

UKMi Executive Teleconference

Monday 6th September 2010
11am-1pm

Chair: Trevor Beswick

Note taker: Katie Smith

Attendees:

Trevor Beswick, Graham Cox, Melinda Cuthbert, Helen Davis (representing Chris Proudlove), Peter Golightly, Paula King, Ben Rehman, Paula Russell (representing Bhavana Reddy), Katie Smith, Janice Watt, Simon Wills, Fiona Woods

DRAFT MINUTES

10/78 Apologies for absence

Christine Proudlove, David Erskine, Bhavana Reddy, Claudine Hughes, Craig Rore

10/79 Minutes of previous meeting (July 2010)

Janices' surname is Watt not Watts

Item 10/57

CP did not agree to repeat survey, this should be discussed with TB

Item 10/77

Medical Education Scotland should be recorded as NHS Education Scotland (NES)

Need to reword the item on DTB subscriptions.

Otherwise agreed to be an accurate record

Action Items: NIL

Person responsible

Deadline

10/80 Matters arising

10/56 – TB asked if there had been any more feedback on use of Pharmapedia? What is the web address? Keep watching this site to see if it develops. Web address for the site is - http://phip.org/index.php?title=Main_Page

10/61 – KS had not pursued whether it was possible to use work & home email addresses for the PLB networks

10/61 – UKMI exec decided not to try out PLB network site at the moment. Good communication is essential and this could be time consuming, when we have other things to focus on currently.

10/64 - HD reported that CP had not obtained any figures from DIAL yet re: usage. No-one had noticed a significant change in their workload.

Action Items: NIL

Person responsible

Deadline

IT

10/81 MiDatabank update

SW reported that a plan for project management of MiDatabank had been agreed with CoAcS. David Webb had agreed to be on project board, TB will represent UKMI exec. Need to ask an IT related pharmacist (MiMi Crawley or Robin Burfield) to be involved. SW has not set meeting date for the project board yet.

There have been a few more problems with IT bugs in version 3 of MiDatabank since the last meeting, so it is not ready to launch just yet. SW needs to meet with CoAcS and then draft a user guide for v4 for installation. Hopefully the new version will be available in October

Action Items: NIL

Person responsible

Deadline

10/82 NeLM/NHS Evidence update		
<p>DE & TB went to a meeting in Manchester recently about development of NeLM & NHS Evidence. There were over 1800 responses to the NHS Evidence survey about info people wanted about medicines. There was a discussion about including local formularies on the new site, but it may be more helpful to include specialist formularies and useful info from other countries. The survey showed NeLM in a good light.</p> <p>A recent survey on use of the BNF has shown that a lot of hospital doctors don't always use the most up to date copy. The bill for printing & distribution of BNFs is very large and need to ensure people who need copies, get copies.</p> <p>There is another meeting next month.</p> <p>HD reported that there is an NHS Evidence accreditation workshop in December that CP may be able to attend. TB to discuss this with CP directly</p>		
Action Items:	Person responsible	Deadline
Email TB & DE if you have any ideas re: specialist formularies or useful info from other countries that should be included	All	End Sept
10/83 Medstream update		
<p>Steve Mott would still be interested in other MI centres contributing if possible as he is keen to gather more data. Steve Mott met with BR & IT/governance people at Northwick Park. Concerns about patient identifiers were raised so a new algorithm and revised SLA is to be produced.</p> <p>CP & PG may be able to contribute data, as they are seeking meetings with their governance people.</p>		
Action Items: NIL	Person responsible	Deadline
Clinical Governance		
Matters arising		
<p>10/20 – Differences between dates on SPCs on the EMC, which one to record? Date at the bottom of the SPC = date amendments made Data at the top of the SPC = date amended SPC uploaded to EMC or the date minor typographical changes were made. Record date at the top. EMC can retrieve the correct SPC if use the date at the top.</p> <p>10/66 – pilot on collecting data on experiences with industry PG – Ongoing data collection, investigating recording any risk with the error. HD – ongoing data collection. Both MICs aim to finish data collection at the end of October.</p>		
Action Items:	Person responsible	Deadline
FW to circulate info to disseminate to local centres and put a message on MI-UK	FW	End Sept
10/84 Enquiry levels – revision of definitions		
<p>TB & SW drafted revised levels and incorporated people comments. Exec agreed that these were ok. Send to CGWG and incorporate into CG QA toolkit.</p>		
Action Items:	Person responsible	Deadline
Incorporate new definitions into the clinical governance QA toolkit	FW / HD	End Sept
10/85 Support for NPSA RRR on delayed & omitted medicines		
<p>BR reported that good progress had been made on this project. The entire BNF has been mapped out using 3 definitions of risk defined by the NPSA. Need to try and QA the toolkit to ensure all sections have been mapped in a similar way. There will be a meeting in October to verify the toolkit and it should be available shortly afterwards.</p>		

Action Items: NIL	Person responsible	Deadline
10/86 Checklist for purchasing		
<p>JW had sent round a draft checklist for purchasing, would welcome comments on usefulness. Recirculate with 2 weeks deadline.</p> <p>PK – Northern Ireland has a form, there is also a north east form? Send any examples to JW.</p> <p>Need to promote locally, a useful way to do this would be to write a Q&A to highlight things to think about. Complete by Nov mtg.</p>		
Action Items:	Person responsible	Deadline
Comment on draft checklist for purchasing	All	17 Sept
Send any examples of checklist forms to JW asap	All	End Sept
Produce Q&A on things to consider when purchasing medicines	JW	Mid Nov
Liaison with other groups		
<p>Matters arising</p> <p>10/65 – Write to Datapharm re: being one of the sources of SPCs as the book is no longer printed</p> <p>KS to discuss with DE</p>		
10/87 NHS Direct – SLA update		
<p>The SLA between UKMI and NHAS Direct was agreed at the March UKMI exec meeting and signed in May by PG. A number of issues have arisen in the past few weeks, and it transpires that the SLA has not yet been signed by NHS Direct.</p> <p>UKMI have been guaranteed that we will be paid for the first 6 months work. Need to clarify that will be paid for the next 6 months. May need changes to the current contract? PG will send letters with invoice schedule as soon as his Trust has the money from NHS Direct.</p> <p>Things will be different next year. The majority of bank NHSD pharmacist advisers have had their contracts cancelled. We expect to get notice on the current SLA. There will be an SLA for 2011/12, although the shape and size are unknown, it will be different from the current SLA. Need to have a broad agreement by end Dec 2010 with NHS Direct about what will be required for an SLA for 2011/12. UKMI exec need to consider what they want from the contract for 2011/12. Not sure how much support NHS Direct needs with the full introduction of 111 in 2012. If we need to make redundancies, NHS employers have to give 3 months notice.</p> <p>During Oct, TB & PG will have 1-1 conversations with directors who have involvement with the NHSD SLA about their views for how they want to continue in 2011/12. May also need a one-off face to face meeting later in 2010.</p> <p>Share this info with NHS Direct MI leads. TB & PG to draft a statement to share with the leads.</p>		
Action Items:	Person responsible	Deadline
Send letters with invoice schedule to MI Directors who provide a service to NHS Direct as soon as UHL has the money from NHS Direct.	PG	ASAP
1-1 conversations with MI Directors who have involvement with the NHSD SLA about their views for how they want to continue in 2011/12	PG / TB	End Oct
Produce a statement to share with UKMI NHS Direct leads	PG / TB	
Discuss NHS Direct issues with UKMI NHS Direct leads	All	
10/88 RPSGB workstreams		
<p>BR sent information from UKMI for the survey of E&T delivery & capacity. The information we provided was added to a cumulative document.</p> <p>Catherine Duggan is writing a paper on credentialing which will be published in the PJ.</p> <p>At the next meeting in October, there will be a chance to meet the PLB CEO.</p> <p>TB noted that the technician registration process is quite slow, check if staff are having problems, particularly around names on certificates (use of full names, maiden names etc.)</p>		
Action Items: NIL	Person responsible	Deadline

10/89 Pharmascan		
<p>Following information received from CP by email - Vic Standing has signed the Data Accessors contract on behalf of UKMI and this has been sent to NICE for processing. Sometime in the next week or so we should be able to start registering. However, there isn't any need for us to rush to do this since there remains a logjam in the system for getting monographs onto the database. Don't know the details. The first meeting of the Governance and Oversight Group for UK Pharmascan is at the end of September when things may become clearer. I will be going to that meeting.</p> <p>The 5 data accessors for UKMI to be sorted out by the NPWG.</p>		
Action Items: NIL	Person responsible	Deadline
10/90 UK Injectable Medicines Guide		
<p>CP had provided a paper for information - has an example of a summary monograph included. NHS Evidence have picked up info about Medusa, very interested in including. Is the UCLH IV guide continuing? BR to find out.</p>		
Action Items:	Person responsible	Deadline
Find out if the UCLH IV guide is continuing	BR	End Sept
Education and Training		
<p>Matters arising 10/69 – volunteers to help with E&TWG 1 volunteer from North west (Chris Herring). Could do with more. Ask networks again, commitment is 2-3 face to face meetings, and 2-3 TC. Need help to run the training course and updating MiCAL. SW may be able to find someone to help.</p>		
10/91 MiCAL		
<p>Iram Hussein at Northwick Park had put paper together which was circulated prior to the TC. Would like views from the exec about the proposals. Aim to provide a tool that will allow the trainee to become competent to a certain level in MI skills after 1-2 weeks use. Need to make sure that the content of the workbook and MICAL support each other. Comments to BR/Iram by end of Sept.</p>		
Action Items:	Person responsible	Deadline
Email comment to BR / Iram	All	End Sept
Research and Development		
10/92 R&DWG update		
<p>Started the yellow card project, 5 sites enrolled, 3 centres already submitted data within the 1st 3 days. 2 sites not able to input data yet due to IT issues, these are being resolved.</p> <p>Database comparison project – on hold until next year. SWMIC will test the project paperwork. SW will contact Satpal to see if she is happy to pass project on to someone else as there is a need for this information to help with financial decisions. If anyone wants to be the project co-ordinator, contact SW. Need to co-ordinate regional centres and access to the databases required.</p> <p>Pilot of patient outcomes project has gone well. Payment for expert panels not needed but may need funds to employ Diane Bramley for a week to do data analysis.</p> <p>Approved methodology for the new user survey, so development should start soon.</p>		
Action Items: NIL	Person responsible	Deadline

UKMI		
Matters arising		
10/73 - UKMI objectives/terms of reference These have not been updated/reviewed yet, further action is needed.		
10/93 UKMI PDS 2011		
133 full NHS delegates as of today for 2010 PDS. About 12 people are NHS non-MI people. Sponsorship has been difficult this year. Have until 5pm until 22 nd Sept to cancel for 2011 without penalties. Decided to keep the booking for 2011.		
Action Items: NIL	Person responsible	Deadline
10/94 UKMI performance management		
TB had circulated updated information from Q2 prior to the teleconference. No reds, all target amber or green. Slight increase in numbers of patient helplines Medicines Q&A numbers have increased but we are also extending expiry dates so this keeps the data looking good. Keep promise to write / update Q&As as agreed.		
Action Items: NIL	Person responsible	Deadline
10/95 Unlicensed medicines		
SW reported that he was working with colleagues in another organisation to look at evidence for safety, efficacy etc of unlicensed medicines and off-label uses of medicines. He promised a fuller brief to the Exec in due course.		
Action Items: NIL	Person responsible	Deadline
10/96 Complementary Medicine Advisory Service		
Defer to November meeting		
Action Items: NIL	Person responsible	Deadline
10/97 Prescribing Outlook		
HD reported that prescribing outlook – new medicines was now out.		
Action Items:	Person responsible	Deadline
Reply to CP with numbers for paper copies by end of week	All	10 Sept
DATE OF NEXT MEETING – 10th & 11th November, Derby		
DATES FOR YOUR DIARY –		
UKMI 36th Practice Development Seminar – 23rd & 24th September, University of Warwick		