

UKMi Executive Business Meeting

Friday 27th January 2006
10:30am
Ramada Hotel, Birmingham

Chair: Christine Proudlove

Note taker: Jane Neal

Attendees:

Elena Grant, Christine Proudlove, Janice Watt, Sue Brent, Sheena Kerr, Richard Cattell, Jane Neal, David Erskine, Simon Wills, Mike Brandon, Liz Mellor, Peter Golightly, Alexandra Denby

Agenda

06/01 Apologies for Absence CP

Eilish Smith, Fiona Woods, Richard Glet, Claudine Hughes, Craig Rore

Congratulations to Janice Watt who has been appointed as Head of MI at Glasgow

Congratulations to David Erskine for becoming a Fellow of the College of Pharmacy Practice

06/02 Minutes of previous meeting CP held on 9th December 2005

Accepted as true record of the meeting

06/03 Matters arising CP

Discussion:

05/114 Accredited MI Technician training scheme – RC reported that due to an employment freeze at his Trust, he is not able to appoint Andrea as the manager for this scheme as previously agreed at this meeting. Options for managing this situation will be discussed at a forthcoming meeting of the Scheme's Board.

05/108 MI career pathway – RC will produce the summary by 3rd February

05/109 RPSGB Effective Support Structures for the profession - JN has received the questionnaire from the RPSGB and will respond, although as it was sent so close to the deadline, it will be submitted late.

05/117 UKMi Conference strategy meeting - PG to arrange this for the end of March

05/118 ITWG meeting to be rearranged. James Turton is working on designs for updating the site. Smooth transition to new server. The updated minimum IT specification for MICs will be posted on the site very soon.

05/132 Core Evidence – 8 centres are interested in subscribing, depending on cost. Current price is £500 for 2 years. CP to negotiate with editor on a discounted price

05/133 DAPS on CSM website – response received to DE's email. They are reviewing the whole system and will take our concerns into account. Agreed that CP will write back to CSM to stress how important this issue is. CP will also include concerns of the group about the uncertain future of the Regional Monitoring Centres, especially restricted access to reports, and lack of publication of Current Problems recently

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<p>06/04 IRMIS Report (paper attached) EG 10min</p> <p>Discussion:</p> <p>EG presented the report. The next report will be produced in a new format with more detail and cumulative data.</p> <hr/> <p>SW comments: learning point 3 – change to “consider referring to more than one resource for level 1 enquiries and always for level 2 and 3 enquiries”. MiDatabank will help with these learning points.</p> <hr/> <p>Reports are considered useful and are presented at regional network meetings</p>											
<p>06/05 IRMIS Annual Report (paper attached) EG 10min</p> <p>Discussion:</p> <p>EG presented the report</p> <hr/> <p>IRMIS now included on the National Introductory Training course.</p> <hr/> <p>SW offered for to draft a piece on risk and IRMIS for the UKMi training workbook</p> <hr/> <p>Conclusions:</p> <p>IRMIS priorities for 2006 agreed.</p>											
<p>06/06 Adverse Incident Reporting SOP UKMi-03 (paper attached) EG 10min</p> <p>Discussion:</p> <p>EG presented the draft SOP</p> <hr/> <p>Comments:</p> <p>CP- Encourage the person who made the error to report the incident rather than the MI Manager.</p> <p>SW - Amend first sentence “...adverse incidents may occur within the speciality of MI just as they may occur in any other area of clinical practice”</p> <hr/> <table border="1"> <thead> <tr> <th>Action items:</th> <th>Person responsible:</th> <th>Deadline:</th> </tr> </thead> <tbody> <tr> <td>Comments to FW</td> <td>All</td> <td>10th Feb</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Action items:	Person responsible:	Deadline:	Comments to FW	All	10th Feb			
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<p>06/07 External Audit of Regional Medicines Information Services - Review (paper attached) EG 20min</p>		
<p>Discussion:</p> <p>EG presented paper.</p>		
<p>Provide data to CGWG if external audits have taken place, as list is incomplete.</p>		
<p>Should all 4 Scottish centres be included?</p>		
<p>Conclusions:</p> <p>Recommendations accepted.</p> <p>All centres that have not been audited externally need to be done in 2006, with dates arranged by end of March 06.</p>		
<p>Auditors should inform EG on CGWG about completed audits.</p>		
<p>Action items:</p>	<p>Person responsible:</p>	<p>Deadline:</p>
<p>Dates for outstanding audits to be arranged by end of March 06</p>	<p>Those applicable</p>	<p>End of March 06</p>
<p>Data to CGWG on status of audits for local MICs</p>	<p>All</p>	<p>End of Feb</p>
<p>SK and JW to discuss arrangements in Scotland with CR and RG</p>	<p>SK/JW</p>	<p>ASAP</p>
<p> </p>		
<p>06/08 UKMi Essential Resources list - CGWG briefing (paper attached) EG 10min</p>		
<p>Discussion:</p> <p>Very useful to have this briefing presentation for use at regional meetings.</p>		
<p>Useful to have something similar for all significant UKMi developments.</p>		
<p> </p>		
<p>06/09 UKMi Essential Resources list cost comparison (paper attached) EG 10min</p>		
<p>Discussion:</p> <p>EG explained paper.</p>		
<p>Expressed thanks to Julia Sawyer for all her hard work on producing this work.</p>		
<p> </p>		

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06/10 MiDatabank		SW	
Discussion:			
User group meeting is booked for the 10 th March 06			
Link to scanned images for Datatron and Hugh Symmons is now ready			
Version 1.2 now available			
3 regional centres are now actually using it fully and three others have it and are nearly ready to use it.			
Action items:		Person responsible:	Deadline:
Send a list of any issues with the system to SW		All users	By 10 th March
06/11 NeLM		DE	
Discussion:			
DE has had a meeting with Ben Toth to discuss on going maintenance costs for the NeLM. Need to negotiate with the 4 companies still in the frame to bring down their proposed maintenance costs.			
New build of website should take place within the next financial year.			
06/12 Pharm-line (paper attached)		DE	30min
Discussion:			
DE outlined the paper written by Tom Burnham. If the number of subscriptions does not increase this year, or it does not become part of Core Content, then Pharm-line will cease to be viable.			
SW suggested using Pharm-line to highlight key papers relevant to key areas of pharmacy practice. Also include Pharm-line in the research strategy to highlight that it is there to support research.			
Aim to sell it more to Chief Pharmacists to support all pharmacy practice rather than just to MICs. All to do presentations at Chief Pharmacists' meetings.			
Suggest presenting at GHP and UKCPA weekend school, with a view to the product supporting specialist interest groups etc.			
Suggest carrying out research to demonstrate its value.			
Conclusions:			
Need to make a big push on publicity this year.			
Action items:		Person responsible:	Deadline:
PowerPoint presentation for Chief Pharmacists meetings		DE	ASAP
Poster for GHP/UKCPA weekend school		DE	ASAP
Promotional material – front page of the database, paper brochures etc		DE	ASAP

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<p>06/13 UKMi Conference 2006 CP</p> <p>Discussion:</p> <p>Title of Conference: "Meeting the Challenge".</p> <hr/> <p>Organising committee has had another teleconference. Some of the speakers have been confirmed.</p> <hr/> <p>Cost of conference yet to be determined.</p> <hr/> <p>On-line registration database should be available.</p> <hr/>											
<p>06/14 UKMi Conference 2007 PG</p> <p>Discussion:</p> <p>PG looking for support for organising this conference following conference strategy meeting in March.</p> <hr/>											
<p>06/15 Writing Skills - Train the Trainer RC/CP 10min</p> <p>Discussion:</p> <p>RC reported that Tim Albert is planning to run a train the trainer course on effective writing skills, along with a licence to use his material.</p> <hr/> <p>CP has asked him for a price. When this is known, present back to the group with a view to funding two people to take part and then run sessions for the network.</p> <hr/>											
<p>06/16 Avoiding Duplication of Effort SW</p> <p>Discussion:</p> <p>SW suggested that the group had gone as far as it could with this and that this should it no longer be a standing item on the agenda. Proposed that it just be reviewed on an annual basis.</p> <hr/> <p>The main outstanding area is current awareness bulletins. At a future meeting, in October, all to bring work that is carried out in their centres for regional bulletins</p> <hr/> <p>Conclusions:</p> <p>Now include on agenda only on an annual basis</p> <hr/> <table border="1"> <thead> <tr> <th>Action items:</th> <th>Person responsible:</th> <th>Deadline:</th> </tr> </thead> <tbody> <tr> <td>Agenda item for October meeting</td> <td>MB</td> <td>For Sept meeting</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <hr/>			Action items:	Person responsible:	Deadline:	Agenda item for October meeting	MB	For Sept meeting			
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06/17 Medicines Q&As			SW		
Discussion:					
Now 82 on site. More centres now contributing and several more in the pipeline.					
Usage figures show that the Q&As are being accessed very frequently e.g. dosage conversion between doxazosin preparations is being accessed an average of 35 times a day.					
Conclusions:					
Compile a 12 month report to send to Ben Toth and Muir Gray etc					
Action items:		Person responsible:		Deadline:	
Activity report to be produced and sent to NLH team		SW/DE		ASAP	
06/18 Strategy Development			PG		
Discussion:					
Meeting on 2 nd February now postponed as the crucial White Papers are not yet out, but should be by the end of the second week in February.					
Pat Oakley will now attend the Friday morning of the March meeting in Derby. Aim to sign it off at this meeting.					
Action items:		Person responsible:		Deadline:	
Item for agenda for March meeting		MB		By March meeting	
06/19 R&D Strategy			SW		
Discussion:					
Comments have been sent to SW from about 6 schools of pharmacy. SW will use these to produce a second draft.					
Angela Emerson is doing a 1 year project for her Masters and is keen to explore the area of how MI services can support 24 hour NHS services.					
Action items:		Person responsible:		Deadline:	
Send out draft 2 to local MICs		All		When ready	

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06/20 NHS Direct SLA		JN/PG	
Discussion:			
The following reports were tabled:			
9 month activity report produced by the NHS Direct Working Group.			
Interpretation by Anne Joshua from meeting on 25/01/06			
Financial allocation			
JN presented the activity report for April to Dec 05			
PG then talked through Anne's summary of the situation.			
NHS Direct are prepared to put in the same amount of money for this next financial year, but with no inflationary uplift.			
Conclusions:			
Build in inflation for next year			
Trade 30 days carryover for inflationary uplift this year (check % uplift)			
For 2006/07, identify shortfall in activity earlier and alternative projects allocated by Anne within the first half of the year.			
Emphasise that 5000 enquiries are a cap, not a target.			
Shortfall for Davina's post and inflationary uplift for 06/07 will be paid out of the under spend for 05/06.			
Financial allocation proposal for 2006/07 accepted			
Need to build in a performance management component for all RMICs in the SLA.			
Action items:		Person responsible:	Deadline:
PG/JN to feed back to Anne		PG/JN	8 th February
06/21 NPSA Injectables Guide		PG	
Discussion:			
Draft NPSA safety alert has been issued. Being piloted at Leeds. PG to circulate the alert and comments to PG within a week			
PG reported that a proposal was sent to Muir Gray before Christmas. Acknowledgement has been received. Datapharm is potentially interested in being involved for funding the project.			
PG has written to Sue Keeling informing her of the situation. He is awaiting a response from her.			

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<p>06/22 NLH National Service Framework Consultation CP</p>		
<p>Discussion:</p> <p>CP talked through this consultation document. Page 18 does mention medicines information services under the partnerships section.</p>		
<p>CP has attended a meeting on this and asked the author of the paper if we could comment. It was suggested that we don't at this stage as it is mainly aimed at librarians</p>		
<p>EG attended a recent meeting about the Clinical Question and Answer Service</p>		
<p>Conclusions:</p> <p>Agreed to submit a response to the consultation</p>		
<p>Action items:</p> <p>CP to write a letter to express our interest</p>	<p>Person responsible:</p> <p>CP</p>	<p>Deadline:</p> <p>ASAP</p>
<p>06/23 Medical Care Practitioners (please bring hard copy) SW 10min</p>		
<p>Discussion:</p> <p>SW talked about consultation document. He suggested writing a response stating that UKMi would be interested in supporting training for this group, and advising on risk issues etc</p>		
<p>06/24 Appointment of Vice Chair-in-waiting CP</p>		
<p>Discussion:</p> <p>CP reported that SW has decided not to take on this role for the time-being for a number of valid reasons.</p> <p>Issues raised by SW at the last meeting need to be discussed further as there have been a number of comments received on these. In particular, need to discuss the proposal for an annual work plan, sharing individuals' work programmes and commitments and also the way in which Exec meetings are run.</p>		
<p>Conclusions:</p> <p>Discuss further at the next meeting.</p>		
<p>Action items:</p> <p>Agenda item for March meeting</p> <p>All to bring ideas for how offices of Exec are managed</p>	<p>Person responsible:</p> <p>MB</p> <p>All</p>	<p>Deadline:</p> <p>By March meeting</p> <p>By March meeting</p>

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06/25 Finance report		PG	
Discussion: Nothing to report			
Action items:		Person responsible:	Deadline:
Detailed report for March meeting		PG	March meeting
06/26 Communications slot		All	
Discussion:			
JN outlined the maternity leave arrangements at NPH: Alex Denby will be the Acting Director and Iram Husain the Acting Assistant Director. It is hoped to have an additional pharmacist in for 1 year to back-fill. Julia's last working day is 24 th February and Jane's is 10 th March. Both plan to return in April 2007.			
LM explained that there are a lot of pressures on the MI service at Leeds due to a recruitment freeze as well as management consultants asking a lot of questions especially about their "regional" role. She is working closely with SB at Newcastle. She hopes to be able to appoint a Head of MI at Leeds within the next few months.			
SB reviewing their SLA to existing customers.			
DE reported difficulty renegotiating the contract with Datapharm over Medicines Guides. The project is now under threat.			
CP MI Directory –to everyone listed in directory asking if they are happy for their details to be included in the Directory.			
BNF-for Children – a lot of adverse comments. FW will be writing to the Editor			