UKMi Executive meeting	15th September 2011
	British Institute of Architects London

Chair: Trevor Beswick   Secretary: Janice Watt

Attendees: Trevor Beswick, Sue Brent, David Abbott (for Graham Cox), Melinda Cuthbert, David Erskine, Peter Golightly, Christine Proudlove, Ben Rehman, Katie Smith, Janice Watt, Simon Wills, Fiona Woods

DRAFT MINUTES

11/48 Apologies for absence

Graham Cox, Melinda Cuthbert, Claudine Hughes, Paula King, Craig Rore

11/49 Minutes of previous meeting held on 22nd-23rd June

The following corrections were identified:

11/45 It was agreed that the minutes should be reworded as follows: BR presented a new procedure and rota for UKMi centres leading the national training course. Any swaps should be rearranged separately and Sandra informed. Scotland has requested that they only have one spot on the rota as they only have two spaces on the course like a regional centre. This was agreed. SW has requested that Southampton do not contribute to the rota as Wessex already contributes significantly to national work. Most Executive members felt that this was regrettable as this particular workstream would benefit from contribution from all centres and, with this task arising for centres only every 5-6 years, shouldn't impact significantly on local priorities.

Otherwise the minute was accepted as an accurate record of the meeting.

11/50 Matters arising not on the agenda

Specialist Pharmacy Services in England
David Webb is working on a paper on this topic for the National Commissioning Board. He has sent a copy of a presentation to the UKMi Exec about MI Services and has asked that asked the Exec confirm the data and provide any additional comments. The presentation includes MI deployment information *{it was noted that LHTH should be LTHT}* and "key medicine optimization functions" across five areas:

- Assessing impact of new medicines and strategic support for decision making. *{BR suggested that the wording for the first bullet under thus heading should be revised}*
- National electronic Library of Medcines and NHS Evidence
- Clinical Advice on medicines optimization for individuals
- Pharmacovigilance and patient safety solutions
- Audit, education and governance *{suggested that this be changed to "Ensuring quality and efficiency"}*

It was agreed that "Assisting planning for the impact of new medicines by horizon scanning" and provision of information on generic medicines and patent loss" should also be suggestions for inclusion.

Action Items	Person responsible	Deadline
Email TB with other suggested amendments	All	17th September 2011

IT

Matters arising

11/19 Database comparison project
BR presented a paper summarizing the main differences between DrugDex and Lexicomp. The small qualitative research projects conducted recently had concluded that DrugDex contained more detail than Lexicomp. BR's paper concluded that Lexicomp was cheaper and therefore for centres with small workloads, Lexicomp may be sufficient. It was agreed that more detail on the results of the studies conduct would be helpful to inform individual centres decision making. Details of the Northwick Park project would be made available within the next two to three months.

Action Items:	Person responsible	Deadline
Consider revision of the statement on DrugDex/ Lexicomp within the UKMi essential resources list	FW/ CGWG	Dec 2011
Summarise the results of the database comparison projects and circulate to the Exec	BR	Nov 2011

11/51   MiDatabank- Future Management

Two papers describing the priorities and future management were discussed. The recent survey has shown that approx 30% of centres have changed over to MiDatabank 3. There are significant IT problems for some centres (25%) changing over, particularly in relation to access to an appropriate SQL Server. Approx 15% still do not have MiDatabank at all.

It was recognized that v3 has not been formally launched and that this may have impacted on uptake.

A number of possible issues with the implementation of v4 were discussed. There are likely to be increased subscription costs associated with switching over to a web-based version. SB described the use of a virtual server by the Poisons Information network. This should be explored as part of future development.

The main points in the Future Managemnt of MiDatabank paper were agreed. There was wide agreement for the development of a steering group. It would also be important to have a project manager who would be involved in regular liaison with CoAcs. The importance of IT involvement was also agreed. The user group will also have a continuing role in user testing and providing feedback. The papers presented included a list of developments requested by the current user group for v3. The Steering group will have a role in critically assessing these proposals.

It was agreed that Chris Randall will continue to act as liaison with the MHRA on the Yellow Card project.

 SW was thanked by the Exec for all his work on the MiDatabank project to date.

The following centres intimated a willingness to be involved in the steering group: Leeds, Newcastle, Trent, Wales, Northwick Park, Bristol, East Anglia.

Action Items:	Person responsible	Deadline
Steering group to meet to discuss general direction and next steps	TB	Nov 11

Clinical Governance

Matters arising-
11/20 UKMi Workload Survey
FW and TB reported that the revised survey is being piloted at the moment. They will report on progress with this at the November meeting.

Action Items: Nil

Patient Safety

Matters arising
11/42 DH never events- update on progress with UKMi involvement with high risk injectables.

DE reported that he had convened a group of experts who had reached consensus on a list of about 80 high-risk injectables using the NPSA risk scoring tool. It was proposed to present that list as a document for local use with details on how that risk could be mitigated where appropriate

Action Items:	Person Responsible	Deadline
Post the high risk injectables guide on NeLM and UKMi website once finalized	DE	When ready

Liaison with other groups

Matters arising
10/90 Injectable Medicines Guide
CP, Sue Keeling and Ann Jacklin met with the Pharmaceutical Press to discuss collaboration on IMG. Two possible electronic platforms i.e. Within Medicines Complete and on the Intranet version- Formulary Complete were discussed. This will be investigated further. Four work streams are being taken forward: content, IT issues, communications, business plan.

It is likely to be early 2012 before it is clear what a product might look like. The financial model for any joint working is still to be considered

The suggestion that latex content be included in IMG was welcomed by the Exec.

Bristol has been quality assuring the IMG online dosage calculators for norephinephrine. There are currently no warnings to highlight inappropriate data input. Robin Burfield is working on this. Users are advised to sense check the result against the table which should provide some reassurance about appropriateness of the results.

Northwick Park has identified an issue with non correction of QA errors. A new process where serious errors will be identified in red. Any "red" errors must come back to the QA centre for a final check before publication.

11/43- UKMi/ RPS Collaboration- Professional standards for hospital pharmacy advisory group
Graeme Cox has volunteered to represent UKMi on this group

10/89- Datapharm Update on progress on eMC development
TB has received an email from Nikki Heyler advising that the project to extend the content of the eMC is delayed as there are possible issues with new content in relation to interpretation of the ABPI code of conduct. Datapharm will continue to update UKMi Exec on progress

Action Items: Nil

11/52 DH Unlicensed Medicines and Off-Label Medicines Project-

SW, DE and CP and others involved in the pilot were thanked for their work to date. The project had been very well received by users and DH.

11/53 Pharmascan update

CP has been asked to confirm that UKMi will pay £5000 for development costs this year. PG to discuss with CP about how this will be funded

Action Items: Nil		

Education and Training

11/54 UKMi Practice Development Seminar- final arrangements and decision future years

The Exec agreed that PG should sign the contract with Warwick to go ahead with the PDS in 2012. A change to the format e.g. PDS taking place at the weekend would be discussed further at the November meeting. PG highlighted that he would also be asked to commit to 2013 in the next few weeks.

Action Items	Person responsible	Deadline
Include format of future PDS in the agenda for the November meeting	JW	Nov 2011

Research and development

Matters arising:
11/48 Submitting yellow cards via MiDatabank - update

8 centres of the 12 in the pilot have successfully submitted yellow cards. There are still problems for for 4 centres. Keith Brown is working with these centres to resolve these issues.

Yellow Card submission via MiDatabank will be launched at the PDS next week.

Action Items: Nil		

11/55 Research and Development Working Group Lead

SW presented a paper on the R&DWG output. SW has intimated that he wishes to look for a new lead because of pressures of work within his own Trust. It was suggested that MI pharmacists or other working groups wishing to conduct research could be aligned with a mentor from within the R&D WG.

Other UKMi working groups should also consider an R&D workstream

The useful of the central repository for research on the UKMi website was emphasized.

Action Items:	Person responsible	Deadline
Consider different ways of working for the R&D group	SW, SB	November 11
Consider an R&D work stream within the work plan of UKMi working groups	Working group chairs	

UKMi Executive Issues

11/56 UKMi Performance management 11/12
TB presented a proposed template for UKMi performance management for 11/12. These were agreed with some minor amendments:
There should be a standard for availability of the UKMi training course.
The target number for NICE Bites would be 10
Application for NHS evidence accreditation for one key work area to be added
National strategic work- Add DH as a partner

Action Items	Person responsible	Deadline

| Send any further amendments/ additions to TB | All | End of Sept |
| Collect key workload data as required for performance management on request | All | As required |

11/57 Communications/ AOB

CP
North West Mi Service have had a paper published in the British Dental Journal. CP was congratulated on this.

BNF director has advised that BNF.org will cease and access will be via NHS Evidence.

SB
MHRA Drug Alert – Nurofen Plus- It was agreed that this had caused significant management issues due to the timing of the communication on this class 1 alert. SB is to contact with MHRA representatives to discuss the specific issues.

SW
SW is meeting the Pharmaceutical Press in the near future to discuss publication of the workbook. There was recognition that this would be a very price sensitive product.

JW
JW will send round some proposed dates for the UKMi Exec meetings/ teleconferences for 2012 in the next few weeks

Action Items	Person responsible	Deadline
Feedback to SB on any specific issues with the management, communication of the recent class 1 drug alert	All	ASAP
DATES FOR YOUR DIARY **Exec meeting** 10-11th November 2011 (Derby)		