

UKMi Executive Business Meeting

Thursday 22nd September 2005
11:00am
Langs Hotel, Glasgow

Chairperson: Christine Proudlove

Note Taker: Jane Neal

Attendees:

Sue Brent, Richard Cattell, David Erskine, Peter Golightly, Elena Grant, Jane Neal, Chris Proudlove, Simon Wills, Fiona Woods, Janice Watt, Craig Rore.

Anne Lee, and Laura McIver (for item 05/100)

Dr Pat Oakley attended Development Day on 22nd September 05, notes of which are incorporated here in item 05/95.

Agenda

05/77 Apologies for absence

Richard Glet, Mike Brandon, Eilish Smith, Claudine Hughes, Sheena Kerr, Liz Mellor

05/78 Minutes of previous meeting held on 8th July 2005

Accepted as a true record of the meeting

05/79 Matters arising

Discussion:

05/70 Jonathan Hall (Wessex) has joined the Medicines Guides group. He has attended a one-day meeting. The remit of the group is to resolve any issues that arise from the medicines guides.

05/71 Medicines Complete – still waiting for information from the Pharmaceutical Press about Medicines Complete to circulate around the network.

05/73 National survey of workload – further action needed? Consider what data we need to collect after we have discussed the UKMi research strategy.

05/75 NPSA IV guide – David Cousins pursuing the “Regional IV guide”

05/75 CP will send Jon Brassey a six-monthly report.

Action items:

05/71 Chase Peter Goacher re notes for circulation

Person responsible:

CP

Deadline:

ASAP

Unconfirmed minutes

05/80 IRMIS report			FW		
Discussion:					
Report presented by FW.					
A number of regions have not submitted any reports to IRMIS, so please can Directors raise the profile within their regions to local MICs					
NPSA is holding a conference and is requesting posters. CGWG could consider submitting a poster about IRMIS					
Conclusions:					
Learning points could become repetitive. Agreed to keep cumulative for a year and highlight new learning points for each report.					
Action items:					
All Directors to promote IRMIS at regional meetings and encourage reporting		Person responsible:		Deadline:	
		All		Next regional meetings	
Circulate details of NPSA conference		JN		ASAP	
Consider incorporating learning points into the workbook and/or National training course. Could also consider submitting as a CPD item to the PJ.		CGWG		Next CGWG meeting	
05/81 SOP UKMi-01			FW		
Discussion:					
SOP UKMi-01 Draft 2 was presented by FW.					
Conclusions:					
Approved					
Action items:					
Final version to go onto UKMi website and will be added to "what's new" email		Person responsible:		Deadline:	
		CGWG		ASAP	
Draft 2 of SOP UKMi-02 to be circulated by end of September and comments to FW by 10 th October		FW		30/09/05	
		All		10/10/05	

<p>05/82 Revised essential journal holding for MI services FW</p>		
<p>Discussion: FW presented paper.</p>		
<p>Conclusions: Proposal approved but group favoured holding this until the rest of the minimum resource list has been reviewed so that any savings made on reducing the number of journal subscriptions can be used directly to pay for other information resources that will be recommended e.g. Natural Medicines Comprehensive Database. Emphasise that this is a minimum list and that consideration should be given to meeting the needs of the whole department.</p>		
<p>Action items: Present as complete review of essential resources at January meeting</p>	<p>Person responsible: CGWG</p>	<p>Deadline: January 2006 UKMi Exec meeting</p>
<p>05/83 MiDatabank SW</p>		
<p>Discussion: SW reported that MiDatabank was launched on 14th September and CDs will be issued next week. The disks will be formatted with the name of the MIC already on it. A converter for Di-Scan or Pracsys will be included. A brief press release did appear in the PJ. SW presented the Quick Start Guide, the proposed agreement between UKMi and CoAcS and draft terms of reference for a user group. SW tabled a Q&A paper prepared by Jill Rutter. This will be added to MiDatabank website SW tabled a proposed list of planned developments. To be discussed by the user group</p>		
<p>Conclusions: Amendments to the proposed agreement between UKMi and CoAcS in 3.3 were agreed. Wording for 3.4 was proposed, "this agreement may be renegotiated or terminated by either party with six months notice" and agreed. Agreed to include local MI centre representatives on the user group</p>		
<p>Action items: Amendments to be made to agreement document by SW and document to be signed by CP, SW and Steve Moss Q&As to be added to MiDatabank website Comments to SW on Q&As, Future developments and User group papers.</p>	<p>Person responsible: SW SW All</p>	<p>Deadline: ASAP ASAP 10/10/05</p>

Unconfirmed minutes

<p>05/84 NeLM DE</p> <p>Discussion:</p> <p>Six companies short listed (although one has dropped out). To be interviewed and decision made on which one to award contract early November. Now about 3 months behind, so launch now likely in about June 06</p> <hr/> <p>About 1500 returns on the survey. A lot of detailed comments.</p> <hr/> <p>Meeting in October of main information providers is going ahead. Muir Gray will chair the meeting. Planning to run a workshop on the A-Z of medicines.</p> <hr/> <p>DE presented proposal for the expansion of the national news service.</p> <hr/> <p>Existing UKMi website - a decision needs to be made as to what content will be moved to NeLM, what will remain on UKMi site, where the UKMi website will be hosted and what IT support is required.</p> <hr/> <p>Conclusions:</p> <p>Expansion of news service – agreement to all four questions in the proposal. Centres willing to participate in the Comments & Analysis in addition to London (NPH) are: Wessex, Newcastle, Glasgow, Wales. Invite the NPC to contribute.</p> <hr/> <table border="1"> <thead> <tr> <th>Action items:</th> <th>Person responsible:</th> <th>Deadline:</th> </tr> </thead> <tbody> <tr> <td>London (NPH) to lead on trying this scheme out for Comments and Analysis so that the centres involved can get a feel for how long they take.</td> <td>JN</td> <td>By April</td> </tr> <tr> <td>DE to invite the NPC to participate in the Comments and Analysis scheme.</td> <td>DE</td> <td>ASAP</td> </tr> <tr> <td>PG to confirm date of ITWG in October where UKMi website issues will be addressed</td> <td>PG</td> <td>ASAP</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Action items:	Person responsible:	Deadline:	London (NPH) to lead on trying this scheme out for Comments and Analysis so that the centres involved can get a feel for how long they take.	JN	By April	DE to invite the NPC to participate in the Comments and Analysis scheme.	DE	ASAP	PG to confirm date of ITWG in October where UKMi website issues will be addressed	PG	ASAP			
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<p>05/85 Pharm-line DE</p> <p>Discussion:</p> <p>TB is trying to set up a Board meeting.</p> <hr/> <p>Pursuing inclusion in Core Content and waiting for Datastar to come back with some figures.</p> <hr/> <table border="1"> <thead> <tr> <th>Action items:</th> <th>Person responsible:</th> <th>Deadline:</th> </tr> </thead> <tbody> <tr> <td>PG to discuss this with Claire Honeybourne who is the new head of the Core Content</td> <td>PG</td> <td>ASAP</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Action items:	Person responsible:	Deadline:	PG to discuss this with Claire Honeybourne who is the new head of the Core Content	PG	ASAP									
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<p>05/86 National Introductory MI RC</p> <p>Training course</p> <table border="1"> <thead> <tr> <th>Action items:</th> <th>Person responsible:</th> <th>Deadline:</th> </tr> </thead> <tbody> <tr> <td>All Directors to ensure that applicants state what evidence they have for each of the competencies, not just tick the boxes</td> <td>All</td> <td>For next course</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Action items:	Person responsible:	Deadline:	All Directors to ensure that applicants state what evidence they have for each of the competencies, not just tick the boxes	All	For next course									
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05/87 Pre reg training programme RC template		
Discussion: RC presented final version of this template.		
ETWG considering a basic grade and student technician training template.		
Action items: Final version with introductory note to be sent by RC for onward distribution to local MICs	Person responsible: RC All	Deadline: ASAP
05/88 Accredited Technician RC training scheme		
Discussion: RC reported that out of 19 candidates only 4 passed both the portfolio and interview. 8 more are very close to passing and need minor additions to their portfolios before resubmitting.		
Some mentors want to appeal, so a meeting is being set up where issues will be addressed.		
Andrea is considering the process for reaccreditation of the first cohort.		
05/89 UKMi Conference 2006 CP		
Discussion: London (Northwick Park) has offered to manage the registration of delegates.		
Conclusions: Ideas for topics and speakers for the conference to be sent to SB Co-ordination of posters and oral presentations – ask MB		
Action items: Send ideas of topics and speakers to SB	Person responsible: All	Deadline: End of November
Discuss and plan programme at December Development day	JN	December meeting
05/90 UKMi Conference 2007 All		
Discussion: PG has potential dates for University of Warwick for September 2007		
PG wants to proceed on the same basis as for 2006 i.e. roles are to be divided up between the centres.		

Unconfirmed minutes

05/91 UKMi Conference strategy PG		
Action items: Draft paper to be circulated for comments	Person responsible: PG to circulate All to comment	Deadline: By next meeting
05/92 General level diploma in SE RC/DE/JN		
Discussion: RC outlined the planned reform of postgraduate education in the South East with collaboration between 5 Schools of Pharmacy. See paper circulated.		
DE reported that a pilot will start in SE London this year and next year it will be rolled out across the SE England.		
05/93 Avoiding duplication of effort SW		
Discussion: SW presented paper		
05/94 Medicines Q&As SW		
Discussion: SW presented progress report. He expressed disappointment that although all had signed up to contribute to this scheme, only 5 centres had actually completed Q&As and we are well down on our target number.		
Action items: All centres to work on Q&As as a priority and send as soon as completed to Wessex or London (NPH) for QA. Do not leave all to the end of the year otherwise there will be a bottleneck in the QA process.	Person responsible: All	Deadline: ASAP

Unconfirmed minutes

05/95 Strategy development PG		
Discussion: Dr Pat Oakley, Director, Practices made Perfect Ltd, presented the key reforms likely to be announced this autumn (copy of slides to follow). She then went through her paper after which issues arising were discussed.		
Conclusions: Agreed with Pat Oakley that she will produce a paper that will cover a general set of principles for the UK medicines information service and then appendices that apply specifically to each of the devolved countries. This needs to be ready by the end of October.		
Consider having just one strategy paper by amalgamating Pat's paper with the strategy rewrite.		
Action items: Comments on draft strategy (including SW's comments) document to PG	Person responsible: All	Deadline: 07/10/05
Incorporate comments into strategy paper	PG/CP/RC	31/10/05
Pat Oakley to prepare draft for end of October	Pat Oakley	31/10/05
Next strategy meeting 2 nd November 05 in London	All JN to arrange venue	
05/96 Primary Care working group EG		
Discussion: EG presented annual report		
Conclusions Agreed to disband the group due to changing priorities.		
Action items: Directors to inform group members in their teams	Person responsible: All	Deadline: ASAP
05/97 Research strategy SW		
Discussion: Deferred to the next meeting		
05/98 Department of Health and StHA representatives CP		
Discussion: See notes of meeting with Jim Smith on 25 th July 05, circulated by JN previously.		

Unconfirmed minutes

05/99 NHS Direct SLA		JN/PG	
Discussion:			
JN presented report			
PG reported that all letters of agreement had been issued to Trusts. First two quarters have been received from NHS Direct, so RMICs can now invoice UHL NHS Trust.			
Conclusions:			
Agreed that underspend will be diverted to RMICs that have provided services to other regions			
Action items:		Person responsible:	Deadline:
Request another RMIC to participate in AAMW		JN	ASAP
Ensure that all activity is recorded		All	On going
Newcastle and Trent to discuss with Liz Mellor at Leeds whether their services can provide services to the Tees East & N Yorks and the West Yorks sites.		PG/SB	ASAP

05/100 Scottish Medicines Consortium		Anne Lee/Laura McIver	
Discussion:			
Laura McIver, Chief Pharmaceutical Officer, Scottish Medicines Consortium presented the background to establishing the SMC, outputs and processes (presentation attached)			
Conclusions:			
UKMi Executive needs to consider how the outputs of the SMC fit in with the UKMi new product portfolio.			
Action items:		Person responsible:	Deadline:
Anne Lee will continue to be a member of the Prescribing Outlook group and will join the UKMi New Products Working Group		Anne Lee/CP	
Discuss SMC outputs at a future meeting of NPWG		CP	Next NPWG meeting

Unconfirmed minutes

05/101 Mailbase closure CP		
Discussion: CP reported that Mailbase will be closing from July 06 although support from them may start to reduce before then.		
Conclusions: Agreed that a discussion group for UKMi is still required. Agreed that the same facilities are required. Agreed to go with JISC Maitalk list at £250 per year plus VAT unless an alternative option is found.		
Action items: Pursue JISC Maitalk and aim to change to this new service in the New Year.	Person responsible: CP	Deadline: By Jan 06
05/102 Dates and venues for meetings in 2006 CP		
Conclusions: Dates for 2006 agreed: January Friday 27th Birmingham March Thursday/Friday 23rd and 24 th Derby June Thursday/Friday 22nd and 23rd London October Thursday/Friday 5th and 6th Belfast December Thursday/Friday 7th and 8th Derby		
Action items: Put dates in diaries!	Person responsible: All	Deadline: ASAP
05/103 Appointment of Vice Chair CP in waiting		
Discussion: Deferred to the next meeting.		
Action items: Add to Agenda for next meeting	Person responsible: JN	Deadline: Next meeting

Unconfirmed minutes

05/104 Communications slot	All
Discussion: <u>Deferred to next meeting.</u>	
Additional Information	