

UKMi Executive Teleconference

Thursday 13th May 2010
10am-12pm

Chair: David Erskine

Note taker: Katie Smith

Attendees:

Trevor Beswick, Melinda Cuthbert, Helen Davis (representing Chris Proudlove), David Erskine, Peter Golightly, Claudine Hughes, Ben Rehman, Paula Russell (representing Bhavana Reddy), Katie Smith, Craig Rore

MINUTES

10/33 Apologies for absence

Christine Proudlove, Fiona Woods, Bhavana Reddy, Paula King, Janice Watt

10/34 Minutes of previous meeting (March 2010)

2 minor typographical changes required.
Agreed to be an accurate record

Action Items: NIL

Person responsible

Deadline

10/35 Matters arising

10/12 – MIDatabank memo of understanding
SW has updated this, will now send on to CoAcS

10/16 – Do LMICs check SPCs when procurement contracts changes
DE to speak to Kevan Wind and Howard Stokoe about this.

10/17 – QA of IV drug monographs – has the survey been undertaken?
Survey of Medusa use undertaken, results came through yesterday. ~ 100 responses, about 50% used Medusa, others used UCL book.
Aim to publish results at PDS.

TB reported that Sue Keeling spoke to pharmacists meeting the south west. Presentation good, raised awareness of product and management of IV drug monographs.
IM monographs are now starting to come through. There is a different writing guide for these that the mental health lot have produced. Chris P will send this out with any IM monographs allocated.

10/19 – NHSD SLA and rota
SLA not signed off – PG trying to get meeting.
IP issue will be dealt with during the SLA. Share benefits of anything sold across the network.
Will forward invoices after June
Revised rota working ok

10/22 – NPSA RRR on omitted/delayed medicines - Feedback from Jane Nicholls
CPN in SE going to do something. Lead is Jane Hough in Oxford, do something on June 15th at their next meeting.
Build on work TB already sent round

10/22 - NPSA RRR on omitted/delayed medicines - Any definitions from NPSA?
PG contacted the NPSA re: definitions.
NPSA decided not to make any definitions as it was difficult to do.
Up to end users to make definitions.
TB - there are definitions in Nick Barbers CHUMS report (page 40)
[http://www.haps.bham.ac.uk/publichealth/psrp/documents/PS025_CHUMS - Final Report with appendices.pdf](http://www.haps.bham.ac.uk/publichealth/psrp/documents/PS025_CHUMS_-_Final_Report_with_appendices.pdf)

Action Items: SEE ABOVE

Person responsible

Deadline

10/36 Pharmascan		
<p>Chris circulated a paper on Pharmascan which had 3 questions at the end. Chris will be Champion user for the database on behalf of UKMi. Vic Standing has agreed to sign the user agreement on behalf of UKMi and to fund our subscription for this year. The last question is still to be answered. Who will represent UKMi on the UK PharmaScan Oversight & governance Board? Likely to meet twice a year. UKMi exec happy for Chris to carry on, need to check if it is ok to be champion user and UKMi rep PG happy to represent UKMi on the UK PharmaScan Oversight & governance Board as Chris' deputy</p>		
Action Items:	Person responsible	Deadline
Speak to CP about discussion	KS	June 2010
10/37 Medstream update		
<p>Data extraction from MIDatabank relatively easy process. DE close to finalising the SLA DE meeting Guys IP contact tomorrow</p>		
Action Items:	Person responsible	Deadline
Feedback in July	DE	July 2010
10/38 MiDatabank update – version 3 & 4, Escrow		
<p>Bugs now fixed Wessex to go live next week, Guys the week after Need SQL server 2005 or more recent for v3 MIDatabank to work Launch in about 4 weeks time hopefully to rest of UKMI</p> <p>SW done further work on Escrow agreement. SW does not see need for a verification process which NCC asking for (could cost up to £7000)</p> <p>DE confirmed further money available for next 2-3 years for development of MIDatabank</p>		
Action Items:	Person responsible	Deadline
Prepare a guide/FAQ document on how to update from v2 to v3 before raising awareness of the new version to the rest of UKMi	SW	June 2010
10/39 NeLM user survey		
<p>NHS Evidence doing a large survey of how people find/use info NeLM come out very favourably in previous surveys NeLM discussing collaboration with NHS Evidence</p>		
Action Items:	Person responsible	Deadline
Feedback on questionnaires DE already circulated	All	ASAP
10/40 Storage of mental health enquiries		
<p>Elena Grant has confirmed that the current DoH guidance on records management state that any records pertaining to mentally disordered persons should be kept for a minimum of 25 years after the date of last contact between the patient/client service user and the health/care professional or 8 years after the death of the patient/client/service user if sooner.</p>		
Action Items: NIL	Person responsible	Deadline

10/41 CGWG feedback from recent meeting

New definitions for enquiry levels

HD gave feedback from recent CGWG meeting re: discussion around definitions for enquiry levels. New suggestions -

Level 1: Data = No interpretation involved. Information only, from one or two sources

Level 2: Searches = Multiple database and/or textbook searches. Minimal interpretation of question or data obtained from research.

Level 3: Interpretation = Interpretation of question or data obtained from research. Opinion given. Specialist personal knowledge. Analysis/evaluation of data. Communication of complex answer (written or verbal).

What is the difference between no interpretation and minimal interpretation. Two levels may be sufficient. No agreement reached. Decided to do more work on this, need to consult with local MI centres. Will not change for MIDatabank v3, can include new definitions in a later version of MIDatabank.

Discuss the enquiry levels with clinical pharmacy managers/SPMs - Should we categorise? Do we still need 3 categories – will 2 do?

SPC - date to record

FW not sent email yet

CGWG agreed that use the top line on the EMC or what ever info available from SPCs not on the EMC – agreed that this was fine

Audit toolkit update - specifically E&T standard review

ETWG redrafted a revised standard for E&T

Training programme may take up to 4 weeks to complete – agreed that this was ok

KPIs

CGWG has found it difficult to define a core list of KPIs for all MICs across the UK.

Acceptable to have 'pick and mix list' but would be good to identify key, quality KPIs e.g. answering enquiries within time agreed, patient focused enquiries

Aim for 4-6 UKMI exec approved core KPIs which MI pharmacists should report outside of pharmacy?

Headset guidance on web

Guidance produced, will be available on UKMI website soon

IRMIS paper

Literature search done

Chase academic leads for input

Work in progress

Action Items:

Consult locally re: MID enquiry levels

Decide on small set of core KPIs

Person responsible

All

CGWG

Deadline

July 2010

Sept 2010

10/42 Feedback from RPSGB meeting on working with specialist groups

Lot of specialist groups were present

Lot of brainstorming about how to work with the PLB

5 task and finish groups – developing joint curriculae, joint credentialing, synchronising networks, integrating educational and developmental support.

BR contacted by Sarah Carter, UKCPA to join the joint credentialing group

Each group has 2 leads – specialist group rep & PLB rep

Tight deadlines to work to

Action Items:

Circulate the slides from the meeting

Person responsible

BR

Deadline

ASAP

10/43 NPC/UKMI new drugs work		
Funding likely to be obtained for NPC/UKMI collaboration on new drugs work for this financial year May need to be able to respond on how we work together at short notice		
Action Items: NIL	Person responsible	Deadline
10/44 Update on progress, UKMi exec funding for a project		
Patient outcomes project – Alison leading as Diane on mat leave David Webb and Catherine Duggan involved in project board May require up to £3000 to pay for senior level clinicians time and input into the project Research & ethics committee approval not needed Need to have another R&DWG meeting to finalise approach to this project		
Database comparison project – protocol finalized Will be limited to regional centres, will be in contact with starting date ASAP		
Sandra Hicks appted as project lead for MHRA project		
Wessex close to beginning the user survey assessment for the CGWG, plan to interview a wide range of people		
Wessex may get some funding to run a patient helpline for 1 yr to assess use, implementation etc.		
Action Items: NIL	Person responsible	Deadline
10/45 Collaboration of UKMI & RPSGB information services		
Agreed that collaboration documents were ok		
Action Items: NIL	Person responsible	Deadline
10/46 UKMI Q&As for nursing homes		
Specific Q&As being developed for nursing homes		
Action Items:	Person responsible	Deadline
If any other centre wishes to help produce Q&As for nursing homes, please contact SW	All	ASAP
10/47 Review of development day and agree next steps		
On hold until July meeting		
Action Items:	Person responsible	Deadline
10/48 QIPP		
1. MI promotional brochure (lead = SW) - high quality printed document for wide circulation Sent to designer, 1000 copies & art work = £250 Use by LMICs as well as RMICs? Get quotes for 2,500 & 5,000 PG offered to get second quote for printing Circulate to SHA leads, chief execs, PCT leads, SPMs, DH		

2. QIPP document for MI directors (lead = DE)
 Nearly finished, just need to add in a bit more data
 LMICs to share with SPMs
 Put into UKMI 'template' and then RMICs to distribute
 No need to print professionally, keep as an electronic document
 Feedback to DE by end of next week

3. MI risk matrix (lead = PG) - for use within the MI networks?
 Talk through with networks – don't just issue, after discussion then disseminate copies to local MICs
 PG to write intro and finalise

4. MI restructuring options (lead = BR/PG/JW) - for internal use within Exec
 No need to publish or promote, keep at regional centre level

Action Items:	Person responsible	Deadline
All RMIC directors to email DE to either give comments/feedback or say they are happy with the documents and have no comments/feedback	All	21 May 2010

10/49 UKMI performance management

2009/10 review

Missed target for patient helplines
 Survey results not received from all centres
 Not all LMICs audited – improvement on previous years results
 Not all LMICs use MID – improvement on previous years results
 Not completing all IV monograph QA within 4 weeks
 NHSD report now available and data can be added in
 Q&As target exceeded

Agreement of objectives for 2010/11

Patient helpline target still 50%
 NHSD enquiries – 7000 for this yr
 Add NICE Bites as a target (minimum of 9-10/yr)
 Ensure user survey standards are >4 instead of >3.5
 210 Q&As to be available
 LMIC audits & use of MIDatabank to stay at 100%
 Maintain IV monographs target
 Keep work book / MICAL targets
 Keep Prescribing Outlook, NDO, patent expiries database & new drug review targets same as last year
 Annotate each strategic objective with Q, I, P or P

Action Items:	Person responsible	Deadline
Final comments to TB on 2009/10 review	All	ASAP

DATE OF NEXT MEETING – 1st & 2nd July 2010, Sloane Room, Royal Institute of British Architects (RIBA), 66 Portland Place, London W1B 1AD. Start 11am on 1st and finish by 3pm on 2nd.