

UKMi Executive Meeting

Wed 4th March 2009, 11am - 5.30pm
Thurs 5th March 2009, 9am - 3pm
British Institute of Radiology
36 Portland Place, London

Chair: David Erskine

Note taker: Katie Smith

Attendees:

Trevor Beswick, Graham Cox, Melinda Cuthbert, David Erskine, Peter Golightly, Jonathan Hall, Christine Proudlove, Ben Rehman, Craig Rore, Paula Russell (Wed only), Katie Smith, Janice Watt, Fiona Woods (Thurs only)

Melinda Cuthbert from Edinburgh introduced to the group as this was her first meeting

MINUTES - DRAFT

09/01 Apologies for absence

Claudine Hughes, Paula King, Simon Wills

09/02 Accuracy of business & development minutes from December meeting

BR not present at meeting in December

Otherwise accepted as accurate records

09/03 Matters arising / action points not on the agenda

08/63B – FAQ site on UKMI Central

Site renamed 'Useful PCT enquiry summaries'

Directs readers to UKMI Q&As

Have managed to disable Google from finding the summaries, although this was not easy to do

08/75B – R&DWG meeting date

Hopefully meeting will be in July

08/78B – AOB update

JH gave an update on the E learning packages - IV compatability package ready & waiting to be finalized, critical appraisal package in progress, SW writing an article for Clinical Pharmacist

PG informed group that invoices for UKMI levy went out yesterday (3/3/09)

08/07D – regional centre publications

PG, PK & CP had TC to discuss

Can amalgamate current awareness bulletins and produce a weekly publication, also produce a monthly index

Publish on NeLM

Second meeting planned to take ideas forward

08/20D – Translation of information for imported medicines

Mawdsleys (importers based in Doncaster) will translate foreign PILs

Pharmarama (importers based in London) – PG will check whether they will translate foreign PILs

08/26D - RPSGB prospectus & CPD consultation

DE replied on behalf of UKMI, subsequently invited to a stakeholder day at RPSGB

Action Items: NIL	Person responsible	Deadline
09/04 NeLM (and Pharmline) funding & NHS Evidence update		
<p>NHS Evidence will be launched 31/04/09 NeLM regarded as a important link site No duplication is a key issue for NHS Evidence DE awaiting news on funding of NeLM & Pharmline Need to put out invoices for Pharmline for another year RPSGB keen to work on joint Pharmline / EPIC product Medicines A-Z almost ready to launch, just need to do final check on drugs mentioned in NICE guidelines Formulary package will also be available. Medicines A-Z now links to Medusa website, if on a NHS computer will go straight to the site</p>		
Action Items:	Person responsible	Deadline
Contact DE if able to check NICE guidelines in next 2 wks for medicines A-Z	All	13/03/09
09/05 NHS Evidence Accreditation process		
<p>UKMI needs to achieve NHS Evidence accreditation to be able to have info on NHS Evidence Process out for consultation at the moment</p>		
Action Items:	Person responsible	Deadline
Respond to consultation on NHS Evidence accreditation process	DE	ASAP
09/06 MiDatabank update		
<p>SW had circulated a paper on new developments in his absence from the meeting, JH addressed questions that were raised Would benefit from a presentation on the new functionality Pilot needed before UK wide launch</p>		
Action Items: NIL	Person responsible	Deadline
09/07 New version of EMC, presentation on new interface, Nicky Helyer & Dawud Masieh from Datapharm (Thurs, 9.15am)		
<p>New EMC been available for about 1 month. Datapharm have a number of services - EMC , SPC compendium, X-PIL, medicines guides EMC – 9 million downloads/yr, grows by about 1 million hits/yr Survey on EMC website during 2008 gave lot of positive feedback but highlighted some problems New EMC site taken account of the feedback and comments</p> <p>Do not search EMC from medicines.org.uk homepage Can apply various limits Do not have to use words from the drop down menu Search for phrases in double quotes Can search using AND, OR, NOT, can search for words/phrases in entire SPC or specific SPC sections Can view search results in different ways Technical info may also be become available via the site – Datapharm had meeting with PASA Document history section dates back to 1999 There is the ability to do an advanced search now Datapharm dependent on receiving info pharmaceutical company – different companies will remove discontinued products SPCs within different time scales So far feedback on new website is very good, are aware some SPC s are still missing Looking to make further improvements during 2009 Goldshield & Sandoz SPCs to be available on EMC in the next 2 weeks Companies currently have 30 days to update SPCs / PILs after changes, this may become 10 days to ensure</p>		

<p>information is as up to date as it can be EMC primarily focused on primary care drugs, is going to push to get secondary care exclusive drugs as well on the site Medicines guides are the patient info source of choice for the NHS</p>		
Action Items:	Person responsible	Deadline
Email copy of presentation on new EMC for dissemination to MI pharmacists	DE	ASAP
09/08 Future development of UKMI website		
<p>PG had circulated a paper on proposals for change to the UKMI website – went through this.</p> <p>Links pages not considered to be high priority any more, site does need an index though. Need to update specialist MI services & clinical section. IT section to become Information management as this is more useful. IT working group to become the UKMI website management group. PG and CP are main website administrators and are looking for info to add to UKMI news section – use this to promote all UKMI activities e.g. research, minutes, consultation responses Discussion about role of publicity group – is one still required?</p>		
Action Items:	Person responsible	Deadline
Highlight news items to CP or PG to go on UKMI website	All	Ongoing
Ideas for publicity material – send to CP & PG	All	June 09
09/09 Goldshield MI dept – update		
<p>TB put Goldshield in touch with Jean Blake. Jean met with Goldshield and reported that the meeting was helpful. TB and PR to meet with Goldshield on 7 May to review progress, need to ask local MICs about recent experience of contacting Goldshield, email info to TB</p>		
Action Items:	Person responsible	Deadline
Ask local MICs about experience of contacting Goldshield since 1 Jan 2009	All	20/04/09
09/10 Injectable Medicines Guide update; Injectable Medicines Group & PASA		
<p>CP gave progress report on the IMG – presented a paper highlighting current issues and outstanding monographs. UCL IV guide to be made available on the internet.</p> <p>DE had been to a meeting with PASA, QA group & IV medicines group to define technical info required by the NHS to administer injectable medicines and how to get electronic access to SPCs for injectable medicines.</p> <p>It is possible for hospitals to customize the content of the IMG so that there is less info presented – contact Robin Burfield. Number of people raised that there are still discussions locally about the risks & benefits of paper vs. electronic systems.</p>		
Action Items:	Person responsible	Deadline
Produce paper on IMG developments	CP / DE	June 2009
09/11 Pharmaceutical Press update, Julie McGlashan & Dulcie Watenabe from RPS Publishing (Thurs, 11.30am)		
<p>Update on new titles – Drug Administration via Enteral Feeding Tubes available electronically – can add to Medicines Complete MIC package but not to pharmacy package New Martindale due out March 2009 New edition of Pharmaceutical Excipients book due this year New edition of Drugs Restricted in Sport pocket book New book – Stockley Herbal Medicines Interactions, available mid 2009, will be available electronically</p> <p>Medicines Complete package for MICs very popular – 162 subscribers in 2008 Contact Laura Nickson if there are any questions Pay per view may be investigated in the future</p>		

<p>Medicines Complete package for pharmacies needs promotion, particularly around the number of users allowed by the licence</p> <p>Medicines Complete version 3 due for launch in July – Pharmaceutical Press would like volunteer(s) from UKMI to trial new interface to get feedback on usability</p> <p>Feedback on concerns UKMI have highlighted with Stockleys Drug Interactions. Pharmaceutical Press will highlight on the website what they are investigating if there is an issue. Pharmaceutical Press appreciate feedback.</p> <p>TB asked if the Pharmaceutical Press had any flu pandemic plans e.g. if there were problems with Medicines Complete how would these be dealt with during pandemic flu.</p>		
Action Items:	Person responsible	Deadline
Volunteers to trial Medicines Complete version 3 – contact Julie McGlashan	All	ASAP
09/12 PIPA conference 2009		
<p>KS & FW invited by Sarah Dunnett to present at the PIPA conference in July on the standards that UKMI has written for industry MI depts. Theme of conference is quality.</p> <p>KS and FW feel that it would be better to focus on the new standards UKMI has prepared for auditing MICs, agreed that this was appropriate.</p>		
Action Items:	Person responsible	Deadline
KS to reply to Sarah Dunnett	KS	ASAP
09/13 NHSDirect WG update		
<p>NHSD are reviewing health info service teams and are going to have a huge recruitment push for HIAs as the health info service is going to become available 24/7 from 1 April 2009.</p> <p>This is going to have a huge training impact for the UKMI NHSD lead pharmacists.</p> <p>May be easier to have 2 centralised training events rather than expect UKMI NHSD lead pharmacists to take on extra training at the NHSD call centres.</p> <p>Need to have meeting re: the SLA for 09/10 to try and get it signed off</p> <p>At the last UKMI/NHSD working group meeting there were a number of issues raised around management of NHSD enquiry workload and times of day calls are taken. East Anglia & Wales are not always taking 5 calls each every day and this is impacting on the MICs who are 5th & 6th on the rota. Need to relook at rota for 09/10. There is also an issue with having to call back within 1 hr – this time may be extended in the next SLA.</p>		
Action Items:	Person responsible	Deadline
Continue discussions/negotiations on SLA	PG, TB, DW & AJ	May 2009
09/14 Medstream		
<p>The information governance manager at Guys hospital, DE & Steve Mott met to discuss a number of issues around the Medstream project - ownership of data, data anonymisation, telling callers about how their data may be used, ethics committee approval, make the Trust Caldicott guardian aware etc.</p>		
Action Items:	Person responsible	Deadline
Send report once available	DE	ASAP
09/15 Working with RPSGB – feedback on meeting & teleconference		
<p>DE attended a stakeholder meeting at the RPSGB in February</p> <p>RPSGB interested in UKMI support for the advisory service</p> <p>Discussions around how RPSGB advisory service and UKMI can work together – RPSGB particularly would like to refer clinical enquiries</p> <p>Discussions around how Pharmline & EPIC could be merged</p> <p>RPSGB interested in using MIDatabank</p>		
Action Items:	Person responsible	Deadline
Meeting to discuss how UKMI can work with RPSGB advisory service	BR, FW, DE, PG	End March

09/16 Feedback on meeting of UKCPA + specialist interest groups with Steve Churton and Jeremy Holmes		
GC attended meeting in Leeds to represent UKMI Main concern was the lack of detail on how things will progress SC very complimentary about UKMI, how can UKMI get involved with new professional body?		
Action Items: NIL	Person responsible	Deadline
09/17 UKMI service to Boots the Chemist when they provide hospital pharmaceutical services		
BR had teleconference with BTC business development managers. BTC looking at non-core services and are expanding into secondary care – currently private hospitals. BTC had also contacted Newcastle. Discussion about how UKMI should/could support BTC to offer an MI service. Currently have no idea about where the hospitals are in the country.		
Action Items:	Person responsible	Deadline
Meet with BTC to establish the way forward	BR, SW, PG, PR	End April
09/18 CGWG update		
Should have collected workload data Apr 08 to March 09 but this has slipped Propose that postpone the data collection for 12 months – discussion about the pros and cons of doing this Aim to collect data electronically via Zoomerang in 3 month chunks in future so this is not such an onerous task for local MI pharmacists Better to focus on specific quantifiable data every 12 months rather than the full data set we currently collect Be clear about why collecting the data and how is it going to be used TB says there are issues with the new renal drug handbook – has put a message out on the MI-UK mailbase about these this week		
Action Items:	Person responsible	Deadline
Send out paperwork for data collection for 08/09	FW	End Apr
09/19 MI standards review		
CGWG taken on board the comments from the Dec meeting Elena Grant, Chris Proudlove & Ben Rehman also trialled the new standards while doing audits Further comments on the 4 th draft taken		
Action Items:	Person responsible	Deadline
Include comments in final draft	FW	End Mar
Seek comments from some chief pharmacists to check the standards are reasonable & feedback to FW	All	End Mar
09/20 IRMIS report		
Incidents for Nov, Dec 2008 and Jan 2009 Remind people to be accurate when they input data to make reports as useful as possible Incident from production of a publication – agreed that this was appropriate to put on IRMIS Reference statements on summary to actual IRMIS report Listed by the date reported on IRMIS rather than the date the incident took place		
Action Items:	Person responsible	Deadline
Remind MI pharmacists to record incidents accurately on IRMIS	All	ASAP
09/21 Advanced Level Practice – presentation from Catherine Duggan/Alison Innes (Wed, 3.30pm) and MI competencies		
CD & AI spoke about Specialist Curriculum Group (SCG) Improved / advanced / specialist practitioners want leadership & professional support		

<p>AI & CD have been working on advanced practice for last 2 years with specialist groups e.g. UKMI, BOPA, CPP, UKCPA, UKPPG, APTUK etc.. = SCG</p> <p>SCG could become the specialist curriculum committee (SCC) in the new professional body. ACLF assesses practice against 3 levels – foundation, excellence, mastery SCC would be able to ‘credentialise’ practitioners based on portfolios of evidence at excellence level if practitioners don’t want to do MSc’s</p> <p>SCG panels for assessing portfolios would be made up from different groups – ie MI doesn’t just assess MI</p> <p>SCG aim to promote postgraduate pharmacy education at an advanced level, ensure there are appropriate curricula to support professional development and there are appropriate training and assessment processes.</p>		
<p>Action Items:</p> <p>Circulate memo of understanding and work done so far</p> <p>Agree to sign up to memo of understanding</p>	<p>Person responsible</p> <p>DE</p> <p>All</p>	<p>Deadline</p> <p>ASAP</p> <p>End April</p>
<p>09/22 ETWG update, technician accreditation scheme update</p>		
<p>National MI Training course – demand exceeds capacity but not able to do more than 2 courses/year. Need to review how people are selected to go on the MI course. Those who have a more substantive MI role should take priority.</p> <p>Tim Albert has contacted people who expressed an interest in being writing trainers.</p> <p>MI technician accreditation scheme 5 definite applications, 3 possible further applications, need 18 for course to run?</p>		
<p>Action Items:</p> <p>Send email to LMICs to encourage applications for the MI technician scheme</p> <p>Look at cost of running course with fewer participants and present new costs to those signed up already</p>	<p>Person responsible</p> <p>All</p> <p>TB / ETWG</p>	<p>Deadline</p> <p>End March</p> <p>April</p>
<p>09/23 UKMi performance management report – activity against the outcomes in the SLA; progress with medicines Q&As</p>		
<p>Aim to do year end report for end April Collect data mid April Collate data and produce report for conference in September. Can use data to feedback to local SPMs</p> <p>Collect similar data set for 09/10? Discuss at meeting in June</p> <p>Still aiming to get 200 medicines Q&As on NeLM Need to balance writing new Q&As with updating expired ones. Can get number of hits a Q&A has had on NeLM over the last 12 months – this may help to determine whether it is still needed Expired Q&As could go on UKMI website / NeLM behind password?</p>		
<p>Action Items:</p> <p>Complete form with final data for 08/09 when sent & return to TB</p> <p>Consider what data UKMI should collect for 09/10, bring copies of strategy to June meeting</p>	<p>Person responsible</p> <p>All</p> <p>All</p>	<p>Deadline</p> <p>Mid April</p> <p>June</p>
<p>09/24 Implications of new publications on the work of the UKMI New Products Working Group – Guiding principles on PCT decision making processes on medicines; NPC also producing guidance</p>		
<p>NPC published guidance on 3 March UKMI medicine reviews need to take in to account health economics as well as looking at the clinical evidence Need to highlight to PCTs what UKMI has available already to help with the managed entry of new drugs</p>		
<p>Action Items:</p> <p>Draft summary to disseminate to PCTs – comment if able to</p>	<p>Person responsible</p> <p>DE</p>	<p>Deadline</p> <p>End Apr</p>

09/25 Pandemic flu planning – discussion with Ann Joshua (Wed, 11.45am)		
<p>09/10 UKMI SLA needs to have a statement about how we would deal with pandemic 'flu outbreak – this is a requirement for all NHSD SLAs.</p> <p>NHSD will have specific call centres for a pandemic flu outbreak – 100 NHSD nurses will run the flu call centres, they will not be based in the current NHSD call centres.</p> <p>NHSD actively looking at home working, also looking at skill mix & what different staff groups can do.</p> <p>Need to consider how pandemic 'flu would affect current UKMI service and then if/what (extra) enquiry support we can offer to NHSD.</p> <p>Could UKMI staff go to NHSD call centres?</p> <p>Workforce modeling needs to be done on 20-50% absence rates.</p> <p>Need to establish if MID can be accessed from home?</p> <p>Could England RMICs access the Welsh MID if necessary?</p> <p>Could plans be made for MI staff to go to other healthcare sites (GP surgeries) to access an N3 connection and get on the NHS net?</p> <p>Would be a good idea for RMICs to 'buddy up' to provide support to each other particularly as 'flu may present in one area of the country first rather than be countrywide</p> <p>How should the 'flu questions be prioritised with other acute enquiries? Are there criteria that could be applied?</p> <p>NHSD doing work on how they will prioritise calls and what will be transferred to UKMI.</p>		
Action Items:	Person responsible	Deadline
Meet with NHSD lead for pandemic 'flu planning	TB	End March
Check if MID/other hospital resources can be accessed from home	All	End March
Criteria for MICs to operate in pandemic 'flu	KS / BR	June mtg
09/26 NHS Leadership Qualities Framework & next steps (Lean Thinking in NHS?)		
<p>TB presented a summary of the responses received to the leadership qualities framework</p> <p>Questions UKMI exec need to address as a result of the responses -</p> <p>Are exec meetings effective as they could be?</p> <p>Do we make the best use of exec meetings?</p> <p>How do we improve our focus?</p> <p>Are we missing opportunities when trying to deal with challenges?</p> <p>How do we get better at strategic thinking?</p> <p>Are we getting all we can from existing collaborations?</p> <p>Are we missing out on opportunities from existing collaborations?</p> <p>Meeting agendas need to be circulated 2 weeks before meeting, need to get stricter about setting the agenda.</p> <p>Need to restrict the number of people who present at meetings as this eats up time we could use for debate</p>		
Action Items:	Person responsible	Deadline
Produce paper to summarise possible changes to working of UKMI exec	TB	End Apr
09/27 Practice Development Seminar 2009		
<p>JW presented draft programme for PDS</p> <p>Next teleconference on 13 March</p> <p>Need to get names of speakers to deliver the plenary sessions and workshops</p>		
Action Items:	Person responsible	Deadline
Have names of potential speakers ready for the teleconference	All	13/03/09
09/28 Future of Practice Development Seminars		
<p>PG presented paper on discussions that PG, CP & FW had had about the strategy for future PDSs. Paper poses a number of questions.</p> <p>Ongoing annual event is thought to be essential. This could be tested via a research project.</p> <p>Alternatives to PDS were considered – webcam facility?</p> <p>UKMI ETWG could provide direction on which MI competencies / KSF sections, the PDS program will cover.</p> <p>Encourage attendance from non-MI staff e.g. formulary pharmacists, PCT pharmacists, other NHS / health related staff</p> <p>Costs increase markedly if non-university accommodation is used</p>		

<p>Difficult to find venues that can accommodate having a large exhibition Propose that PDS is based on a 3 yr cycle - at Warwick for 2 years then in another region in the third year Propose that organization of PDS is done by senior MI admin staff rather than exec staff. UKMI exec to focus on pulling program together with knowledge of expert speakers</p> <p>All of the above agreed, need to gauge views of local MIPs as well</p>		
Action Items:	Person responsible	Deadline
Circulate summary of PDS 2008 to disseminate to SPMs	PG	End Mar
Canvas opinion from local MI pharmacists re: changes to PDS	All	ASAP
09/29 Feedback from meeting with Martin Stephens		
<p>Martin Stephens met with DE, SW and Tony West recently to discuss what UKMI does UKMI & NPC information will be available on NHS Evidence MS to convene meeting with NPC at Dept of Health to discuss how both parties can contribute to NHS Evidence</p>		
Action Items:	Person responsible	Deadline
Meeting at Dept of Health with NPC & MS	DE, SW, CP, TB	End April
09/30 Complementary medicine specialist advisory service		
<p>Number of calls received by Welsh MIC on complementary medicines has decreased. Availability of resources means that a lot of MI pharmacists are tackling many of these questions without the need for further input Welsh MIC tends to be asked for an opinion however the centre does not have any particular expertise for complementary medicines – previous staff have had this.</p>		
Action Items:	Person responsible	Deadline
Gauge opinion from local MI pharmacists	All	June
09/31 Communication slot		
<p>DE Keith Ridge had copied DE on email re: 2012 olympics & medicines info Siklos (licensed version of hydroxycarbamide) - work on value of the product vs. unlicensed product for London Met with Claire Honeybourne who works for EBSCO re: Lexicomp</p> <p>CR There does not seem to be any consistency over how different centres record TICTAC enquiries</p> <p>MC Identified confusion over dexamethasone content & salts in Organon 4mg/ml injection</p> <p>JW Training of basic rotational pharmacists is an issue due to centralization of pharmacy services in Glasgow</p> <p>PG Central resources list has a link to NHSD intranet site which gives access to a wide range of sources – need to review this</p> <p>CP Meetingzone have facility for web based meetings, could be useful for MI meetings NICE Bites will be available on NeLM shortly Micromedex now hosting a neonatal resource – Neofax, now available in UK</p> <p>JH MI workbook being updated – dropped – clin trials & excipients, replace with prescribing in kids & neonates & psychiatry Doing less NPC new drugs work, more NPC blogs</p>		
DATE OF NEXT MEETING – 25th & 26th June 2009, Derby (TBC)		