UKMi Executive teleconference   21st May 2012, 2-4pm

| Chair: | Trevor Beswick | Secretary: | Janice Watt |

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

APPROVED MINUTES

12/30 Apologies for absence

Melinda Cuthbert, Graham Cox

12/31 Minutes of previous meeting held on 5th-6th March 2012

The following changes were noted:

12/16 – the latex resource produced by Laura Grainger covered only IVs **available in the theatres** at Bournemouth Trust.

Otherwise, the minutes of the meeting were approved as an accurate record.

12/32 Matters arising not on the agenda

IT

Matters arising- Nil

12/33 NeLM update

DE reported that NICE intends to re-evaluate what users want from medicines information current awareness/ news products with a focus on the National Prescribing Centre's eCAB and NeLM. The project will take the form of a focus group(s) and survey. BR recently emailed a link to allow those interested to respond to NICE expressing interest in participating in the focus group.

Following the NHS Evidence reorganisation, Mark Salmon will manage the NeLM merger with NHS Evidence. DE will meet with him later this month.

Action Items:	Person responsible	Deadline
Encourage participation in the NICE project to evaluation news products	All	ASAP

12/34 MiDatabank- user group report

The user group is due to meet next month and there will be a report at the Exec meeting in June. BR reported that he now has representation from all regions. He reminded the group that he is still looking for examples of IT templates used to risk assess/ prioritise IT projects.

TB has had a brief discussion with Steve Moss about what resources would be required for further significant development of MiDatabank. Steve Moss will attend the next MiDatabank Steering Group meeting in July to discuss this further.

Action Items:	Person responsible	Deadline
Send examples of IT project prioritisation templates to BR	All	June 2012

Clinical Governance

Matters arising:
12/16 CGWG report- Communication of updates to the Renal Drug Handbook and Palliative Care Formulary

There are ongoing concerns about the lack of regular updates on the Renal Drug handbook and the authors have expressed concern about the fact that they are unable to be proactive about circulating these updates. It was agreed that UKMI Exec should write to the publishers expressing concern about this.

FW reported that, at the CGWG, they had discussed concerns that updates to the paper version of the Palliative Care are not effectively circulated. There are two versions of the paper copy- one which is more up to date. It was agreed that the paper version represents a risk and PG was asked to pursue at UKMI deal for the electronic version.

12/17 FW advised that the recently agreed key performance indicators for UK MI services will be added to the clinical governance section of the UKMI website shortly.

Action Items:	Person Responsible	Deadline
Write to renal drug handbook publishers about UKMI concerns	TB	July 2012
Investigate a UKMI deal for electronic version of the Palliative Care Formulary	PG	Sept 2012

Patient Safety

Matters arising
11/22 RPS Patient Safety Group

TB is giving a presentation on UKMI's contribution to medicines safety to a RPS Patient Safety symposium on June 17th 2012. TB gave an outline of the topics he intends to cover but asked for any suggestion for other important issues to include.

Action Items:	Person responsible	Deadline
Email TB with ideas for topics to be included in RPS presentation	All	1st June 2012

Liaison with other groups

Matters arising
11/65 Unlicensed Medicines and Off-Label Medicines Project- update on tender

TB reported that he had received some feedback and a copy of the scores given to the UKMI bid as part of the recent tendering exercise. It had been agreed that no further feedback to NICE on these would be of value. One of the issues that may need to be considered in the future is to how manage submission of policy documents that may vary between organisations e.g. HR, when more than one trust/ region is involved in the bid.

11/66 RPS Standards for hospital pharmacy

GC has advised that there has been no further communication on this since the last meeting.

12/05 UKMI Exec work with Drugs and Therapeutics Bulletin (DTB)
DTB is keen to press ahead with collaboration with UKMI on DTB articles. A number of UKMI centres have expressed interest. DE will provide further detail on the agreement in July. DE is now on the DTB Board and if anyone is interested in any particular topics they should contact him. DE will also be able to advise on the forthcoming work programme.

Action Items: Nil

12/35 UKMI-NHS Direct- Update

There is still uncertainty about an SLA with NHS-Direct for 2013-14. UKMI has requested that, by September 2012, NHS-Direct provide some indication of what will be required. NHSD continue to bid for "111" business but success has been limited to date. UKMI may need to consider how it might input regionally to "111" in the absence of an ongoing national SLA with NHS-Direct.

SB advised that in her region there is a significant increase in request for training of temporary staff within NHS-D and suggested that directors monitor this within their own region.

Action Items: Nil	

Education and Training

Matters arising

11/24 UKMI training course update

The UKMI training course in July 2012 has been postponed due to a lack of delegates and will now take place in January 2013. The course was able to be cancelled without financial penalty. The ETWG intend to survey delegates at the PDS to get an indication of how many trainees there may be for the course in January. If the reduction in numbers continues it may be necessary to consider scaling back the content to allow the training course to be run for a smaller number.

11/46 Modernising Pharmacy Careers – Workstream 2- SB is to attend a meeting next week and will feedback after that.

Action Items:	Person responsible	Deadline
Monitor uptake of the UKMI training course and revise plans for providing training as necessary	ETWG	January 2013

12/36 Practice Development Seminar 2012

KS reported that registration for the PDS is now open and that messages encouraging registration and submission of posters have been circulated through the network and have been posted on the UKMI Mailbase. The Pharmaceutical Journal, UKCPA and PIPA have also been contacted to advertise the PDS.

Action Items: Nil		

Research and Development

Matters arising
11/28 Submitting Yellow Cards on MiDatabank
The letter from Professor Kent Woods promoting MiDatabank to help fulfil Trusts responsibilities for medication safety has been held up in the Department of Health Gateway system while issues around the potential costs to the NHS and the impact of recommending MiDatabank are discussed.

Action Items: Nil		

UKMI Executive Issues

11/56 UKMI Performance management 11/12

TB has now received figures from most regions and will circulate a version for regional centres to check the content. TB reported that the percentage of external audits has dropped slightly but that MiDatabank uptake has increased and over 50% of centres are using MiDatabank V3. TB asked that those involved in national strategic work contribute a few sentences to this section giving a brief overview of the work.

12/08 Monitored Dosage System Database development

TB advised that the survey to collate information on past enquiries about stability in MDS has been circulated. There has been a patchy response to date. 196 responses on individual medicines have been received so far.

TB suggested that centres could start to compile information on the individual drugs allocated to them but they should not contact the manufacturer at present. The results of the Survey Monkey, especially if multiple centres have reviewed a medicine and there is consensus, should help inform the work. TB and FW have had a teleconference with 3 representatives from PIPA. The PIPA representatives expressed concern about giving general advice on this topic without reference to specific patient information but TB and FW reinforced the difficulty that lack of information on this topic causes in practice. It was agreed that TB and FW would review the form and pilot it with one or two industry Medical Information departments to assess its appropriateness.

12/25 Inclusion of QIPP documents in the work in progress database

CP will report on this in June.

12/26 Advance practice within MI- work with the RPS

Catherine Duggan has circulating a presentation that aims to describe how the RPS may develop in this area. She has asked for feedback by June 12th. It was agreed that more time was needed to better understand the RPS plans. It is also unclear how these fit with the Modernising Pharmacy Careers workstream. TB and BR will contact Catherine to discuss this further.

Action Items	Person responsible	Deadline
Contribute wording to relevant sections of the national strategic word section of the UKMI performance Management Report.	All	5th June 2012
Encourage local centres to contribute to MDS Survey Monkey	All	5th June 2012
Contact Catherine Duggan to further discuss RPS plans for advanced practice	TB, BR	June 2012

12/37 Injectable Medicines Guide Report

CP, Ann Jacklin and Sue Keeling recently met with the Pharmaceutical Press (PP) to discuss a proposal that the Pharmaceutical Press take over publication of the Injectable Medicines Guide and publish on the Medicines Complete platform. Ann Jacklin is keen to find a safe haven for the IMG, particularly as budgets continue to be squeezed. Health Solution Wales currently host the website and there is concern that this input may also come under scrutiny.

This would be a subscription product and PP would provide hosting and updating but do not want to be involved in the writing or quality assuring the content. However they are keen that the total number of writers decreases. A pricing structure has been proposed that includes discounts for authors and quality assurers. PP has also offered a proportion of the digital royalties but although this may be better than other contracts not unlikely to provide sufficient funding to manage the IMG.   There pricing structure offered currently is still open to negotiation.

UKMI recognise the benefits of involving the Pharmaceutical Press in the management of the IMG and agree that it would be likely to result in a more sustainable product. It would also be an opportunity to modify the template. However, there was concern that about the costs to the NHS and that a move to Medicines Complete would lose the option to create local versions of the monographs. This is very important to some users but the proportion of users who currently adapt the IMG is uncertain.

CP advised that there will be further meetings with PP to discuss this.

Action Items:	Person responsible	Deadline
Ask Robin Burfiled to provide data on what proportion of trusts/ organisations modify the IMG currently and to what extent	FW	June 2012
Advise CP if you would like to attend the meeting with PP	All	June 2012

12/38 UKMI Support for medicines optimisation

TB reported that a draft paper has been produced to demonstrate that UKMI is cognisant of the changing landscape and also where UKMI could input to the agenda including support for:
▪ Organization and networks
▪ Patients
▪ Healthcare professionals
▪ Patient safety

UKMI needs to talk to other key stakeholders to ensure that UKMI's work programme dovetails with other organisations before developing more detail. There is still a lack of detail on how the medicines optimisation agenda will develop. It was agreed that the document would benefit from an executive summary.

TB advised that he has been invited to attend the NICE Innovation Health and Wellbeing report task and finish group on Formularies and NICE advice implementation and has also applied to join the NICE project development group on good practice and formularies

TB has also been invited to meet with Keith Ridge and Kathy MacLean together with a variety of other national pharmacy organisations on 23rd May to discuss how the National Clinical Board may seek clinical advice on relevant pharmacy issues. The DH view was that they would seek advice from RPS unless individual bodies felt they should liaise directly. The executive felt that it should retain the option of direct communication with the NCB.

Action Items:	Person responsible	Deadline
Comments on medicines optimisation paper to TB	All	5th June 2012
Consider whether there is any opportunity to share the paper on a limited basis for informal local feedback	All	5th June 2012

12/39 UKMI regional centre contribution to Q&As

Although Q&As have been very successful, there is an ongoing problem with maintaining up to date versions. The documents now have a date prepared; a two year review date and they expire after three years and are removed from the site. This is a particular concern for "core" topics. There is a mix of Q&As including some core topics and others that have come about because there has been particular issue locally that is then turned into a Q&A and others that have been developed to address a particular clinical issue. The number of Q&As continues to fluctuate as some new ones are written and others are removed because they are out of date. SW asked for suggestions on how to address this issue.

Suggestions included:
KPIs associated with Q&As to encourage centres to maintain there targets for updating
Developing criteria for deciding which Q&As should be updated
Developing a list of core Q&As that must be maintained

It was decided that three types of Q&A would be identified:
▪ core- to be agreed with stakeholders and to fit with the optimisation agenda
▪ subsidiary
▪ timely limited ones to address a timely issue

Once identified, centres would then be asked to agree how many core and subsidiary enquires they could sign up to on a regular basis.

Action Items:	Person Responsible	Deadline
Comments to SW on Q&As paper and the proposed solution	All	10th June 2012

12/40 UKMI support for introduction of patient help lines

SW briefly described his paper about UKMI regional centres' role in encouraging development of patient help lines. TB asked that the paper address the costs of the service and how it is scaled up from individual hospitals. A further discussion will be held on this topic in June.

Action Items:	Person Responsible	Deadline
Comments to SW on the patient helpline paper	All	10th June 2012

12/41 Communications/ AOB

Nil

DATE OF NEXT MEETING – **Exec meetings:** **Friday 22nd June 2012 – Studio, Birmingham** **Monday 12th-Tuesday 13th November 2012- Derby**	**Teleconferences** **Tuesday 18th September 2012**