Uncertainty workshop for March exec meeting
 TB not present, not sure if a facilitator has been organised.
 Decided that we do not need a facilitator at the March meeting
 May be better to have a bespoke day to consider issues that need the help of a facilitator – April / May
 Good venue - Birmingham Childrens Hospital – 5 mins from train station.
 KS to liaise with TB and do doodle survey for best dates.

09/88 – Edinburgh PDS review
 JW not produced yet, will do for Feb PDS teleconference.

09/90 – Public Relations Working Group
 KS not progressed this yet.

Action Items: SEE ABOVE	Person responsible	Deadline
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10/04 Datapharm/Janssen Cilag FAQs

<p>DE seen wire frames of proposed FAQ function. An icon is present on the SPC where there was an FAQ, FAQs only on licensed use though. 10 companies involved Want to pilot in June with all MICs to get feedback on usefulness / usability Couple of companies approached Wessex to write Q&As for their products to go on NeLM</p>

Action Items:	Person responsible	Deadline
Circulate screen shots when have permission	DE	ASAP
10/05 Information in SPCs – latex, dosing on body weight		
TB not present, not sure if the letter been sent or final draft produced		
Action Items:	Person responsible	Deadline
Check progress with TB	KS	ASAP
10/06 Pre-reg training in MI		
4 weeks based on research conducted when UKMI workbook launched – need to stick to this 4 weeks needed to learn basic skills for information finding and interpretation		
Action Items:	Person responsible	Deadline
Produce an evidence based summary of why 4 weeks training in pre-reg year required	ETWG	Ongoing
10/07 UKMI exec performance management		
TB not present DE circulated the spreadsheet TB had put together Slight reduction in the number of centres not audited for over 3 years. Slight increase in number of centres using MIDatabank (up to 74%). Need to work hard on hitting the Q&A target. SW working with DIAL to produce paediatric Q&As to go on NeLM.		
Action Items:	Person responsible	Deadline
Check Q&A commitment and work towards meeting it	All	March 2010
10/08 AOB		
BR – NPSA RRR on vaccines issued yesterday, available on NPSA website		
DATE OF NEXT MEETING – 10th & 11th March 2010, Derby		