

UKMi Executive Business Meeting

Friday 9th December 2005
9am to 3pm
Novartis Foundation, London

Chair: Christine Proudlove

Note taker: Jane Neal

Attending: Elena Grant, Fiona Woods, Christine Proudlove, Janice Watt, Sue Brent, Sheena Kerr, Richard Cattell, Eilish Smith, Jane Neal, David Erskine, Simon Wills, Mike Brandon, Liz Mellor, Claudine Hughes, Peter Golightly
David Cousins attending for item 05/130
Julie McGlashan attending for item 05/131
Peter Sharott attending for item 05/129

Agenda

05/105 Apologies for absence

Craig Rore, Richard Glett

Welcome to Liz Mellor, Sheena Kerr

05/106 Minutes of previous meeting held on 22nd September 2005

Accepted as true record of the meeting

05/107 Matters arising

05/86 National Introductory training course – all those nominated have a place on the January course and are being sent confirmatory letters.

05/101 Mailbase to change over to the new service in March 2006.

<p>05/108 MI career pathway (paper attached)</p>	<p>RC</p>	<p>20min</p>
<p>Discussion:</p> <p>RC described the critical care New Ways of Working document and asked the group whether UKMi would like a similar document to map out the MI career path. He thinks that we have a lot of the content already but need to pull it all together. Other specialty groups within UKCPA and Education and Development Group are going down this route. This document would define the MI consultant career pathway as well as the advanced training programme. It will be necessary in the medium term to consider accrediting the national introductory training course, the UKMi workbook and MiCAL.</p>		
<p>This piece of work would be led by the E&TWG and then establish focus groups to provide a steer</p>		
<p>Conclusions:</p> <p>Agreed to progress this piece of work</p>		
<p>Agreed to produce a summary of what this means, how all the different competency frameworks fit together and how UKMi staff can be involved.</p>		
<p>Action items:</p> <p>Progress career pathway</p>	<p>Person responsible:</p> <p>E&TWG</p>	<p>Deadline:</p> <p>Next meeting</p>
<p>Produce summary as above</p>	<p>RC</p>	<p>ASAP</p>
<p>05/109 RPSGB Effective Support Structures for the profession</p>	<p>RC</p>	<p>10</p>
<p>Discussion:</p> <p>RC explained that the RPSGB is trying to map what support groups there are for all specialties within the pharmacy profession. RC is a member of the group. A letter and questionnaire will be sent to the Chairs of all support groups within the profession, and data about each support group will be collated into a searchable database</p>		
<p>05/110 Skills for Health - National Occupational Standards (paper attached)</p>	<p>RC</p>	<p>15min</p>
<p>Discussion:</p> <p>David Webb has been commissioned by the DH to develop a national occupational standard for pharmacy. The project will take about a year and will explore the roles specific to pharmacy. A set of competencies will be produced that will drive the KSF and will encompass all other competency frameworks.</p> <p>RC is a member of the strategy group and Iram Husain (London Northwick Park) will be a member of the reference group which meets next week.</p>		

<p>05/111 UKMi competency framework - RC</p> <p>using in the general level framework</p>		<p>5mins</p>
<p>Discussion:</p> <p>David Webb has compared the UKMi competency framework with the general level framework (GLF) to ensure that there are no gaps in the GLF. He would like to thank the group for allowing access to the UKMi competency framework.</p>		
<p>05/112 Regional pre-registration training</p>		<p>RC</p> <p>5mins</p>
<p>Discussion:</p> <p>PR training template has now been disseminated throughout UKMi.</p> <p>Michele Skipp from South West centre is collating details of pre registration MI training done on a regional basis. This will be fed back to E&TWG and then presented at UKMi Exec.</p>		
<p>05/113 E&T QA standard 2 (paper attached)</p>		<p>RC</p> <p>15min</p>
<p>Discussion:</p> <p>Add in that training needs should reflect the individual's KSF.</p>		
<p>Conclusions:</p> <p>Add in reference to the KSF, otherwise agreed.</p>		
<p>Action items:</p> <p>Make amendment re KSF then finalise.</p>	<p>Person responsible:</p> <p>RC/FW</p>	<p>Deadline:</p> <p>ASAP</p>

<p>05/114 Future of Accredited Medicines Information Technician Training Scheme (paper attached)</p>		<p>RC</p>	<p>45min</p>
<p>Discussion:</p> <p>RC presented the paper.</p>			
<p>Include a recent satisfactory QA audit of the base MI centre by regional centre as an entry criterion. Need to define what a satisfactory QA audit is.</p>			
<p>The centre needs a critical mass of certain enquiry types that the technician is to be accredited in</p>			
<p>If technicians wish to start the course at the end of 2006, they can start to undertake the practice enquiries and ensure that they have an NVQ Assessor in place, in preparation for starting the course.</p>			
<p>Conclusions:</p> <p>Agreed to have a third cohort of the AMITT scheme. All to discuss further at regional meetings about the structure and content of the course e.g. inclusion of wider range of enquiry types. Inform local MI managers about the current status of the course and how they can prepare potential candidates for the next cohort. Agreed that it is reasonable to run the next course in late 2006 or early 2007.</p>			
<p>Action items:</p> <p>Prepare a summary for MI managers about the next cohort so that they can start to prepare e.g. need a recent satisfactory QA audit, practice enquiries and NVQ Assessor in place.</p>	<p>Person responsible:</p> <p>RC</p>	<p>Deadline:</p> <p>ASAP</p>	
<p>05/115 UKMi conference 2006 (Development day)</p>		<p>CP</p>	
<p>Discussion:</p> <p>CP presented the draft programme for the conference which has been developed from the two recent teleconferences.</p>			
<p>Suggestions for speakers and workshops were made.</p>			
<p>Conclusions:</p> <p>CP will lead on programme</p> <p>Northwick Park will lead on registration</p> <p>PG will lead on the exhibition</p> <p>MB will lead on posters and oral presentations</p> <p>Others involved in planning the programme are London & South East, South West, Wales and Scotland (Edinburgh).</p>			
<p>Action items:</p> <p>All to think of a theme for the conference</p>	<p>Person responsible:</p> <p>All</p>	<p>Deadline:</p> <p>ASAP</p>	

<p>05/116 UKMi conference 2007 PG</p> <p>Discussion: <u>Provisional booking for Warwick University.</u></p>											
<p>05/117 UKMi conference strategy PG</p> <p>Discussion: <u>PG presented his paper.</u> <u>Consider evolving this into an “advanced practice training course”.</u></p> <p>Conclusions: <u>RC, CP, PG, JN, SK plus two representatives from local MICs to meet in January to take discussions further.</u></p> <table border="1"> <thead> <tr> <th>Action items:</th> <th>Person responsible:</th> <th>Deadline:</th> </tr> </thead> <tbody> <tr> <td><u>PG to set up a task and finish group meeting in January</u></td> <td><u>PG</u></td> <td><u>January 2006</u></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Action items:	Person responsible:	Deadline:	<u>PG to set up a task and finish group meeting in January</u>	<u>PG</u>	<u>January 2006</u>			
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<p>05/118 Report back from IT working group meeting PG</p> <p>Discussion: <u>PG presented 3 papers:</u> <u>Remit of ITWG</u></p> <p><u>Development plan for the current UKMi website and content and design management plan</u> <u>Minimum IT specification for MICs has been updated.</u> <u>Will produce guidelines on paperless working and use of scanners</u></p> <p>Conclusions: <u>Agreed recommendations in development plan for current UKMi website paper.</u></p> <table border="1"> <thead> <tr> <th>Action items:</th> <th>Person responsible:</th> <th>Deadline:</th> </tr> </thead> <tbody> <tr> <td><u>ITWG to proceed on basis stated in paper</u></td> <td><u>PG/ITWG</u></td> <td><u>As indicated in paper</u></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Action items:	Person responsible:	Deadline:	<u>ITWG to proceed on basis stated in paper</u>	<u>PG/ITWG</u>	<u>As indicated in paper</u>			
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<p>05/119 MiDatabank SW</p> <p>Discussion: <u>SW said that he is frequently asked about what scanner and headsets to buy.</u> <u>To date 65 licences for MiDatabank have been sold.</u></p>											

SW will check on progress of linking to scanned images		
Conclusions:		
Action items:		
The ITWG will produce some guidance on scanner choice	Person responsible: ITWG	Deadline: ASAP
SW will circulate details of the headsets that his centre have found to be optimal	SW	ASAP

05/120 NeLM	DE	15min
Discussion:		
4 companies submitted tenders and have been interviewed. Need to consider how to manage the ongoing costs.		
NPC and BNF representatives to be appointed to the project board.		
DTB homepage replicates the NeLM news, which is a very positive development. Six specialist libraries are also taking up the news via RSS feeds.		
Conclusions:		
Guy's and NPH to continue to pilot the integrated content management system and then demonstrate at a future meeting of ITWG or UKMi Exec.		

05/121 Pharm-line	DE	
Discussion:		
The number of subscriptions has decreased, but there are 38 subscriptions that are still active, but have not been paid for. The current situation is at about the break-even point. There will be a board meeting in the new year.		
Action items:		
Directors to remind non-payers in their regions to pay for this year's subscription	Person responsible: All	Deadline: ASAP

05/122 Avoiding duplication of effort (paper attached)	SW
Discussion:	
See paper	

05/123 Medicines Q&As			SW		
Discussion:					
SW presented a review of the project with progress against the targets set.					
Consider selecting simpler/shorter topics for Q&As					
Consider collating comments from those who have already written Q&As, to see if any lessons can be learnt.					
Consider involving local MICs in writing Q&As					
Conclusions:					
SW will ask Kate to liaise with each RMIC to agree a realistic number that they can write.					
Action items:		Person responsible:		Deadline:	
SW/Kate to contact Directors		SW		ASAP	
05/124 Strategy development			PG		
Discussion:					
Strategy meeting with Pat Oakley confirmed for 02/02/06					
Action items:		Person responsible:		Deadline:	
Venue to be confirmed		PG/JN		ASAP	

**05/125 UKMi R&D strategy
(Development day)**

SW

Discussion:

SW and Angela Emerson presented the draft research strategy. The following points were discussed:

1. Need for wider circulation?
2. Does UKMi Exec support the strategy?
3. Do we agree to appoint regional leads for R&D?
4. Do we agree that Wessex MI lead on this initiative?
5. Other comments on the content?
6. How do we sell the strategy locally?
7. Do we agree to pay for printing the strategy?
8. When should we distribute the research strategy?

Conclusions:

1. All agreed to identify leads at local schools of pharmacy and academic pharmacy practice units to comment on the strategy. Are they interested in being involved?
2. All agreed to support the strategy. Discussed that it was not necessary for MI staff to carry out the research themselves but to try to encourage pre-reg, diploma, MSc and even PhD projects to be on sections of the major research questions.
3. All agreed that there is a need to have a regional lead person in order to keep up the momentum. SW and AE will draft a remit for a UKMi R&D working group.
4. Agreed.
5. UKMi to still award £1000 research grant and aim to be more directive in commissioning the work and to find someone specific to carry out a finite piece of research. Include in the strategy that in addition to the major research questions, there is scope to include pilot project work to support local practice development.
6. See 7. Also consider publishing the strategy in the PJ, Pharmacy in Practice or Pharmacy Management.
7. Consider asking the Pharmaceutical Press to publish the research strategy, as they had offered a grant to support UKMi R&D. PG will contact Robin Glasspool to follow up.
8. Agreed to distribute the strategies separately and that this can go out when ready. SW would like final comments by the end of January and aim for final distribution at the end of February.

Action items:

All to explore contacts at Schools of Pharmacy and Pharmacy Academic Practice Units to seek comments on draft and engage them for supporting the topics when considering projects.

Person responsible:

All

Deadline:

End of January

Contact Robin Glasspool to follow up PP grant

PG

ASAP

Add R&D as a standing item to the UKMi Exec agenda, and produce a report on a 6 monthly basis that can be distributed

JN

Next meeting

throughout the network.		
Explore publishing in PJ, Pharmacy in Practice and Pharmacy Management	SW	ASAP
Identify a suitable topic that could be carried out by a local MI centre to be presented at 2006 UKMi conference	All	ASAP
05/126 IRMIS report FW		
Discussion: No report.		
05/127 Essential MI resources list FW/Julia Sawyer 30min (paper to follow)		
Discussion: Julia Sawyer presented the paper		
RC asked if the net change in cost between the previous and new resource list could be calculated to inform Chief Pharmacists.		
Pharm-line to be kept in for 2006/07 and then review as the aim is for it to be included in Core Content by then in which case it will be free to users.		
New list to be incorporated into MiDatabank.		
Suggestions for amendments made to Julia		
Conclusions:		
Agreed that this list will come into effect from January 2006		
Action items:	Person responsible:	Deadline:
JS to liaise with CoAcS re incorporating into MiDatabank	JS	ASAP
Produce a PowerPoint presentation highlighting changes suitable for regional meetings	JS	Early Jan
05/128 Department of Health and StHA representatives CP		
Discussion: Nothing to report		

05/129 NHS Direct SLA		PG/JN	
Discussion:			
PG presented the report on delivery of NHS Direct and UKMi SLA, an update on national project work and a financial summary for the SLA.			
Need to start discussions re next year's SLA earlier this year and the working group will meet on 25th January to address this.			
Peter Sharott stated that inflation may be 2.5%. AfC costs may be a major problem due to meeting incremental rises. Find out what NHS Direct want extra to this year's SLA and cost it out and negotiate on this.			
Need to build in internal performance monitoring of each RMIC to ensure that payment is only made on fulfillment of the requirements of the SLA.			
Need for a mechanism for claiming against unallocated funds. PG suggested that claims up to £1000 can be made directly by members of the working group. Over this amount needs to be approved by the UKMi Executive.			
05/130 NPSA - IV Guide (paper attached)		David Cousins	
Discussion:			
David Cousins presented the NPSA project on "Safer preparation and administration of injectable medicines". Risks associated with injectable medicines are higher than with other routes. See copy of slides previously circulated.			
Explore funding opportunities with Muir Gray, National Knowledge Service. Also engage with a representative from the nursing profession.			
Conclusions:			
UKMi Executive to put forward proposals and costings for potential way forward and then respond to David with a view to meeting with Muir Gray before Christmas. David is asking Sue Keeling who leads the IV Therapy group to come up with some proposals too.			
SW, PG, ES, DE, FW (Robin Burfield) willing to take this forward to develop a costings proposal			
Action items:		Person responsible:	Deadline:
Costings proposal to David Cousins within next 2 weeks. Identify one or two leads within UKMi Exec to liaise with David.		All	2 weeks
SW, PG, ES, DE, FW (Robin Burfield) to arrange a teleconference to work up a costings proposal		PG	2 weeks

05/131 Medicines Complete			Julie McGlashan			30min		
Discussion:								
Julie McGlashan, Pharmaceutical Press (PP) updated the group on the uptake of MedicinesComplete (MC). To date 35 subscriptions have been taken out under the UKMi scheme. In the near future they will be using a system that enables the PP to monitor which parts of MC are used the most.								
AHFS should be available on MC early in 2006. Asked if it would be flagged that this is a non-UK resource, especially as MC is used by NHS Direct.								
There is an offer for trainers to attend a UKMi Exec meeting in 2006. Asked if this offer could apply to regional network meetings.								
Julie to find out if the cut-out time for MC could be extended								
CP asked if the PP would be prepared to demonstrate MC at the UKMi conference in Chester.								
CP offered to send the PP the UKMi essential resource list.								
Action items:			Person responsible:			Deadline:		
Contact the PP about training at regional meetings for MedicinesComplete.			CP			ASAP		
Send a copy of the essential resources list			CP			Jan		
05/132 Core Evidence			CP					
Discussion:								
CP described the new journal, Core Evidence. Jonathan Hall, Wessex has reviewed it and feels that it highlights the positive points of new medicines more than the negative ones.								
Action items:			Person responsible:			Deadline:		
CP will await more comments from group before meeting with the editor in January			CP			10/01/06		
05/133 DAPS on CSM website			DE					
Discussion:								
DE would like the CSM to reinstate the date of launch of a drug								
Action items:			Person responsible:			Deadline:		
DE to draft an email for CP to send to the CSM			DE/CP			ASAP		

<p>05/134 Appointment of vice chair-in-waiting and secretary CP</p>		
<p>Discussion:</p> <p>CP will stand down as Chair of the group mid 2006. SW is seriously considering taking on the role of Vice-Chair with a view to taking on Chair when CP stands down.</p>		
<p>SW put forward some suggestions for changes that he felt the UKMi Exec team should make in the way national work is managed and the meetings are run. He stated that he would want to see these changes made in order for him to stand as Chair. These were discussed.</p>		
<p>JN will be going on maternity leave from early March and so someone is required to take over the role of secretary.</p>		
<p>Conclusions:</p> <p>The group agreed that we are not delivering on all aspects. Agreed to set top priorities that we can agree to as a group and that we can all contribute to if not all equally.</p>		
<p>MB agreed to take over as secretary from the March meeting.</p>		
<p>Action items:</p> <p>Each regional centre to present all work that they undertake and to determine whether any work produced locally can be used nationally at March Development day.</p>	<p>Person responsible:</p> <p>JN/MB</p>	<p>Deadline:</p> <p>March meeting</p>
<p>Simon to circulate his presentation</p>	<p>SW</p>	<p>ASAP</p>
<p>05/135 Financial report PG</p>		
<p>Discussion:</p> <p>PG reported that the UKMi levy will be raised this year. PG will follow up a few outstanding payments for last year.</p>		
<p>05/136 Communications slot All</p>		
<p>Discussion:</p> <p>DE reported that the Guy's (New Cross) Poison's centre has broken away from the national poisons service. It will now be called the Guy's and St Thomas' poisons centre.</p>		
<p>SW has sold the UKMi workbook to New Zealand and Bath University.</p>		
<p>CP reminded all to send out the NMP survey</p>		