

UKMi Executive Teleconference

18th September 2012
2-4pm

Chair: Trevor Beswick

Secretary: Janice Watt^{Jan}

Attendees: Trevor Beswick, Melinda Cuthbert, Sue Dickinson, David Erskine, Peter Golightly, Claudine Hughes, Christine Proudlove, Ben Rehman, Katie Smith, Janice Watt, Fiona Woods

APPROVED MINUTES

12/42 Apologies for absence

Graham Cox, Paula King, Craig Rore, Simon Wills

12/43 Minutes of previous meeting on 22nd June 2012

The minutes of the meeting were approved as an accurate record.

12/44 Matters arising not on the agenda

IT

12/66 MiDatabank Steering Group

KS reported a number of issues discussed by the steering group including feedback from user group. Steve Moss has now retired from Bath University and CoAcS has moved premises and has new contact details. The ESCRO agreement with CoAcS remains in tact and will continued to be held by Southampton Trust.

Steve Moss has reported that Trusts continue to ask whether they can they can pay a reduced fee when organisations merge. It was agreed that MiDatabank remains a low cost product and that this subscription rate can only be maintained if UKMI users continue with the original agreement of one fee per site.

The results of the recent survey showed that 76.8% of respondents are using version 3. 1/3 of those with version 2 hope to update this year. Others do not have a timescale. The MHRA letter may be helpful in getting trust support for the change.

A pilot project to share enquiries between MI centres was discussed. At present the plan is to set the system to default to sharing enquiries unless the centre "ticks" the enquiry as not for sharing. The pros and cons of defaulting to share or not share were discussed. There is a possibility of lots of low level data or low levels of sharing depending on the default. The two options would be discussed further with CoAcS and within the steering group but the pilot would be an opportunity to test the options. Regional centre directors on the TC agreed in principle to participate in the pilot. The issue of confidentiality of data was discussed in detail. KS confirmed that attachments would not be included in shared enquiries.

Action Items:	Person responsible	Deadline
Produce UKMI position statement on pricing for MiDatabank with CoAcS.	KS	October 2012
Add MHRA letter promoting MiDatabank to UKMI website	PG	October 2012
Discuss with Steve Moss whether both default options are possible	KS	November 2012
Consider the two options for the November meeting and add to agenda for user group	KS	November 2012
Ask user group to consider a user guide for the projects function	BR	December 2012

Clinical Governance

<p>Matters arising: 12/16 Renal drug Handbook and Palliative Care Formulary PG reported that he had been in touch with one of the editors of the PCF. There is a very small staff for this publications and v limited capacity to update or negotiate bulk deals. PG will continue to pursue this and will feed back by the end of October.</p> <p>MC reported that Aileen Currie had supplied a list of Renal Drug Handbook monographs that have been updated but there is no detail on what aspect has been updated. MC agreed to circulate this.</p> <p>12/49 Risk associated with common information sources FW reported that varying information has been received about whether the electronic version of Hale – “Medications and Mothers’ Milk” is updated regularly. This is still to be clarified. Some revision of the final wording about some of the resources has also still to be agreed. It is anticipated that these issue will be resolved and the resource finalized in the next few weeks.</p>		
Action Items:	Person Responsible	Deadline
Circulate list of update monographs from RDH	MC	Sept 2012
Circulate final version of risks document	FW	Nov 2012
12/67 (a) Recording of confidential details on MiDatabank		
<p>FW presented a paper prepared by the CGWG describing issues around confidential details on MiDatabank. This will become of particular relevance as UKMI begins to pilot sharing of enquiries between regional centres. These issues apply to patient, enquirer, specialists providing advice and the MI staff themselves. It has been assumed that for the data in the question, research and answer fields only will be shared. Specific issues have been identified in relation to the recording of specialist advisor details in the body of the enquiry and the use of the “control m” function to record Mi staff details. There may also be a concern about sharing information on rare conditions as this may identify the patient.</p> <p>It was agreed that all of the issues identified were relevant or important. There may need to for some technical solutions via CoACS and also a revision of the guidance around recording of information on MiDatabank.</p>		
Action Items:	Person Responsible	Deadline
Further discuss the issue via the MiDatabank Steering Group	KS	October 2012
12/67 (b) User satisfaction survey		
<p>FW presented the revised audit standards for the new users’ satisfaction survey and user guidance for use of the new survey form. This includes that ability to graph results. The new survey can now be downloaded from the UKMI website. It was agreed by the Exec that an annual survey is not appropriate and continuous assessment is desirable. It was agreed that the new survey form be used from 1st January 2013</p>		
Action Items:	Person Responsible	Deadline
Feedback the UKMI Exec view on frequency of user satisfaction survey to the CGWG	FW	October 2012
Patient Safety		
Matters arising		
<p>11/22 Assessing the safety of new medicines TB reported that he and BR have continued to work with David Cousins on this project. A risk tool has been drafted and an advisory group meeting has been arranged to validate. The tool will then be tested on two or three products that have been launched in the last two years to assess whether safety issues that are now recognized would have been picked up.</p>		
Action Items: Nil		

Liaison with other groups		
Matters arising		
11/66 RPS professional standards for hospital pharmacy - update TB reported that he believes that the standards are being piloted. Further plans for development are unclear at present.		
12/52 Injectable Medicines Guide CP has spoken to Sue Keeling about the concerns with the proposed costing model for the IMG under Pharmaceutical Press management. There has been no further discussion with PP.		
The possibility of regional centres writing the monographs was further discussed. It is not clear if UKMI took this on whether it could be done within existing resources. It was agreed that no definite decision should be made at present until future funding and the results of consultation are clearer.		
Action Items:	Person Responsible	Deadline
Check with GC about progress on the standards	BR	October 2012
12/68 UKMI- NHS Direct - Update		
PG advised that he, Davina, Ruth and TB have met with Ann Joshua. The SLA has been agreed but PG is still waiting for a signed copy. By 26 th October the SLA will be agreed with DH for national commissioned work. It is also now known that 1/3 of NHS 111 services will be provided by NHSD. Once the DH SLA is agreed the UKMI business will be clearer. The UKMI staffing it is projected to be the equivalent of 2x 8a wte pharmacists.		
UKMI Exec will need to consider how they manage the potential reduction in personnel involved in delivering NHSD business. How to manage possibility contract negotiations with NHS111 will also need to be considered (as UKMI or individual centres). NHSD will give UKMI 6 month formal notice of the termination of the contract.		
Action Items:		
Bring further details back to next UKMI Exec meeting for discussion and decision	PG/TB	November 2012
12/69 UK Pharmascan		
CP advised that 100 companies have signed user agreements and 460 records are included. SMC conducted a gap analysis which found significant gaps in the completeness of data, e.g. 24% of drugs in SMC returns were not on Pharmascan. The Oversight and Governance Group have set up a Task and Finish Group to address this. This group has identified that difficult for industry include poor information flow within companies, and concerns about confidentiality. An action plan including a communication strategy has been developed. A delay in access to NHS users has been agreed until there is more confidence with the data. UKMI have found UK Pharmascan helpful in producing Prescribing Outlook as an additional resource. SMC will advise on their continued use in October but it is not anticipated that this will impact on the viability of the product.		
Action Items: Nil		
12/70 MHRA Public consultation (MLX 376): proposal to introduce an early access to medicines scheme in the UK		
NPWG has developed a response to this consultation and CP is looking for comments. Any major problems with the draft should be fed back to Chris asap.		
Action Items:	Person Responsible	Deadline
Feedback comments to CP	All	26 th Sept 2012
Consultation response on UKMI website	PG	Once submitted

12/71 Joint working with Procurement and QA on unlicensed medicines		
CP reported that Mark Jackson, regional QA pharmacist has developed a proposal for joint working with QA, MI and procurement around purchasing of ULMs and a regional formulary. This proposal is at a very early stage and Chris will report further on this at the November meeting if required.		
Action Items: Nil		
Education and Training		
Matters arising 11/46 Modernising Pharmacy Careers – Feedback from stakeholder meeting BR reported there was broad agreement at the meeting about the principles within workstream 1. The final paper is expected to be circulated shortly.		
The paper on workstream 2 will now go to Medical Education England for a decision.		
Action Items: Nil		
12/72 Practice Development Seminar		
(a) 2012- early feedback PG and KS reported that informal comments from delegates and sponsors were very positive. The feedback forms will be analysed and the results fed back at the November 2012 Exec meeting. After renegotiation of the contract, the conference just broke even with 143 full delegates, 119 of whom were from the NHS.		
(b) Future of the PDS TB has discussed with Chris Green about a possible joint conference with UKCPA. Chris was supportive of this and plans to discuss it further with the UKCPA Exec in November. UKMI Exec agreed that much of the UKMI PDS content would be of interest to clinical pharmacists. The possibility of a conference on Friday and Saturday may need to be considered for a joint conference. At present UKMI still has an option of Warwick as a PDS venue for next year.		
Action Items:	Person Responsible	Deadline
Further discuss with Chris Green a joint conference next year	PG, TB	November 2012
UKMI Executive Issues		
Matters arising 12/08 Monitored Dosage System Database The proforma for UKMI centres contacting pharmaceutical companies about stability in MDS has now been agreed. Sarah Dunnet will advise PIPA members that this will be used. Once this has been communicated TB will let regional centres know that they can start to contact industry.		
12/25 Inclusion of QIPP documents in the Work in Progress Database Collation of QIPP documents showed some duplication but it was agreeing that sharing would be useful. Centres should prefix their bulletins with QIPP for easy searching and South West Regional MI will email regularly requesting copies of bulletins to be included.		
12/59 NICE Good Practice Guide on Formularies Project- consultation BR agreed to lead the response to the consultation. Deadline is 8 th October. It was agreed that UKMI could share our response with the RPS.		
12/60 DH task and finish group on Formularies David Nicholson and Keith Ridge have written to Trusts about the need to implement NICE guidance and publish Formularies.		
Action Items:	Person responsible	Deadline

Draft response to the consultation	BR	26 th Sept 2012
Comment on draft response	All	1st Oct 2012
Advise regional centres when they can contact industry about stability in MDS	TB	asap
12/73 UKMI Support for Medicines Optimisation		
<p>(a) Consultation on UKMI paper The consultation plan has been circulated. Helen Gordon, Catherine Duggan, Alison Beanie, Kevin Wynd, Alexia Tonnel and others have been informally consulted. The plan is now to send proactively to key organisations. Regional directors should liaise directly with local chief pharmacists.</p> <p>FW, JW and MC and PK will ensure that the other home countries chief pharmacists are advised.</p> <p>(b) RPS Working group SW and TB continue to be involved in this.</p> <p>(c) Pharmacy Management National Forum TB has had his poster submission accepted. BR, DE and KS also plan to submit poster presentations.</p>		
Action Items:	Person responsible	Deadline
Comment on consultation plan including additional individuals and organisations to be consulted	All	
Check with RPS on stakeholders consulted as part of their consultation	TB	
12/74 Alternatives to Mailbase		
<p>CP advised that Maitalk will no longer host mail groups from 31st December. The annual cost of this has been approx £300. Maitalk has been very successful has a host. Alternatives considered include GroupSpace (hosts community groups and can not take the UKMI archive), L-Soft (US company with costs associated with the number of emails making it much more costly) and Yahoo groups and Google Groups (both are not accessible from some NHS organisations). If L-Soft is used moderators would be required to manage costs.</p> <p>An alternative to Maitalk is therefore urgently required. UKCPA discussion board format is not popular amongst local MI pharmacists. The possibility of Pharmaceutical Society hosting was discussed.</p> <p>PG has discussed with James Turton whether a bespoke system could be developed. This may be possibility. It may be possible to put the archive in a stand alone database on the UKMI website. It may also be possible to have a bulletin board feature on NeLM in the short term.</p> <p>The possibility of changing to a bulletin board format was discussed.</p>		
Action Items:	Person responsible	Deadline
Ideas for alternative to Maitalk to CP	All	October 2012
12/75 Tools for assisting uptake of NICE technology appraisals about medicines		
DE advised that this will be added to NeLM once approved by Keith Ridge.		
Action Items: Nil		
12/76		
Ben Rehman has been nominated and has accepted the position as chair of UKMI Exec. It was agreed that TB would continue till the end of March 2013 after which BR will take over. SD has been nominated and has accepted the position as secretary. TB thanked JW for her work as secretary over the last two years.		
Action Items: Nil		

12/77 Venues and dates for 2013		
It was agreed to hold the March meeting in Derby. Dates for 2013 will be agreed asap.		
Action Items:	Person Responsible	Deadline
Circulate proposed dates for 2013 meetings and teleconferences	SD	October 2012
12/78 Communications/ AOB		
PG- Has negotiated a new 3 year contract with TicTac. This is the same deal as for the last three years with annual payments- This was agreed by the Exec		
CP- Prescribing Outlook new Medicines has been launched. No paper copies will be circulated this year		
Action Items: Nil		
DATE OF NEXT MEETING –		
Exec meetings:	Teleconferences:	
Monday 12th-Tuesday 13th November 2012- Derby		