

UKMi Executive Business Meeting

**28th April 2005
10.30am
Breakfast Room, Novartis
Foundation, London**

Chair: Christine Proudlove

Professional Secretary: Jane Neal

Attendees: Mike Brandon Ann Lee
 Sue Brent Jane Neal
 David Erskine Christine Proudlove
 Peter Golightly Simon Wills
 Elena Grant
 Claudine Hughes Fiona Woods

Gul Root item 05/30
Peter Sharott items 05/30-34

Agenda

05/27 Apologies for Absence

Eilish Smith, Richard Cattell, Helen Whiteside

05/28 Minutes of previous meeting held on 25th February 2005

Accepted as an accurate record of the meeting.

05/29 Matters arising

Discussion:

05/03 AIOPI Reverse Pilot Study –SW tabled a paper write up of this survey, which will be presented at UKMi and AIOPI conferences. This work will be developed further into a full-scale study by the AIOPI Standards working group.

04/94 Off-Label – PG reported that the prices have now gone up significantly and therefore it is unlikely that even a bulk deal will be affordable. This will not be pursued further.

05/06 IRMIS – PG has sought advice from Gareth Lawrence re FoIA, and his view is that data should be made available if requested as it is anonymised.

05/09 ITWG – PG to confirm membership. Datapharm can no longer host UKMi website. James Turton is exploring other options. Members of the group are PG, DE, Julia Horwood, SW, CP. PG to contact members to set up a meeting.

05/26 TICTAC – HPA will pay for NHS subscriptions for 2005/06. PG requested through Gul whether the DoH could influence the HPA to continue funding NHS subscriptions for RMIS. HPA will continue to fund its use in Poisons Centres. Gul said that in the first instance UKMi should approach the HPA directly and ask if free subscriptions could be continued. The DoH might be able to intervene if this approach is unsatisfactory.

Action items:

AIOPI Standards working group to develop the reverse survey

Person responsible:

FW

Deadline:

For AIOPI Standards WG meeting

ITWG Meeting to be arranged

PG

By end of May

Contact HPA re free TICTAC subscriptions for RMIS

PG

By next meeting

**05/30 Communication with CP
Department of Health
representative, Gul Root**

Discussion:

Presentations on:

MiDatabank (SW) – discussion on how local MICs will fund this. View of GR and PS that all local centres should be able to fund this. GR asked if there are any implications for NHS Connection for Health (formerly NPfIT). SW explained that it could be linked to the EPR in the future and had discussed this with Ann Slee. PS suggested that we raise interfacing with NHS Connection for Health as a future development and keep Ann Slee up to speed with developments. We need to get NHS Connection for Health support and endorsement.

IRMIS (FW) – confirmed to GR that David Cousins was aware and in full support of the initiative.

NHS Direct SLA (JN) – GR raised whether UKMi had given consideration to providing out of hours support and asked whether audits were just of medicines calls, and how do nurses know when to refer to community pharmacists, MI or other options.

PG briefed GR and PS on plans to update the UKMi Strategy and develop a parallel document to promote MI services within the current NHS agenda. GR said that Jim Smith would be happy to support the UKMi strategy update and GR has requested that UKMi are invited to a joint Chief Pharmacists meeting in the near future. GR to check whether UKMi can go to the next meeting in the Summer.

PG asked GR and PS for advice about who to consult with on the strategy paper, and they advised that we sought comment rather than a formal consultation process. PS suggested that a presentation was done to the StHA Leads’ meeting. GR will check with Jim Smith re agenda. PS also suggested targeting the Trust and PCT Chief Pharmacist networks as well as Commissioning networks.

FoI Act and password protection of information on our website. GR has discussed this with Jim Smith and they do not feel that the FoI Act should affect what information goes behind a password and that advice is sought when a request for information is made. Discussion about Medicines Q&As and making them freely available (see item 05/36).

Asked whether it would be possible to have UKMi representation on the StHA Leads’ group. GR said that as this meeting is already large it is not possible to invite all the specialist groups to attend the meeting regularly.

GR mentioned other national policies e.g. recommendations around the Shipman Inquiry are likely to generate enquiries for MI.

Pharmaceutical Public Health Strategy – NHS Trusts should be involved in providing information on health improvement.

Action items:

Confirm attendance at 4 Chief Pharmacists meeting

Person responsible:

GR/CP/PG

Deadline:

ASAP

<p>05/31 Communication with St HA CP Leads' representative, Peter Sharott</p> <p>Discussion:</p> <p>In addition to the items raised in 05/30, PS reported that yellow card ADR reporting by patients is to be rolled-out and this had provoked much discussion at the St HA Leads' meeting.</p>		
<p>05/32 Liaison with NPC CP</p> <p>Discussion:</p> <p>Following on from item 05/18 at the last meeting, the NPC had put forward a risk-sharing proposal to UKMi to support joint activities e.g. Managing the Drugs Budget days. CP said that the NPC wants UKMi to put money up front to finance these events. The feeling of the group was that whilst we could contribute time, expertise and access speakers, we were not able to agree to funding as proposed.</p> <p>Conclusions:</p> <p>CP will inform NPC that UKMi are not willing to put money up front.</p>		
<p>Action items:</p> <p>Discuss further at July Development day</p>	<p>Person responsible:</p> <p>JN</p>	<p>Deadline:</p> <p>Next meeting</p>
<p>05/33 Proposal for collaboration DE between London Cancer New Drugs Group and NPC</p> <p>Discussion:</p> <p>DE – The NPC had proposed collaboration between them and the London Cancer New Drugs Group. A meeting to discuss this was scheduled for 27/04/05 with Neal Maskrey (NPC) but was cancelled. London Cancer New Drugs Group has reservations about carrying work out nationally as it currently works well across 5 cancer networks where there is considerable clinician buy-in. Meetings with both NPC and the DH cancer team are scheduled to take place over the next few months to try to agree a way forward that is mutually acceptable.</p> <p>Conclusions:</p> <p>The LCND group has 2 meetings arranged – one with Mike Richards and then one with NPC. The preferred option at this point is to maintain the status quo.</p>		

05/34 NHS Direct SLA		JN	
Discussion:			
JN presented spreadsheet.			
PS – for new posts, include superannuation and AfC costs, but for existing posts superannuation and AfC costs should be met from the Trusts.			
Terms of Reference and Referral guidelines – JN presented the amended versions from Davina Wraight.			
FW – raised that Welsh MIC will be starting negotiations with NHS Direct Wales re OOH provision of service.			
Conclusions:			
Figures agreed – minimum amounts for the full year.			
PG to issue a letter to each RMIS detailing the amounts and that under-spends will be taken back from Trusts.			
ToR – group happy for PG and JN to attend on behalf of UKMi Exec. Priorities for national work to be decided by the working group and reported back to UKMi Executive at July meeting.			
Referral guidelines – agreed on use of term “pharmacist” in 3.1. Any comments to JN/Davina			
Action items:	Person responsible:	Deadline:	
Minor amendments to spreadsheet and send to PG	JN	06/05/05	
PG to set up invoicing arrangements between ULHT and NHS Direct	PG	ASAP	
PG to issue letters to RMIS detailing amounts to invoice	PG	End of May	
Comments on ToR and referral guidelines to JN or DW	All	13/05/05	
05/35 Avoiding duplication of effort		SW	
Discussion:			
SW presented the paper and suggested that we might want to publicise this document to demonstrate how much progress had been made.			
Conclusions:			
Keep on agenda and add to it on an ongoing basis. Keep it as an internal document.			

05/36 Medicines Q&As (FAQs) SW		
<p>Discussion:</p> <p>Now on DiZone in new format at: http://www.druginfozone.nhs.uk/search/product.aspx?id=116</p> <p>They can now be added by the author.</p>		
<p>Conclusions:</p> <p>SW will allocate each RMIC 5 Medicines Q&As within 7 days unless the RMIC comes up with their own list. RMICs will produce one Q&A per month and send to either Wessex or Northwick Park for external QA.</p>		
Action items:	Person responsible:	Deadline:
RMIC to do Q&As as allocated	All	1 per month
Ideas for shell Q&As	All	Next meeting
Review the need for a password at the next development day	JN	Next meeting
Comments to Kate Pickett on writing guide	All	09/05/05
05/37 Strategy Development PG		
<p>Discussion:</p> <p>PG presented proposal from Pat Oakley outlining the work programme and costings. Time scale is now to have it ready by the end of the year. Need to consider how we will launch it. Consider an article in the HSJ.</p>		
<p>Conclusions:</p> <p>Agree to Pat's proposal but trim it down to 9 days – eliminate need to travel to UKMi conference (2 days) and reduce consultation (point 2) to 2 days.</p>		
Action items:	Person responsible:	Deadline:
Comments on the content of the work programme to PG	All	06/05/05
PG to arrange a strategy group meeting	PG	ASAP

05/38 IRMIS report		FW	
Discussion:			
Limited feedback from regional network meetings suggests that MI Managers are happy with the level of detail in the report.			
Conclusions:			
Continue to report at each meeting in current format and review after a few months.			
Action items:	Person responsible:	Deadline:	
IRMIS reports	CGWG	Next meeting	
05/39 Standard Operating Procedures		FW	
Discussion:			
FW presented the four papers			
Conclusions:			
Definitions paper – all in agreement			
SOP template - approved			
Proposed list of SOPs that can be produced centrally - approved			
Proposed list of SOPs that can be produced locally - amend to remove non-MI related ones i.e. leave, complaints			
Action items:	Person responsible:	Deadline:	
CGWG to produce two exemplars	CGWG	Next meeting	
To send FW any examples of SOPs that fall into these categories	All	ASAP	

05/40 Audit Toolkit		FW	
Discussion: FW presented toolkit			
Conclusions: Approved. To replace Assessor's pack on website			
Action items: CGWG to put on website	Person responsible: CGWG	Deadline: Next meeting	

05/41 Audit report template version 2.1		FW	
Discussion: FW presented template			
Conclusions: Approved			
Action items: CGWG to put on website	Person responsible: CGWG	Deadline: Next meeting	

05/42 Revised standards documents on website		FW	
Discussion: FW presented paper			
Conclusions: Approved – already on website			

<p>05/43 Guidelines for ensuring quality in enquiry answering FW</p> <p>Discussion: FW presented the paper.</p> <hr/> <p>Conclusions: Approved - already on website</p>											
<p>05/44 MiDatabank - demonstration SW</p> <p>Discussion: SW demonstrated MiDatabank</p> <hr/> <p>Available to purchase after the conference.</p> <hr/> <p>SW presented a proposal for funding Jill Rutter to support implementation.</p> <hr/> <p>Proposed letter of intent between UKMi and CoAcS</p> <hr/> <p>Conclusions: Agreed proposal to fund Jill Rutter. PG will arrange for her to be paid on a consultancy basis. DE will seek legal advice at Guy's on the letter of intent. DE will investigate the NHS Innovations Unit.</p> <hr/> <table border="1"> <thead> <tr> <th>Action items:</th> <th>Person responsible:</th> <th>Deadline:</th> </tr> </thead> <tbody> <tr> <td>Comments on letter of intent to SW</td> <td>All</td> <td>11/05/05</td> </tr> <tr> <td>SW to pursue appointment of Jill Rutter</td> <td>SW</td> <td>ASAP</td> </tr> </tbody> </table>			Action items:	Person responsible:	Deadline:	Comments on letter of intent to SW	All	11/05/05	SW to pursue appointment of Jill Rutter	SW	ASAP
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<p>05/45 NeLM update DE</p> <p>Discussion: Delay with OJEC Build starting Ben Toth is very happy with progress and plans Microsoft Research Pane – under pressure to incorporate but this will cost about £5k for the current DiZone. Oyster is being commissioned to re-brand DiZone as NeLM – to be ready for the conference.</p>											

05/46 Pharm-line update		DE	
<p>Discussion:</p> <p>Questionnaire from Core Content about what users find useful – circulate through weekly mailing. Opportunity for Pharm-line to be included in Core Content might be coming up again</p> <p>Subscriptions for 2005/06 mean that Pharm-line is financially viable for this year.</p>			
Action items:		Person responsible:	Deadline:
Pharm-line meeting		TB	Next 2 months
Questionnaire to go in weekly mailing		JN	09/05/05
05/47 Conference 2005		Organising Committee	
<p>Discussion:</p> <p>105 delegates registered as of 27/04/05</p> <p>Conference meeting 5/5/05</p>			
05/48 Conference 2006		CP	
<p>Discussion:</p> <p>CP provisionally booked University of Chester 14-16th September 2006. Has also enquired about Hope University in Liverpool.</p> <p>PG has made a provisional booking at University of Warwick in September 2007 at 2004 prices.</p>			
Action items:		Person responsible:	Deadline:
Programme for 2006 to be discussed at July development day		JN	Next meeting

<p>05/49 Medicines Complete CP</p> <p>Discussion: Discussed proposal from Peter Goacher.</p> <hr/> <p>Conclusions: Agreed to proposal.</p>		
<p>Action items: Contact Peter Goacher re taking this forward to the UKMi network.</p>	<p>Person responsible: CP</p>	<p>Deadline: ASAP</p>
<p>05/50 Animal products in medicines PG</p> <p>Discussion: PG issue in Leicester about the animal content of medicines due to diverse ethnic population in Leicester. PG involved in Trust working group. Could attract national funding.</p> <hr/> <p>Action items: Ideas for information on animal content of medicines to PG</p>		
<p>Person responsible: All</p>	<p>Deadline: Next meeting</p>	
<p>05/51 Leeds Medicines Information Service CP</p> <p>Discussion: CP announced that Helen Whiteside will be leaving her post as Head of MI at Leeds with immediate effect and there are plans to reappoint to the post as soon as possible.</p> <hr/>		

05/52 Communications slot	All
Discussion:	AL – AL will be moving to a new post as Horizon Scanning pharmacist for the SMC in the near future. Plan to ensure continuity for Scottish representation at UKMi Executive while awaiting Glasgow post to be filled and the outcome of the national MI review to be issued. Laura McIver has been appointed as Chief Pharmacist for SMV. It is likely that Laura will retain some involvement in the next phase of the MI review
	AL – Assuming the group is happy for the September meeting to go ahead in Glasgow, AL has made some enquiries about hotel accommodation and currently has two options for reasonably priced city centre hotels.
	DE – PGD website - DoH funding has stopped so GSTT will keep it ticking over and are pursuing alternative funding.
	DE – MH role profile has been appealed against and is now a Band 8d
	FW – Independent prescribing consultation – should we respond. FW will put in her own response so anyone else who wants to can send comments to FW.
	CP – RPSGB request for view on training competencies