

UKMi Executive Business Meeting

25th February 2005
9:00am
Midland Hotel, Derby

Chair: Christine Proudlove

Professional Secretary: Jane Neal

Attendees: Mike Brandon Jane Neal
 David Erskine Christine Proudlove
 Peter Golightly Fiona Woods
 Anne Lee

Agenda

05/01 Apologies for Absence

Apologies were received from Sue Brent, Richard Cattell, Elena Grant, Claudine Hughes, Eilish Smith, Helen Whiteside and Simon Wills.

05/02 Minutes of previous meeting held on 10th December 2004

Correction to item 04/122 page 8 Shipman – 5th sentence should read “A pilot study of patient records is scheduled.”

Otherwise, accepted as an accurate record of the meeting.

05/03 Matters arising		
Discussion:		
04/124 BNF Editorial Board is changing the way it works so for now it does not want UKMi representation. It may contract with a RMIC for enquiry support		
Action items:		
04/44/49 Updated Terms of Reference for UKMi Executive to go on UKMi website	Person responsible: PG	Deadline: By next meeting
04/58 Student Technicians briefing document (circulated in December by RC) to be disseminated to all local MICs	All	ASAP
04/94 Off-Label bulk deal to be arranged	PG	By next meeting
04/100 Agenda submission form will continue to be used and the secretary will add what decisions need to be made to the agenda	JN	By next meeting
04/110 AIOPI reverse pilot study has been done by Wessex RMIC week commencing 24/1/05 (M Roshi). Dave Robson has given some preliminary data to MB. FW/MB to follow up with SW. Agenda item for next meeting.	FW/MB to follow up with SW JN	By next meeting Next meeting
04/122 SHA Leads meeting. CP to make a request to Jim Smith that she attends these meetings	CP	By next meeting
05/04 IRMIS report FW		
Discussion:		
FW presented her paper. This is the first report since IRMIS went live.		
Conclusions:		
Agreed that this report is acceptable and Directors encouraged to disseminate the report to local MICs. Regional password enables all national anonymised data to be seen on line.		
Ask local MICs if this report is sufficient or do they want access to all national data.		
PG to seek advice from Gareth Lawrence about the implications of this data under the Freedom of Information Act.		
Action items:		
Ask Local MICs for views on report	Person responsible: All	Deadline: By next meeting
Explanation of what data can be seen at each level of password for local consultation with MIPs	FW	Within a week
Seek advice re FoI Act from Gareth Lawrence	PG	By next meeting

<p>05/06 Funding request for IRMIS FW</p> <p>Discussion: FW presented funding request</p>		
<p>Conclusions: Agreed that £5k to be paid from UKMi Executive Levy. On going costs to be met by FW through her SLA with Health Solutions Wales. Any specific development costs in the future to be raised as a request for additional funding.</p> <p>PG confirmed that the £5k can be met from the levy account.</p>		
<p>Action items: Invoice for £5k to PG</p>	<p>Person responsible: FW/RB</p>	<p>Deadline: When required</p>
<p>05/05 Rolling programme to review UKMi standards FW/EG</p> <p>Discussion: FW presented the paper prepared by Julia Horwood. The paper was to inform the group about the 3-year rolling programme for reviewing all UKMi quality standards that has been agreed by the CGWG at their recent meeting.</p> <p>Add in review of minimum resources every year. A reminder that comments on minimum resource list should be sent to Paul Mills by end of April for consideration at June CGWG meeting.</p>		
<p>Action items: Paper to go on website</p>	<p>Person responsible: FW/JH</p>	<p>Deadline: ASAP</p>
<p>Comments on minimum resources list to Paul Mills</p>	<p>All</p>	<p>End of April</p>

05/07 Model MI Centre		EG
<p>Discussion:</p> <p>Discussed on Development day 24/02/05 where EG presented her paper "status report on the development of a model MI centre framework"</p>		
<p>Conclusions:</p> <p>Agreed that there is a need to continue development of a model for the delivery of MI services for benchmarking and capacity planning purposes <u>but</u> to first find a relationship between the activity of the organisation and the activity of the MI service so that the MI service fits the organisation in which it sits. There is still a need to identify a range of MI services.</p> <p>Agreed that there was no need to develop a capacity-planning tool nationally as this is not a common issue. This work may be progressed in regions where capacity planning has been raised as an issue.</p> <p>Agreed that any work on the capacity-planning tool should be put on hold until the UKMi strategy review has taken place.</p>		
<p>Action items:</p> <p>Investigate performance indicator data in London and invite Amaia Borja-Lopetegi (London Clinical Pharmacy Service/ School of Pharmacy) to the next Clinical Governance working group meeting</p>	<p>Person responsible:</p> <p>JN</p>	<p>Deadline:</p> <p>For next CGWG meeting</p>

05/08 MiDatabank		JN	
<p>Discussion:</p> <p>JN presented SW's papers "Overall project plan" and "training plan". SW was thanked for his work on producing excellent MiDatabank brochures.</p>			
<p>Pam Buffery has been testing the system trying to break it.</p>			
<p>Conclusions:</p> <p>Request for guidance on the requirements of alpha and beta testing sites, so that those involved can ensure they have the necessary capacity to do so.</p>			
<p>Request that CoAcS update their website with new screen shots as the current ones are for a much earlier version.</p>			
<p>Training plan comments:</p> <p>What is the time frame for implementing MiDatabank and so when will training need to take place?</p> <p>What will be the costs of CoAcS and/or Jill Rutter providing regional training?</p> <p>A full user manual is not necessary initially, but a "Quick Start Guide" would be desirable.</p> <p>A "train the trainer" day for regional MI leads should be held first before other general training is arranged.</p> <p>IT departments should install the software, rather the regional MI staff.</p>			
Action items:		Person responsible:	Deadline:
SW to liaise with CoAcS re requirements for alpha and beta testing and new screen shots on their website		SW	End of March
05/09 NeLM		DE	
<p>Discussion:</p> <p>Discussed on Development day on 24/02/05. Bernard Tang from London & South East RMIC presented the latest proposals and mock-up screens for the NeLM that will go into the specification. A copy of the presentation is attached.</p>			
Action items:		Person responsible:	Deadline:
ITWG to meet		PG	By end of April
All RMICs to list outputs and send to DE		All	ASAP

05/10 Pharm-line		DE	
Discussion:			
DE presented Tom Burnham's report. Subscription renewal notices have been sent out and early indications show that there may be a reduction in renewals.			
Conclusions: Need to pursue uptake on National Core Content			
Action items:	Person responsible:	Deadline:	
TB to set up a Pharm-line Board meeting	DE/TB	ASAP	
Encourage local MICs to re-subscribe	All	Now	

05/11 Conference 2005		Organising committee	
Discussion: CP presented briefing paper			
Action items:	Person responsible:	Deadline:	
When registration opens publicise in daily news	DE	March	

05/12 Conference 2006		CP	
Discussion:			
Leeds RMIC has been exploring venue options, but as yet nowhere has come back with availability. The Leeds centre is currently very stretched and therefore we need to consider alternatives. CP and PG have investigated Chester and Warwick respectively. Chester is available 21-23 Sept 2006.			
Post meeting note: Chester is no longer available 21-23 rd Sept 2006, but provisionally available for 14-16 th Sept 2006, although there is another function on then. BPC dates will not clash as it runs Mon-Wed and dates are not confirmed yet.			
Action items:	Person responsible:	Deadline:	
CP to check dates of BPC and then confirm dates with Chester.	CP	ASAP	
JN to explore availability of University of Westminster	JN		
Strategy for future conferences	PG	By next meeting	

05/13 Advanced Training Programme		RC	
<p>Discussion:</p> <p>Discussed at Development day on 24/02/05 where RC presented his paper "Developing the career structure for medicines information within the NHS". The proposal is to extend the national training programme to Part C for specialists (advanced practice), align competencies, and ensure a QA process</p>			
<p>UKMi Competency framework is still fit for purpose for all four levels of practice – align with KSF and Advanced Level Framework (ALF) (ETWG). Need to make sure that there is some consistency with other specialties. Suggest some competencies to RPSGB for a practicing pharmacist.</p>			
<p>Conclusions:</p> <p>ETWG to define competencies for each of 4 stages, including Part C for advanced practice</p>			
<p>Consider UKMi stance if Band 7 pharmacists are running MICs</p>			
<p>Advise RPSGB on MI competencies for pre-regs and pharmacists</p>			
Action items:		Person responsible:	Deadline:
Proceed with the training and development model as described in the paper		RC/E&TWG	
05/14 Consultant Pharmacist		RC	
<p>Discussion:</p> <p>Discussed at Development day on 24/02/05 where RC presented his paper on "The Vision of a Consultant Pharmacist". Discussed how the consultant role might fit into MI service structure.</p>			
<p>Expect a consultant post to have light management responsibilities and spend time in R&D activities for example. Could envisage a Director as a Consultant with an operational manager carrying out most of the management activities</p>			
<p>Conclusions:</p> <p>Develop a case study to clarify thinking on how the Consultant role could fit into the MI structure</p>			
Action items:		Person responsible:	Deadline:
Comments on consultation document to DoH		JN/RC	28/02/05
Develop a case study		RC	By next meeting

05/15 Avoiding duplication of effort			EG
Discussion: Defer to next meeting as EG not present			
05/16 Medicines Q&As (FAQs)			DE
Discussion: Medicines Q&As are now on DIZone, hidden. They can be viewed at http://www.druginfozone.nhs.uk/search/product.aspx?id=116 .			
FAQs are restricted to NHS access at the moment therefore users are required to login. Each FAQ is attached to a Word document for user to download. Except for 2 original PDF documents. Some of the FAQs have imminent expiry dates (Jan 2005), so Bernard has extended them to 01/06/2005.			
Action items:	Person responsible:	Deadline:	
Promote when DIZone is rebranded as NeLM in April.	DE/SW	End of April	
05/17 Strategy Development			PG/DE
Discussion: PG and DE have not been able to progress this with Pat Oakley therefore we need an alternative plan.			
Conclusions: Chase Pat Oakley and ask for first draft by the Conference where the consultation process can be launched.			
Action items:	Person responsible:	Deadline:	
Need deadline from Pat by the end of next week	DE/PG	04/03/05	
Consider alternative people who might be able to carry out this work	All	mid - March	
Work up a remit for the strategy group	PG	By next meeting	
Update existing strategy doc	PG	End of April	

05/18 Liaison with NPC		CP
<p>Discussion:</p> <p>Clive Jackson attended for this item</p> <p>Prescribing Outlook collaboration was discussed.</p>		
<p>CJ raised a secondment opportunity to NPC for 1 yr to carry out new products work</p>		
<p>NPC is investing £120k in collaboration. UKMi to calculate the costs of their contribution</p>		
<p>SMC, AWMSG, NICE - consider any issues that may impinge on NPC/UKMi collaboration. AWMSG is still in early stages of development. SMC is about to appoint a pharmacist to undertake horizon-scanning work.</p>		
<p>Conclusions:</p> <p>Agreed that NPC and UKMi Exec will continue to work collaboratively on Prescribing Outlook (Part A). CJ agreed that NPC will inform us of new developments around POA at the point that they know what they are and what the risks are and give us the opportunity to be involved provided that there is a 50:50 risk share. Equally UKMi can approach NPC with ideas and proposals and NPC will have the opportunity to be involved if they share the risk equally.</p>		
<p>UKMi to send proposals to NPC for consideration. E.g. for training events around managing the drugs bill, need to present proposals by end of March.</p>		
<p>SMC/AWMSG –agreed to share knowledge of any developments that NPC or UKMi become aware of. Invite new SMC pharmacists to UKMi Exec meeting in Glasgow in Sept.</p>		
<p>Action items:</p> <p>UKMi keen to collaborate with NPC to run training events to support POA, B, C. Involve DE, Devika, AT, HD, SB, JG, PG (patents). Respond to CJ that we are keen in principle and then discuss details. Want to facilitate POA, deliver sessions on POB, specialist areas e.g. cancer, HIV, patents, and promote the events locally. Open up to Wales. Open up to secondary care staff. Run in October rather than September</p>	<p>Person responsible:</p> <p>CP</p>	<p>Deadline:</p> <p>End of March</p>

<p>05/19 NHS Direct SLA JN</p> <p>Discussion:</p> <p>JN reported that the revised costings proposal had been sent to Anne Joshua and would be discussed at a meeting on 3rd March 2005 with Mike Sadler, Medical Director, NHS Direct. PG, JN and Davina Wraight will be representing UKMi Executive.</p>		
<p>Action items:</p>		
<p>Feed back from meeting on 3rd March</p>	<p>Person responsible:</p> <p>JN</p>	<p>Deadline:</p>
<p>If SLA agreed, set up a meeting for all of UKMi Executive to discuss and agree how the SLA will be implemented</p>	<p>JN</p>	
<p>05/20 Pharmaceutical Industry Liaison Group report MB</p> <p>Discussion:</p> <p>MB reported that these liaison meetings with AIOPI are difficult to arrange and therefore just MB now attends from UKMi Executive. Jill Voss is president of AIOPI. SIGAR is now the overall group embracing pharmacovigilance staff and medical information staff – new name being discussed.</p> <p>AIOPI confirmed that the single point of contact in each Pharmaceutical Company for product-based information should be the medical information department.</p>		
<p>05/21 Communication with DoH and StHA representatives CP</p> <p>Conclusions:</p> <p>CP to email UKMi Executive with a suggested list of issues to raise with Gul Root and Peter Sharott at the April meeting</p>		
<p>Action items:</p>		
<p>Gul Root and Peter Sharott to be invited to the April meeting</p>	<p>Person responsible:</p> <p>CP/JN</p>	<p>Deadline:</p>

<p>05/22 National Clinical Answering PG Service</p>		
<p>Discussion: PG presented paper tabled at the meeting</p>		
<p>Conclusions: Agreed that UKMi should remain involved with the initiative and that PG should do a presentation about UKMi at the next national workshop as part of this involvement. Other areas for potential involvement will become clearer with time.</p>		
<p>Action items:</p>	<p>Person responsible:</p>	<p>Deadline:</p>
<p>Presentation to national workshop</p>	<p>PG</p>	
<p>05/23 Medicines Complete CP</p>		
<p>Discussion: Peter Goacher has agreed to a subscription of £200/yr for the first year for MI centres for a package of Martindale, Stockley and Herbal Medicines. He will also include Stockley Drug Alerts for the first 12 months. He had asked for some indication of what we might be prepared to pay in the 2nd and 3rd year, suggesting that Pharmaceutical Press (PP) may wish to increase the cost of subscription in the second year as the premium service (quarterly updating) comes on line, and in the third year based on usage figures.</p>		
<p>Action items:</p>	<p>Person responsible:</p>	<p>Deadline:</p>
<p>CP to indicate to the PP that an increase of more than 5% per year would be unacceptable.</p>	<p>CP</p>	<p>End of March</p>

05/24 Pharmaprojects		JN	
Discussion:			
Post meeting note: JN sent email informing the group that this year's subscription to Pharmaprojects will cost over £5k (this is with NHS discount). In her view this is too much for a resource that is infrequently used. Currently only Northwick Park and West Midlands RMICs hold it and it is on the minimum recommended list of resources as a national resource.			
Conclusions: Pharmaprojects to no longer be a nationally recommended resource			
Action items:		Person responsible:	Deadline:
NPH to cancel subscription		JN	
Pharmaprojects to be removed from minimum resources list as part of review		JN/Julia Horwood	As part of review
05/25 Appointment of Vice Chair		CP	
Conclusions: RC has agreed to be Vice Chair.			
05/26 Communications slot		All	
Discussion:			
PG – CRB checks for all new staff starting in NHS if they have patient contact from 16/2/05. This can take up to a month and costs about £30			
PG - TICTAC - PG had a conversation with Vaughan Tompkins (VHN) who says that it is likely that the HPA will withdraw free subs to TICTAC for RMICs. Explore RMICs having trials of TICTAC Net on NLH (not Pro version). Pro version costs £1,100. PG to take this up with HPA. PG to do a quick survey of TICTAC usage. JN to discuss with Peter Sharott.			