

UKMi Executive teleconference

17th January 2012
2pm

Chair: Trevor Beswick

Secretary: Janice Watt

Attendees: Trevor Beswick, Sue Brent, Melinda Cuthbert, David Erskine, Peter Golightly, Paula King, Christine Proudlove, Ben Rehman, Katie Smith, Janice Watt, Simon Wills, Fiona Woods

APPROVED MINUTES

12/01 Apologies for absence

Graham Cox, Claudine Hughes, Craig Rore

12/02 Minutes of previous meeting held on 10th-11th November 2011

The following corrections were identified

11/46 This section was corrected to "SB advised that HEE is now delayed for 12 months. The exact timelines for this piece of work is now less clear"

Otherwise, the minutes of the meeting were agreed to be an accurate record.

12/03 Matters arising not on the agenda

11/82 SW reported that he has prepared a first draft of a QA on mixing Injectable medicines and has received comments from three directors. TB advised that he had sent the draft to Steve Brown who has forwarded to Keith Ridge but no comments have been received yet.

11/51 SW and FW are working on a paper which describes the risks associated with the use of some specific reference sources. This has not gone to the CGWG for comment.

Action Items: Nil

IT

Matters arising

11/38- NHS Accreditation of UKMI products- update

CP suggested that if the ULM tender by UKMI exec is successful, this would be a better product to take forward for NHS evidence accreditation. It was agreed that this work should be postponed until the outcome of the tender is known.

11/61 MiDatabank- update on v3 uptake and ADR reporting

TB emphasised the need to continue to promote v3. Regional directors reported that between 30-50% of centres have now changed over. No specific problems have been reported with changeover. MHRA still intend to write to chief executives to promote MiDatabank but they are awaiting DH approval. Timelines for the communication are not clear at the moment.

The next meeting of the MiDatabank steering group is due to take place on 2nd February 2012.

ADRs on MiDatabank- Paul Barrow has sent out an update advising that 138 e-Yellow cards have been submitted. CP highlighted that this does not include emailed yellow cards from earlier versions of MiDatabank. It was agreed that this is good progress.

Action Items:

	Person responsible	Deadline
Continue to promote MiDatabank v3 to local MI centres	All	ongoing

Clinical Governance		
12/04 IRMIS Report 1st July -30th September 2011		
<p>The most recent IRMIS report was discussed. There have been 13 reports between 1st July and 30th September 2011. Drugs with similar names is a recurrent issue. CGWG have discussed whether there is anything that can be done centrally to address this e.g. via MiDatabank thesaurus.</p> <p>The Executive approved the report for wider circulation.</p>		
Action Items	Person Responsible	Deadline
Discuss potential adaptation of MiDatabank with steering group	FW	January 2012
Circulate PDF version of report	FW	February 2012
Patient Safety		
Matters arising		
<p>11/42- DH never events- update on progress with UKMi involvement with high risk injectables</p> <p>A document was published yesterday on NeLM to identify high risk injectable drugs for local risk assessment. This is also on the Medusa website. TB thanked DE on behalf of the Executive for this work on this.</p>		
Action Items: Nil		
Liaison with other groups		
Matters arising		
<p>11/64 UKMI- NHS Direct SLA- update</p> <p>PG reported that the SLA is on target this year. A short fall in the number of call reviews is likely to be picked up by end of year. PG thanked everyone involved for their hard work in meeting targets for 11/12</p> <p>The SLA is expected to roll on for 12/13, although there will be some reduction in funding equivalent to that for the work carried out previously at Northwick Park with an equivalent reduction in the overall work/ activity required. A reduction in the training requirement and an increase in work on the online resources is anticipated. Management of intranet will taken on as part of SLA (already part of work at Southampton). It is also likely that information sheets maintenance will be required. This may be offset by a reduction in the training requirement. TB/ PG have a meeting soon to sign –off 12/13 plan</p> <p>The future of the SLA from 2013 onwards is less clear and is likely to be very dependent on the services delivered by NHSD in the future. UKMI may need to provide advice about professional boundaries for staff answering calls about medicines (band 2) and underpinning training for staff involved in delivering the 111 service. PG and TB have made clear that we require to be advised by September 2012 about a definite role for UKMI in 2013 onwards.</p> <p>11/65 Unlicensed Medicines and Off-Label Medicines Project- update on tender exercise</p> <p>PG, TB, CP, SW have produced a 1st draft of application for the tender. Deadline for final submission is 8th February. They requested another director review the full submission prior to final version. BR offered to do this</p> <p>The group also asked that specific sections be reviewed in more detail e.g. CG, critical appraisal. The Executive thanked the group and in particular SW for their work in putting the tender application together.</p>		

11/66 RPS Professional standards for hospital pharmacy

GC has collated some comments on the standards. Any further comments should be sent to Graeme ASAP. TB has been invited to a user testing group on 9th February 2012. TB is unable to go but BR said he might be able to go instead.

11/68 PIPA invitation to join UKMI

FW has not yet invited a PIPA representative to attend an executive. It was agreed that this should be postponed till later in the year. FW will send an email with a general invitation but without specifying a particular date at present.

11/70 MHRA Review of UK medicines legislation- UKMI response

TB advised that due to unforeseen circumstances he was not able to put in a reply. No specific issues had been identified by the Executive.

11/67 UKMI/ NICE collaboration- update on meeting with NICE

SW, PG, CP had met with Gillian Leng (see circulated minutes). This had been a very positive meeting. A wide range of topics were discussed. These included: NDO (plan to demonstrate at a future meeting); patent database ; processes for producing reviews of medicines (reviewing new medicines should not occur in isolation and work plans should be shared, possible common template for bulletins); medicines Q&As (two groups within NICE already collate information on topics that healthcare professionals would like further info on). it was suggested that a sample topic could be sent to UKMI to create a Q&A as an example of what could be done.

The Executive agreed that this was an important area of collaboration but agreed that any work carried out for NICE would be areas of common interest for both unless there is dedicated funding.

Another meeting is planned in the near future.

Action Items	Person Responsible	Deadline
Review (proof read) the tender submission	BR	1 st Feb 2012
Send specific sections to specific UKMI directors	SW	Jan 2012
Send any further comments on RPS standards for hospital pharmacy to GC	All	Jan 2012

12/05 UKMI Exec work with DTB

DE reported that Drug and Therapeutics Bulletin editors would like to work with 3-4 UKMI centres to write 3 or 4 articles per year. 7 UKMI centres have expressed interested. DE has agreed to pilot the process. It was agreed that the decision about which centres would be involved could be made in April once it was clearer about whether the ULM tender has been successful. It was agreed that the totality of the work coming into UKMI should be shared out as far as possible. It was agreed that DE and SW should compare the list of UKMI centres interested in being involved in each project

Action Items	Person responsible	Deadline
Feedback on pilot	DE	March 2012

12/06 RPS Accreditation of Training material, courses

The scope of the accreditation process is not clear. UKMI training course, MiCal and workbook could be candidates.

Action Items	Person Responsible	Deadline
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Look at requirements for RPS accreditation and identify any UKMI output that might be suitable	E&T WG	June 2012
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Education and Training

<p>Matters arising</p> <p>11/24 UKMI training course update</p> <p>FW reported that the training course had gone well. The organisation had taken a longer than anticipated and this was compounded by the fact that Fiona had not been involved in the course for some time. It was agreed that it is helpful if the main organiser is able to teach at the course immediately before the one they are organising.</p> <p>11/46 Modernising Pharmacy Careers – Workstream 2</p> <p>There has not been a meeting of the group since the last UKMI Exec meeting</p> <p>11/72 PDS 2012 – update</p> <p>KS reported that the programme is progressing well. Regular teleconferences continue.</p> <p>11/74 MiCal update</p> <p>BR reported that he is still to meet with CoACS to discuss progress with this.</p>
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Action Items	Person Responsible	Deadline
Feedback to the E&T group on any changes to the training course SOP	FW	Feb 2102

12/07 Future conferences- Clinical Pharmacy Congress and future collaboration with UKCPA

<p>National Pharmacy Congress – TB, SB are attending. Helen Davis is leading a workshop on horizon scanning. New product working group has agreed that it would be useful have a stand. TB has contacted the organizers about a stand but has had no response yet. TB to follow up</p> <p>Collaboration with UKCPA- TB has emailed Chris Green, Chair of UKCPA and both have agreed that a joint seminar should be explored further. It was agreed that TB should contact Chris again re a potential joint meeting in Sept 2013. PG advised that dates are booked for 2013 -14 with Warwick but no contracts have been signed.</p>
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Action Items	Person Responsible	Deadline
Send TB dates for 2013 and 2014	PG	January 2012
Contact Chris Green re a joint meeting	TB	March 2012
Follow up with organizers of National Pharmacy Congress on a UKMI NPWG stand	TB	January 2012

UKMi Executive Issues

<p>Matters arising</p> <p>11/56 UKMi Performance management 11/12</p> <p>TB reported that he planned to collect end of year data in March-April 2012.</p>

11/76 Specialist Pharmacy Services in England- Update

TB reported that he had written to Keith Ridge. KR has highlighted that this work needs to progress from the type of output currently available. TB will write back to KR highlighting UKMI's previous experience in developing new initiatives for effective medicines management and invite him to the UKMI Exec meeting in March.

11/77 Mi service delivery to the private sector- update

SW has submitted the proposed business model to the Nuffield but has not had any specific feedback yet. SW will continue to feedback on this

Action Items	Person responsible	Deadline
Return data for end of year performance management	All	April 2012
Write to Keith Ridge	TB	January 212

12/08 UKMI MDS database development

Feedback on overall plan has been positive. TB has produced a revised version of the work plan and risk categorisation system. It was proposed that BNF chapters could be divided up between UKMI centres but depending how much work is associated with each chapter some centres may get half to two chapters.

A Survey Monkey survey will be used to collate data on questions asked of UKMi centres on stability in compliance aids. TB will pilot survey in the SE and then send out. The purpose of the survey is to give a better picture of the types of questions asked in the past and it is not anticipated that the information obtained would be used to populate the database without corroboration.

It was agreed that it would be appropriate to delegate responsibility to individual regional centres to keeping their sections up to date on the database.

Risk categorisation – It was agreed that medicines should only be assigned green status if there are data showing stability in an MDS for 28 days.

Search functionality- UKMI Exec members should email TB about the type of reports that might be required.

Updating- the database would be updated every two years but could be updated on an ad-hoc basis if new information became available.

Database development- PG reported that James Turton has advised that the development of the database will take 2-3 months. He also has some work for the CGWG. TB will meet with PG and James to discuss further and will also discuss with FW. While James is working on the reporting functionality is should still be possible to populate the database

	Person responsible	Deadline
Pilot survey monkey questionnaire	TB	Feb 2012
Collate any local guidance	All	Feb 2012
Propose allocation of BNF chapters	TB	Feb 2012
Conduct literature search	TB	Feb 2012
Launch survey monkey		Feb/Mar 2012
Email TB on types of reports required from the database	All	Feb 2012
Populate database March onwards	All	June 2012

12/09 Communications/ AOB

PG

The price for the Midland Hotel in Derby for 2012 will be £82.50 (B&B). It was agreed that the meetings should continue to be held there in March and November 2012. PG will look for a venue in Birmingham for June.

BR
Bridget Rankin has attended a further meeting on credentialling within the pharmacy profession at the RPS. No definite outcomes that impact on UKMI were discussed.

Action Items	Person responsible	Deadline
Investigate a venue for June UKMI one day meeting	PG	March 2012
Date of next meeting		
5 th - 6 th March 2012- Midland Hotel Derby		