

UKMi Executive Business Meeting

12th October 2007
9am to 5pm
Midland Hotel
Derby

Chair: Eilish Smith

Note taker: Christine proudlove

Attendees:

Graham Cox, David Erskine, Peter Golightly, Jonathan Hall (deputising for Simon Wills), Elena Grant, Christine Proudlove, Craig Rore, Jane Neal, Eilish Smith, Katie Smith, Janice Watt, Fiona Woods

Minutes

Apologies for Absence

Sue Brent, Claudine Hughes, Simon Wills.

07/43 Minutes of previous meeting held on the 15th June 2007

07/20 MiDatabank. The bid for money for specific developments for MiDatabank was being sought from GSTT not from the National Knowledge Service.

07/38 Paper outlined SEMI plans not SWMI plans.

With these amendments the minutes were accepted as a true record of the meeting.

Matters arising

07/03 Comparison of databases including **DrugDex**: Julia Sawyer has circulated the project plan for comments. It is intended that US students spending time at Northwick Park will undertake the work.

07/04 **Vice-chair**: David has accepted the post of vice-chair pending approval from his managers that this is appropriate.

07/13 **Pro-file**: The group agreed that calls from community pharmacists for information from the Pro-file database could be referred to regional MI centres.

07/20 **MiDatabank**: Bid for monies to Guy's & St Thomas's to develop MiDatabank to modify the system for use by clinical pharmacists was successful. £27,000 was awarded for this project. It is intended that the four Regional MI centres in South East will work with local clinical pharmacists to establish a list of modifications, which will then be prioritised and commissioned from CoAcS. Some preliminary work is already underway at the London Hospital, Hammersmith Hospitals and within the paediatric unit at Guys and St Thomas Hospital.

07/21 **NHSD**: All SLAs have now been signed off and NHSD has released the money. First invoices for the 6 months from April 2007 should now be submitted to Peter for payment. It was requested that the duration of the SLA be increased from one year to three years at the next negotiations. Call numbers from NHSD are increasing and the NHSD WG were asked to monitor call numbers against the number in the SLA. Problems with a newly installed system at NHSD has meant that calls have been accruing and NHSD have asked if UKMi could increase the number of calls taken to help clear the backlog. There would be additional funding for this. It was agreed in principle that UKMi would help but we need to explore the options; these include, increasing number of days worked by part-time staff in the short-term, hiring locums at one of two centres and/or utilising the Welsh out-of-hours MI service. It was likely that NHSD training would be put on hold.

07/47 Working with PIPA

Associated papers Circulated: 2 Tabled:

Simon approached by John Barber about re-establishing a liaison group between PIPA and UKMi which would explore common interests and the benefits of joint working on certain activities. Paper of the meeting between Simon and Jane and members of PIPA discussed. Agreed that a line of communication would be useful, but rather than re-establish a group, that representatives from PIPA be invited to one UKMi Exec meeting a year with reciprocal arrangements to a PIPA meeting. UKMi would be happy to collaborate on an ad-hoc basis on projects where there are mutual benefits to be gained. Consensus was that it would be acceptable for UKMi members to have travel expenses to these meetings paid for by PIPA as it was a professional body.

The group agreed to provide PIPA with generic email addresses for RMICS to which non-promotional material can be sent.

Fiona asked if anyone would join her on the PIPA standard group which met in London once or twice a year. Jane and David offered to approach possible volunteers.

Action items:	Person responsible:	Deadline:
A reply to be sent to PIPA of UKMi proposal	JN, SW	Nov 2007
Volunteers for PIPA standards group to be identified.	DE, JN	Nov 2007

07/48 Injectable Medicines Guide

Associated papers Circulated: 3 Tabled:

The IGM seminar day on the 1st Oct, supported by the RPSGB and DH and chaired by Keith Ridge and David Cousins, was successful. Around 50 delegates from pharmacy, nursing and medical professions attended. The presentations from the seminar are on the UKMi website.

The next step is to rewrite the business case and take it back to Keith Ridge and other stakeholders. The time plan for the project will be reduced from 3 years to 2 years. Some of the major issues that need to be considered are the contribution process (currently around 100 hospitals contribute which gives them access to the IV Guide - should this continue or should we pay contributors?), how to make the guide self-sustaining in the longer-term and how to ensure wide access to the Guide without subscription. Peter would like ideas on how the business case may be changed. The next meeting of the IMG group, which will look at the business case, is on the 7 Nov.

The interim project of updating the current IV Guide is ongoing. The writing guide has been rewritten to help improve consistency between monographs. A priority list of about 80 monographs, based on risk assessment, has been drawn up; Northwick Park will update those monographs from the priority list that the original authors are unable to by December 2007. A two-pronged approach to QA of monographs is being established. Those monographs uploaded in 2007 but not prepared to the new writing guidelines will be QAed by the following centres: North West, Trent, South West, Wales, Leeds and Northern Ireland. Just under 80 monographs were uploaded between Jan-Sep 2007. Monographs written to the new guidelines, including those from Northwick Park, will be QAed by the London, East Anglia and Wessex centres.

It is vital that we publicise the work being undertaken. We should also promote the IV Guide site as a useful information resource on all aspects of administering IV injections.

Action items:	Person responsible:	Deadline:
Comments on business case to Peter	All	End Oct 07
QA guide for published monographs to be prepared and monographs allocated to volunteer centres	CP	End Oct 07
Letter to be written for RMICS to cascade to SPMs and PAs on interim project	PG, Ann Jacklin	End Oct 07

07/49 National Knowledge Weeks

Associated papers Circulated: 3 Tabled:

The idea behind national knowledge weeks is that the NHS should look at specific topics once a year, rather than on an ongoing basis, and decide what important evidence has been gained over the last 12 months that should be incorporated into practice. There will be about 50 topics a year of which about 30 will be drug-related. NeLM has been asked to contribute to this process and with the new platform this will be feasible and can be done automatically. In addition, 'Thinking Ahead' could be linked in with the process.

Muir Grey has also asked for help with prescribing indicators for secondary care. Some of the associated problems were discussed: the need for validation, confounding by indication and case mix, and the fact that prescribing data available in secondary care are variable. Some of the work going on in secondary care was discussed: London Hospitals look at prescribing trends for certain agents (ACE inhibitors, statins, clopidogrel) and share this to assert peer pressure; Glasgow & Clyde have done some work on agents initiated in acute care which impact on primary care prescribing (including statins, bisphosphonates); antibiotic prescribing data is collected by a number of hospitals. The London Purchasing Group may have data useful to this topic.

Action items:	Person responsible:	Deadline:
To follow up areas discussed	Everyone to DE	

07/50 Guy's & St Thomas' Poison Unit consultation

Associated papers Circulated: 1 Tabled:

Consultation paper was discussed. The group was concerned by the proposed option of a merger between the Poison Unit and the MI unit. The financial savings of such a merger would be minimal and there is a potential for cross-subsidisation by one service of the other. Will recommend that they re-negotiate with HPA.

Action items:	Person responsible:	Deadline:
Reply to consultation to be written	ES	7 Dec 2007

07/51 Access to UKMi work by private hospitals

Associated papers Circulated: Tabled:

Katie has been contacted by several people from the Nuffield Hospital Group requesting access to the fridge and the latex database on the UKMi site. One suggestion was that East Anglia could set up an SLA with the Nuffield to field calls that required use of the databases; Katie wasn't keen. Issues discussed included what we could charge for access, whether access should be given to all healthcare providers treating NHS patients and why the databases were currently behind a password. Agreed that we would look at all information currently behind a password and determine the reasons for this and whether there were any over-riding reasons why this information was not open-access.

Action items:	Person responsible:	Deadline:
This discussion to be related to the Nuffield Hospitals	Katie	ASAP
Topic to be b/f to next meeting	SB	Dec 2007

07/52 Report back from CGWG

Associated papers Circulated: 1 Tabled:

The workload survey report was discussed. It was intended that the first two pages of the report giving a brief summary would be put on the UKMi website. However, there was concern about presenting some of the data at face value and it was agreed that it will be rewritten with greater interpretation of the data.

The essential resources list will in future have a 'what's changed' box for updates.

Nationally, the strategy will be sent out with a bound copy of Pat Oakley's paper to: the CPhOs in each of the four countries (each home country will try and get a letter of national endorsement); all organisations mentioned in the strategy with whom we have a working relationship; Guild of Healthcare Pharmacists; RPSGB.

Locally, to be sent to Head of Medicines Management in primary care; MI and SPMs in secondary care; SHA pharmaceutical leads. PCT Directors of Commissioning in primary care may be best approached through pharmaceutical colleagues.

Trevor is to summarise main points and outputs for each strategic aim in the document which we can use in any covering letters. At the December meeting we will use the strategy to help determine our objectives and work plan and will identify milestones and dates. We need to communicate these to each of our SHA leads.

Action items:	Person responsible:	Deadline:
Pat Oakley's paper to be printed and bound in sufficient numbers for distribution to national organisations	PG	ASAP
Strategy to be sent to four Chief Pharmacists with request for national endorsement	PG, ES, JW, FW	Nov 2007
Strategy to be sent to national organisations	PG	Nov 2007
Strategy to be distributed locally	All	Nov 2007
Summarise main points and outputs for each strategic aim	TB	Oct 2007
Put on agenda for development day	SB	Dec 2007

07/57 Communications

- GC Working to embed MI support within medicines management (working with Yorkshire clinical pharmacist group to facilitate this) and aseptics. The medicines management website has icons to a number of resources including MiDatabank.
- JN Proquest has limited number of useful journals – any way that this could be raised as an issue? This is a reflection of the cost of such electronic resources. Access to academic resources much more valuable but have to be a member/student of an academic institute.
- FW Confirmed that the next UKMi Exec meeting will be in Cardiff on the 5/6 December. Accommodation will be at the Angel Hotel (£85 B&B) which is near the railway station.
- DE Would like to comment on the pilot NICE/NPSA guidance on the role of pharmacists in medicine reconciliation on behalf of the group indicating the need to consider the requirement for MI support for this function.
- DE There is a push within the South East to ensure that PCTs are more consistent in their prescribing. To facilitate this, LNDG are being asked to cover devices and 'exceptional circumstances' as well as drugs, and to be much more directional. Potentially, each RMIC may be asked to work to their SHA agenda.
- CP Asked that the decision to move NHSD Q&As off NeLM be reconsidered. In addition, they should be badged with the UKMi logo as other Q&As now are.
- ES Highlighted two issues:
The independent inquiry on a professional body for pharmacy will be available as a draft consultation from the beginning of Nov on the following website: www.theclarkeinquiry.com
A conference on 'meeting diversity in patient information' is being held in Manchester on 15 November.
- JW An update paper on how a national MI service might look has been presented to the national medicines information advisory board. Key outputs of the service are to be determined and then an options appraisal is to be put forward. Deadline is no longer planned for Christmas 2007.
- EG Elena is stepping down as Director of the West Midlands centre at the end of November 2007. As the transition of the service to specialist commissioning is ongoing there will be an interim arrangement by which Peter will be seconded to provide management cover for West Midlands. Elena will continue to do some work on a part time basis on clinical governance and on the breast feeding specialist file.
- PG Has negotiated a dispensary package for MedicinesComplete. The two year deal will provide unlimited pharmacy access to Martindale, Stockley, the BNF and BNFC for £500. UKMi will help promote this and will also be involved in the assessment of its value. Some members considered that a number of Trusts would prefer to pay more for the current UKMi deal and make this accessible to all pharmacy staff.

Action items:	Person responsible:	Deadline:
To comment on pilot NICE/NPSA guidance on medicine reconciliation	DE	ASAP
To explore possibility of extending the UKMi MedicinesComplete deal to all pharmacy staff	PG	ASAP

Proposed dates of 2008 meetings

Month	Dates	Days	Venue
March	5 th and 6 th	Wednesday + Thursday	London
June	5 th and 6 th	Thursday + Friday	Derby
October	15 th and 16 th	Wednesday + Thursday	Scotland
December	4 th and 5 th	Thursday + Friday	Derby

Action items:	Person responsible:	Deadline:
Comment on suitability of suggested dates to CP	All	ASAP