

# UKMi Executive Business Meeting

Friday 6<sup>th</sup> June  
9.00am to 2.30pm  
Midland Hotel, Derby

Chair: Eilish Smith

Note taker: Katie Smith

## Attendees:

Trevor Beswick, David Erskine, Peter Golightly, Christine Proudlove, Ben Rehman, Craig Rore, Paula Russell, Eilish Smith, Katie Smith, Simon Wills, Fiona Woods

## Minutes

### 08/19B Apologies for Absence

Sue Brent, Graham Cox, Claudine Hughes, Janice Watt,

### 08/20B Minutes of previous meeting held on the 6<sup>th</sup> March 2008

Accepted as an accurate record

08/05 – amend final paragraph.

First line - change box to engine, second line - change engines to content, third line - add Embase after Medline, delete 'otherwise will search PubMed only'.

### 08/21B Matters arising and action points not on agenda

08/04B Pharmline

Group updated on the current financial position with Pharmline by DE

08/05B Core content

Presentation circulated

08/09B Conditions & treatments database

KS gave details of correspondence with Perry Rich

Group felt that the deadlines for meeting too tight, Elsevier may be able to get feedback from MI pharmacists by attending the professional development seminar.

KS to copy PR details to PG for seminar.

08/11B Horizon scanning: ministerial industry strategy gp

CP had no further info to add, there will be another meeting of the group at the end of June to look at how a database might be set up

08/15B Pandemic flu planning

CR has gathered info, group decided that we will pick this up again at the October meeting with contingency planning

08/17B Medicines Q&A action plan

SW presented a plan to increase the numbers of medicines Q&As on NeLM. Discussion about Q&As to cover product shortages.

PR said Newcastle can do 7 Q&As, revised target is therefore 75. SW will feedback at every meeting on progress towards target.

<p>08/01D Patient telephone help lines action plan</p> <p>SW presented an action plan prepared by SW, DE &amp; TB.</p> <p>TB looking for help at seminar workshop from a LMIC who have recently set up a patient helpline – forward names to TB in the next 2 weeks.</p> <p>Aim to produce support material (powerpoint presentation, service description, business case etc.) for end Sept 2008 – after seminar.</p> <p>Discussion about some of the issues with respect to helplines – data protection, dealing with non-english language speaking callers, working with PALS</p>		
<p><b>08/22B NeLM</b></p> <p>Plan to launch on Mon 16<sup>th</sup> June.</p> <p>Training manual issued to all people who add information to the site. Do not add info next week.</p> <p>Need to re-register next week – emails to tell people will be sent out from the website team.</p>		
<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
NIL		
<p><b>08/23B MiDatabank</b></p> <p>System for expert pharmacists to be able to add their own expert knowledge/advice to MIDatabank has now been worked up. Functionality allows MI pharmacists to add keywords, amend records etc.. SW will circulate screen shots when they are available</p> <p>Keith at CoAcS will now work on the wizard on how to use system for non-MI pharmacists.</p> <p>Next version of MICal will have a dummy MIDatabank to enable trainees to get used to the system.</p> <p>Version 2.1 almost ready, beta tested by a couple of centres – a number of bugs fixed, will now be able to retrospectively add keywords</p> <p>If there any more problems/issues identified with MIDatabank, please feed them through SW</p>		
<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Send any MIDatabank issues/problems to SW rather than CoAcS	All	Ongoing
<p><b>08/24B Presentation from Robert Kimberley (Regional Director, UK &amp; Ireland, Ovid Technologies) and Rod Cowley (Senior regional sales manager) on Wolters Kluwer Health [WKH] services from Ovid, Adis and LWW, including third-party content via Ovid</b></p> <p>WKH consists of a number of sister companies – Adis, Facts &amp; Comparisons, Lippincott Williams &amp; Wilkins</p> <p>Ovid can offer cost effective packages of journals, books or databases tailored to meet specific MI needs to enable users to get the maximum use from the resources. Can also do pay per view packages.</p> <p>CP &amp; SW already met independently with WKH.</p> <p>Ovid have access to over 1200 electronic journals. If have access to journals through different suppliers could centralize purchases through OVID so only have to use one password.</p> <p>Through the OVID platform you could search across all the journals you have access to rather than having to look at them all individually.</p> <p>Need to come up with a list of journals that are common/useful to all RMICs that may also be useful to LMICs, can also add book titles to list of resources. Ovid will then generate a price that could be considered. Focus is on electronic access, but can also include printed copies.</p>		
<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Survey RMICS about what journals are currently subscribed to, what we used to subscribe to and why it was given up	PG	ASAP
RK to send list of OVID journals to KS to circulate	RK / KS	ASAP
UKMI exec to come up with a list of resources for OVID	All	End July

### 08/25B Injectable Medicines Guide

CP prepared letter to Keith Ridge identifying problems with the IV guide but it was not sent as the Hammersmith were not happy to be co-signatories. IV guidelines on the site without a QA check have not been removed as this suggestion was over-ruled by the Hammersmith.

There has been no response from the Dept of Health with respect to the business case for the injectables guide.

Discussion about the role of UKMI in the IV guide – there are a number of issues that are frustrating which could be changed to improve the process, however many of the issues are out of the control of UKMI and we can not affect them. To date have UKMI RMICs have QA'ed 140/160 allocated IV monographs. We need to raise the concerns of UKMI exec about the QA process to the Hammersmith ASAP. UKMI exec need to decide whether to carry on with the QA process.

Hammersmith would like RMICs to write monographs, some centres already do, others not willing to start.

RMICs agreed to take up to 3 monographs per month to QA. CP to allocate monographs on a rolling basis.

RMIC to send comments to author, copy in Sue Keeling.

CP going to the IV guide meeting at the end of the month

Action Items	Person responsible	Deadline
Each RMIC to send the number of errors identified in the monographs that have been checked to CP	All	20/06/08
Send letter to Ann Jacklin reporting what has been done and what UKMI exec concerns are	CP / TB	July 2008
Allocate IV monographs to RMICs for checking	CP	Ongoing

### 08/26B NHS Direct SLA issues

PG presented draft end of year report on delivery of NHS Direct / UKMI SLA for 07/08. Number of calls increased, lot of proactive work and huge amount of training. Exceeded a number of the targets in the SLA. Last year was the most successful year to date.

NHSD working group and particularly Davina Wraight should be formally thanked for all their hard work.

SLA for 08/09 should be finalized shortly.

Funding for extra enquiry answering was awarded jointly to KS & FW. To date this seems to be going well. KS reported that she is currently advertising for a 1 yr band 7 to cover the new NHSD work.

FW expressed concern about patient confidentiality issues when taking unassessed calls.

PR asked if discussions about the 09/10 SLA could be started earlier.

TB raised some concerns about NHSD SLA funding. As things currently stand, regional centres carry the risk for issues such as maternity and long term sick pay. NHSD had supported a centre with additional funding in such circumstances. TB would like the opportunity to discuss this again in time for next years SLA round.

Action Items	Person responsible	Deadline
Comments on the draft SLA back to KS or PG	All	ASAP
Discuss patient confidentiality issues when taking unassessed calls with Davina Wraight	FW	ASAP

### 08/27B Access to UKMI work by private hospitals

KS reported that she had emailed Lola Okun, the medicines management lead and Karen Harrowing, the group chief pharmacist at the Nuffield Hospital group, no reply had been received to date.

Action Items	Person responsible	Deadline
NIL		

<b>08/28B NMEC – update, who will we work with, proposal for prototype service</b>		
<p>SW met with Steve Mott &amp; Joanne Shaw to discuss this work.  Still awaiting a proposal from Datapharm about a prototype/model service.  Some discussion about whether UKMI should be/want to be involved. Not all RMICs expressed interest in being involved. Agreed that need more information is needed before making a decision about working with Datapharm.  Agreed that SW would continue to be the contact for UKMI with Joanne Shaw/Sharon Leighton. SW agreed that he did not have the authority to act on behalf of UKMI and he would discuss any information he received with KS and FW.</p>		
<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Await proposal from Datapharm	SW	Ongoing
<b>08/29B Public Health Commissioning Network</b>		
<p>DE raised this as an issue to keep an eye on. This was highlighted as a news item on NeLM.</p>		
<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Speak to local PCT leads about this	All	Ongoing
<b>08/30B UKMI / PIPA standards working group meeting</b>		
<p>FW presented the confidential draft report of the survey that PIPA did of calls received from NHS MI pharmacists. Work will be presented as a poster at the UKMI professional development seminar.  Agreed that PIPA could present the data at their own conference in July and the DIA conference in October.</p>		
<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Contact PIPA standards working group and let them know that they can present the data at their own conference and the DIA conference	FW	ASAP
<b>08/31B CGWG meeting report</b>		
<p>FW informed the exec that we had now reached the end of the 3 yr cycle of regional centre audits – need to pair centres up again.  Essential info resources list – NCMD back as an essential resource  Plan to have a stand about IRMIS stand at the professional development seminar  Aim to have finalized the MI standards by the end of the year. Hope to bring to UKMI exec mtg in Oct or Dec.  MIDatabank SOP nearly finalized.  PG asked if there is any work planned on the model MI centre project – FW said this is not being worked on currently</p>		
<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Prepare end of year report for next UKMI exec meeting	CGWG	Oct 2008
<b>08/32B IRMIS report</b>		
<p>FW presented the latest IRMIS report. Amount of detail provided in reports is not adequate to come up with learning points. This will be highlighted to attendees at the professional development seminar.  Remind LMICs to report all unclear SPCs to manufacturers.  Need to reassess the risk scores so that appropriate risks can be assigned to incidents.</p>		
<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Circulate IRMIS report to LMICs, remind MIPs to report all unclear SPCs to manufacturers	All	ASAP
<b>08/33B Pilot outcome survey</b>		
<p>PG presented a paper on development of a tool to evaluate outcomes relating to MI enquiry answering. Encouraging results, PG plans to use within Trent &amp; WM regions on an annual basis to gather more data. PG</p>		

suggested CGWG look at the work to see if this could be rolled out nationally.  
 A few other centres are doing similar work, concerns raised that people don't know what each other are doing. We need to work collaboratively in future to get larger numbers. The Research Working Group (RWG) needs to be aware of all ongoing research.

Action Items	Person responsible	Deadline
Keep track of all ongoing research work	RWG	Ongoing

**08/34B ETWG meeting report – GLF/ACLF competencies**

Minutes of the ETWG are available on the UKMI website. TB presented a summary of work on the MI competencies.  
 The ETWG would like to -  
 Review the MI competencies as they have been in place for 7 years and not reviewed.  
 Match the MI competency framework to the GLF, ACLF and KSF  
 UKMI exec endorsed this activity.  
 ETWG would also like to work up MI career path.

Action Items	Person responsible	Deadline
Undertake review of MI competencies & cross reference to the GLF, ACLF and KSF	ETWG	Ongoing

**08/35B UKMI conference 2008**

Button now on UKMI website front page to link to info

2 days  
 4 plenary sessions – health service reform, approving new drugs, hospital acquired infection, IT development in MI  
 5 workshops on Thursday and 5 on Friday, only critical appraisal will be repeated  
 Thursday – session on patient helplines needs someone who has set up a helpline to give advice/info on how this was done, what was done, what was learned etc..  
 No IT facilities for IT workshop at Warwick  
 Social event will be in house and run from 7.30 to midnight  
 Only posters no oral presentations, raise awareness with local MICs  
 Conference registration will go live next week  
 Cost ~£200 per person  
 PG would appreciate ideas of people/companies who should be invited to bolster the exhibition  
 How many attendees expected from each region?

Action Items	Person responsible	Deadline
Find out how many attendees (RMICs, LMICs – include pharmacists & technicians) expected from each region	All	19 June 08

**08/36B UKMi financial position**

PG presented a summary of the UKMI financial position detailing income and expenditure. This was agreed to be a fair and accurate summary by the group.

Various issues discussed –  
 Agree expenditure for 09/10 at the October meeting.  
 Agreed to retain levy, invoice earlier in year (Nov), reassess number of local centres & amount paid per centre  
 PG chasing a number of non-payments for the national MI course, move towards getting payment before attending  
 Agreed to write off small unpaid invoices from 2001 & 2003 as unlikely to ever recover this money  
 UKMI exec meeting costs to be divided between all regional centres  
 Agreed that summary should continue to be produced on an annual basis

PG thanked for all his hard work by ES

Action Items	Person responsible	Deadline
Produce summary on an annual basis	PG	Ongoing
<b>08/37B Communication slot</b>		
<p>FW – local MI pharmacist been called to a coroners court about a letter written in response to an enquiry, has anyone done this before? ES has done this before, CP offered to put the pharmacist in touch with Sue Banfield</p> <p>TB – is there a bulk subscription to Scrip? Only 5 centres still take, many MICs dropped due to the cost. PG to investigate a bulk deal.</p> <p>TB – enquiries from non-practising pharmacists should be referred to NHSD as they are essentially members of the public</p> <p>TB - writing a medicines management guide for the COPD NSF</p> <p>TB – writing a good practice guide for commissioners on how to avoid postcode prescribing, will circulate when finished</p> <p>SW – research working group looking to set up a research standard at its next meeting</p> <p>SW – do peer review 'live' at a regional meeting, get useful comments and feedback</p> <p>SW – contacted by local HTA office who want to use MI as a resource to identify topics that should be covered</p> <p>CP – 1 trust with 5 hospitals, 2 with MI services, 3 without. No collaborative working between the hospitals. How do you audit a hospital without an MI service?</p> <p>PG – there seems to be a growing interest in setting up MI services in psychiatric hospitals</p> <p>PG – EMIMS administration/editor changed a couple of months ago, flood of emails about not being able to access EMIMS, PG confirmed that all old accounts still valid and therefore original passwords should work.</p> <p>JW – is it possible to have a subscription just to Trissell? PG advised this should be negotiated separately, FW said they had done a similar thing in Wales.</p> <p>JW – the conference in 2009 will be held at the Glasgow Caledonian University</p> <p>ES – last meeting as chair, DE takes over from October, thanked DE for his work as vice-chair. Need volunteers for role</p> <p>ES – Staff shortages are causing difficulties</p> <p>DE – approached by ethnic national library for information around medicines safety and effectiveness in various populations. Hope to produce a document by October.</p> <p>DE – will be producing a national template PGD for the upcoming NPSA alert on bowel cleansing.</p> <p>DE – signed up with UKCPA to represent UKMI in the Waterloo/TransCom discussions. DE currently acting as UKMI contact, would anyone like to take this role on? TB offered to help out if needed.</p> <p>DE – published a list of national recommendations for drug monitoring in adults on NeLM, freely accessible as a PDF. A word version is available from DE if wanted, contact DE directly for this.</p>		
<b>Next meeting: 15<sup>th</sup> – 16<sup>th</sup> October, Glasgow [Holiday Inn, next to bus station]</b>		