

# UKMi Executive Business Meeting

8th July 2005  
9:00 am  
Midland Hotel, Derby

Chairperson: Christine Proudlove      Note taker: Jane Neal

Attendees: Richard Cattell, Simon Wills, Christine Proudlove, Sue Brent, David Erskine, Elena Grant, Peter Golightly, Mike Brandon, Jane Neal

## Agenda

### 05/53 Apologies for Absence

Anne Lee, Claudine Hughes, Eilish Smith, Fiona Woods

### 05/54 Minutes of previous meeting held on 28th April 2005

Accepted as an accurate record of the meeting

### 05/55 Matters arising

05/94 Off-Label – information on the deal has been circulated throughout the UKMi network.

05/26 TICTAC – VHN are aiming to trial TICTAC on line in some Trusts to convince the NeLH of its value so that it will be funded through that route in the future.

05/33 Proposal for collaboration between NPC and London Cancer New Drugs Group. DE has attended the two meetings. It was agreed that they would not work jointly on documents but the NPC would signpost the LCNDG work on their website.

05/52 RPSGB request for view on training competencies. CP submitted a response on behalf of the group with comments from RC.

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<b>05/56 IRMIS report</b>			<b>FW</b>
Discussion:			
EG presented the report.			
Feedback on the reports from regional network meetings has been positive, although some would like more detail on the actual incidents. The CGWG have discussed putting the report on the UKMi website or on the Medusa site. David Cousins is attending the December CGWG meeting to discuss how this data can be mapped to the NPSA coding for error reporting.			
Conclusions: IRMIS reports to be posted on the UKMi website with open access. Add an estimation of the incident rate.			
Action items:	Person responsible:	Deadline:	
IRIMIS report to go on website with incident rate added to top of report	CGWG	End of July	
<b>05/57 Standard Operating Procedures</b>			
<b>FW</b>			
Discussion:			
EG presented the draft SOPs UKMI-01 and UKMI-02. Comments to FW as soon as possible so that these can be finalised.			
SOPs will be posted on the UKMi website when agreed. They will be in Word format so that they can be adapted locally. Centres should be aware of the risks of changing SOPs from that agreed nationally.			
Action items:	Person responsible:	Deadline:	
Comments to FW	All	22/07/05	
Add a sentence to the SOPs to say that if they are adapted locally risks should be assessed	CGWG	For next meeting	

**05/58 MiDatabank**

**SW**

Discussion:

SW updated the group on Jill Rutter’s activities supporting MiDatabank.

- Meetings have been booked for all regions.
- She is arranging two train the trainer meetings 29/07/05 and 05/08/05.
- The Quick start guide has been drafted
- Established a MiDatabank website [www.midatabank.com](http://www.midatabank.com)
- Started work on a detailed user manual.
- Letter of intent between UKMi and CoAcS in progress

MiDatabank checklist – comments requested by 11/07/05

Useful feedback came out of the sessions at the UKMi conference. No major problems were identified.

Need to agree an implementation strategy and targets for uptake.

Final testing will take place next week. If all goes according to plan then the system should be available to use by the end of July.

A conversion programme has been written for DiScan data and one for conversion of Pracsys data is being written.

Action items:

Person responsible:

Deadline:

Comments on MiDatabank checklist

All

11/07/05

Order form to be produced by CoAcS

SW

15/07/05

Write a press release and seek an endorsement from Jim Smith

SW

22/07/05

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<b>05/59 NeLM</b>		<b>DE</b>	
Discussion:			
NeLM version 1 has been launched. DE presented to the NeLH Conference. The NeLH are enthusiastic about NeLM especially the RSS feeds.			
OJEU closed last week and there have been a number of bids. Aiming to shortlist 10 initially and then reduce the choice down to 3-4. Then decide on the final provider at a NeLM Board meeting in September. Still aiming to launch in March 2006.			
NPC has been critical of some of the content in the news. DE would like to conduct a wider survey consulting with a broad range of users and potential users on the content and format of the news items on NeLM.			
From October there will be one News service which will involve London & S East, Trent/W Midlands and North West.			
Action items:		Person responsible:	Deadline:
Draw up a questionnaire to be disseminated widely		DE	End of July
<b>05/60 Pharm-line</b>		<b>DE</b>	
Discussion:			
60 subscriptions need to be chased up.			
Need to pursue inclusion in the Core Content			
Action items:		Person responsible:	Deadline:
Chase up outstanding subscriptions		Tom Burnham	Asap
Set up Pharm-line Board meeting		Tom Burnham	Asap
<b>05/61 Education and Training Working Group</b>		<b>RC</b>	
Discussion:			
See notes of Development day			
Actions:		Person responsible:	Deadline:
Scoping of regional pre-registration training to be added to priorities for UKMi E&T working group		RC	Next working group meeting

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<b>05/62 UKMi Conference 2005</b>			<b>All</b>
Discussion:			
Congratulatory to ES on a very successful conference. Feedback has been very positive.			
Action items:	Person responsible:	Deadline:	
Presentations to go on UKMi website	James Turton	Asap	
Winning posters and MI related academic posters to go onto the website.	PG/James Turton	Asap	
<b>05/63 UKMi Conference 2006</b>			<b>CP</b>
Discussion:			
See notes of Development day.			
Action items:	Person responsible:	Deadline:	
Proposal to be developed further for September meeting	CP	Next meeting	
Strategy for future conferences	PG	Next meeting	
<b>05/64 Avoiding Duplication of Effort</b>			<b>SW</b>
Discussion:			
SW presented the paper which had not been updated since the last meeting. He consulted the group on the following items which were still unresolved:			
1.4 non-clinical specialist centres – low priority; consider again whether to discuss in 2006.			
2.5 lecture materials – refer to E&TWG for inclusion in that section of UKMi website			
4.1 Current awareness bulletins – revisit when NeLM is fully operational			
7.1 centralised contacts at Pharma companies – MB raised this at AIOPI who requested that individual Medical Information departments should be the point of contact.			
Action items:	Person responsible:	Deadline:	
Amendments to document and recirculate	SW	End of July	

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<b>05/65 Medicines Q&amp;As</b>			<b>SW</b>		
Discussion:					
Progress is being made although slowly.					
New Q&As are added to the weekly mailing.					
Consider tackling smaller topics as well as the larger ones to boost numbers					
Conclusions:					
Target is for 200 Q&As by end of March 2006					
Action items:		Person responsible:		Deadline:	
Consider smaller topics suitable for Q&As		All		On going	

<b>05/66 Strategy Development</b>			<b>PG</b>		
Discussion:					
PG has spoken to Pat Oakley. She has agreed to the revised proposal although hasn't resubmitted an invoice.					
She is keen to delay the first draft until September as there are 3 papers due to be published that will influence it: post-Shipman report, White Paper on Social Services and Care of the Elderly, White Paper on primary care.					
She will prepare a first working draft and has agreed to attend the next UKMi Executive meeting in Glasgow (Friday)					
Need to revise the existing strategy					
Action items:		Person responsible:		Deadline:	
Circulate existing strategy and ask for comments within this group		PG		By next meeting	

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<p><b>05/67 Meeting with Jim Smith, DH CP</b></p> <p>Discussion:</p> <p>CP, PG and JN will meet with Jim Smith on 25/07/05. Issues to raise are:</p> <ul style="list-style-type: none"> <li>• UKMi strategy</li> <li>• MiDatabank – endorsement</li> <li>• NHS Direct SLA</li> <li>• Prescribing Outlook</li> <li>• NeLM and Q&amp;As and NPC</li> <li>• UKMi workbook and MiCAL</li> <li>• Any changes that might affect UKMi</li> <li>• His ideas for MI research projects</li> <li>• Avoiding duplication of effort</li> </ul>		
<p><b>05/68 Liaison with NPC All</b></p> <p>Discussion:</p> <p>Item discussed under 05/55 and 05/59</p>		
<p><b>05/69 NHS Direct SLA JN</b></p> <p>Discussion:</p> <p>JN presented report</p> <p>Supplementary SLA – PG raised concern that this had not been raised through the UKMi NHS Direct working group</p> <p>PG awaiting letter of authority between UHLT and NHS Direct. Until that happens UHLT will not send out letters to RMICs confirming amounts to invoice.</p> <p>Conclusions:</p> <p>All agreed to support AAMW 7<sup>th</sup>-11<sup>th</sup> November 2005</p> <p>New Media strategy – discuss at UKMi NHS Direct working group meeting</p>		
<p>Action items:</p> <p>Confirm UKMi support for AAMW and discuss NHS Direct New Media strategy at NHS Direct working group meeting</p>	<p>Person responsible:</p> <p>PG</p>	<p>Deadline:</p> <p>14/07/05</p>

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<b>05/70 Medicines Guides</b>			<b>CP</b>		
Discussion:					
CP has been asked by Datapharm if an MI Pharmacist would like to join a reference group to resolve any issues that might arise from medicines guides. Steve Mott has requested two nominations.					
The commitment is 6-10 days per year, working mainly virtually. There will be an initial meeting and then one member of the group will be required to attend one MIP meeting per year.					
Conclusions:					
Agreed that it is appropriate for an MI pharmacist to join this group					
Action items:		Person responsible:		Deadline:	
Nominations to CP		All		End of next week	
<b>05/71 Medicines Complete</b>					
<b>CP</b>					
Discussion:					
See notes of Development day					
Action items:		Person responsible:		Deadline:	
Information on how frequently sources are updated to be circulated by Pharmaceutical Press. List additional benefits of electronic versions versus the paper copy.					
Peter Goacher will consider options for substituting Martindale for another product where users already subscribe to Martindale through a Micromedex deal.					
Pharmaceutical Press would like to send out an update to UKMi about subscription details etc					
NHS Direct arrangement with Medicines Complete to be raised at UKMi NHS Direct working group meeting		PG		14/07/05	
Pharmaceutical Press to be invited to December meeting in London		JN		For December meeting	
SW has drafted some ideas for the research award. This will be discussed further at the December meeting to which Angela Emerson will be invited.		JN		For December meeting	

<p><b>05/72 UKMi Vice Chair</b> <span style="float: right;"><b>RC</b></span></p> <p>Discussion:</p> <p>RC had agreed to take on the role of Vice Chair to support CP in January but he has aspirations outside of UKMI and may not be able to take on the role of Chairperson. He wishes to make this clear now so that we can consider electing someone else to take over the role and ultimately take on the role of chairperson when CP steps down in July 2006.</p>		
<p>Action items:</p> <p>Nominations for Vice Chair in waiting requested</p>	<p>Person responsible:</p> <p>RC</p>	<p>Deadline:</p> <p>For next meeting</p>
<p><b>05/73 National survey of workload in RMICs</b> <span style="float: right;"><b>JN</b></span></p> <p>Discussion:</p> <p>JN presented the report and thanked the group for submitting data.</p>		
<p><b>05/74 IT and project management support for UKMi</b> <span style="float: right;"><b>PG</b></span></p> <p>Discussion:</p> <p>PG presented his paper.</p>		
<p>Conclusions:</p> <p>Consider funding 4 days per week of a post from regional centres that have had an IT resource previously and need on-going support as well as a willingness to support national IT activities as listed in Peter's paper.</p>		
<p>Action items:</p> <p>Interested parties to discuss details further outside the meeting</p> <p>PG to arrange a meeting</p>	<p>Person responsible:</p> <p>CP,PG,EG,JN</p> <p>PG</p>	<p>Deadline:</p> <p>Asap</p>

<b>05/75 Communications slot</b>	<b>All</b>
Discussion:	
SW – Quick Question Guide. SW will ask for comments with a view to updating this guide towards the end of the year	
SW – Helen Bingham gave positive comments on library referral to MI guidelines	
SB – Newcastle RMIC now open 8am-8pm and at times during the night and weekends for poisons information enquiries. They will answer MI and teratology calls at night if they are open, but as there is no pattern to their rota they are not able to advertise this.	
EG – Her post has been banded as Band 8d under AfC.	
PG – National Library service. PG has been working on a questionnaire re the Clinical Query Answering Service. The survey has been piloted. PG will attend another workshop next week.	
PG – NPSA are looking at safety of injectable medicines and are keen for UKMi to publish an electronic resource for producing trust IV guides. Agreed to explore further.	
MB- Noted that there had been an important typo in the Statutory instrument relating to POM medicines. This typo has been reported.	
CP – Need to send a six-monthly report to Jon Brassey re number of enquiries that have been referred to RMICs. CP will review queries on his website that should have been referred to UKMi.	
<b>Additional Information</b>	
Additional agenda item	
<b>05/76 Financial summary 2005/06</b>	
Discussion:	
PG tabled a financial summary for UKMi Executive account as of end of June 05.	
Conclusions:	
Payments for workbooks, Prescribing Outlook etc will be made from regional budgets rather than the central budget	