

UKMi Executive Business Meeting

Thursday 23rd and 24th March 2006
11:00am
Midland Hotel, Derby

Chair: Christine Proudlove

Note taker: Mike Brandon

Attendees:

Alison Alvey (23rd only), Mike Brandon, Sue Brent, Alex Denby, Peter Golightly, Elena Grant, Sheena Kerr, Christine Proudlove, Eilish Smith, Simon Wills, Fiona Woods

David Erskine, Liz Mellor and Graham Cox attended for 24 March only.

Agenda

06/27 Apologies for Absence

CP

Claudine Hughes, David Erskine (for Thursday), Craig Rore, Liz Mellor (for Thursday), Janice Watt, Richard Cattell

Alison Alvey was welcomed deputising for Richard Cattell.

Julie Sawyer had given birth to a baby boy on 19 March 2006.

06/28 Minutes of previous meeting held on 27th January 2006

CP

06/16 Deadline should read "For October meeting"

06/26 "on the discussion group" should read "in the directory"

It was agreed to change the dates of the next meeting in Belfast scheduled for 5-6 October to 11-12 October.

The minutes were agreed with these amendments.

06/29 Matters arising**CP**

05/108 MI career pathway – RC cannot produce this at present due to staffing issues.

05/117 UKMi Conference strategy meeting – PG will comment in later item

05/132 Core Evidence – discounted subscriptions had been organized. PG was thanked for arranging this.

05/133 DAPS on CSM website - CP has not yet written to the CSM but will do so. The Regional Monitoring Centres will be funded this year with an educational role. Yellow Cards will be submitted centrally

06/07 External Audit of Regional MI Services – EG has received dates for the audits from half the regional centres. No returns received for local centre audits. EG will send out a reminder

06/12 Pharm-line – Tom Burnham has not yet instigated the actions agreed at the last Board meeting. PG will pursue. CP will be attending the GHP Weekend School in May and will contact Tom about possible Pharm-line promotion at this event.

06/15 Writing Skills – the course will deal with writing journal articles – 3 ½ days costing £2,500. CP will pursue with RC.

06/22 NLH National Service Framework Consultation – CP was not able to respond

06/23 Medical Care Practitioners – agreed to discuss at the October meeting

06/26 Mi-UK discussion group (amended to MI Directory) – CP has emailed all MI staff currently included in the directory asking for agreement to include their personal details in the directory. If possible the entries will be made more difficult to harvest for spamming purposes.

**06/30 Minutes of MI Databank User Group meeting SW
10 Mar 2006**

SW presented the report. Version 1.2 was now available. This version fixes several bugs and allows linking to Huw Symonds/Datatron scanned images.

06/31 Future development of MiDatabank version 4 SW

SW presented the report. Version 2 will have enhanced searching facilities, more versatile reporting and the facility to update the system automatically from the internet (eg the resource list).

Version 3 with a robust audit trail will be available for the 2007 MI Conference. This will incur additional costs that will have to be met by the users or other funding source.

**06/32 Bulletin to update the MIDatabank Way SW
Forward document**

SW presented the draft bulletin. CoAcS would like to introduce a bulletin board for user discussion. Uptake of MiDatabank has been poor in some regions. Some regions have held sessions introducing MiDatabank to chief pharmacists and found this fruitful in improving uptake. In general IT issues have not been as troublesome as originally thought. Demonstration disks are available from CoAcS.

Action items:

SW will circulate the bulletin to regional directors for distribution to local centres

Person responsible:

All

Deadline:

06/33 NHS Direct - new SLA**DW/PG**

Discussion:

PG and DW opened discussion on the new SLA. It was noted that the SLA is ongoing so the changes are amendments to the original SLA. The same total staff time will be funded but distribution will be modified. Time allowed for peer review will be re-allocated to training and projects. Some of the undelivered time from last year will be traded for the lack of inflation uplift in the new SLA and some will be carried over as work on Q&As, which are needed to support the new algorithm for advisers, which will be in place by May/June. For the Q&As, FW will check SW and EG will check PG. The section on invoicing needs to be clarified eg paragraph (g) is unworkable. Invoicing at the end of each quarter will continue. DW was thanked for her work on the SLA.

Action items:

Comments to be sent to Anne Joshua

Person responsible:

PG/DW

Deadline:

06/34 NHS Direct - SLA management framework			DW/PG		
Discussion:					
PG and DW opened discussion on the proposed service standards for the NHS` Direct SLA.					
PG reported on finance. Carry over from last year's SLA will be used to fund a 3.7% uplift, which is not included in the new SLA. Peter was thanked for his work on SLA finance.					
Conclusions:					
A named regional lead (or deputy) will attend NHS Direct meetings. Anne Joshua will meet with all regional leads at the start of the year to address any service issues and at subsequent meetings if needed. The lead will produce monthly data and any other data if needed. Each regional lead will take a lead on at least one project and will support another.					
The framework was agreed with some changes. It was agreed that Regional Directors must accept the framework to receive funding and they will be accountable for their NHS` Direct service. They must explain how they will deliver the service if they have no lead in post or have other delivery problems. UKMi Executive will have the power to reallocate work and cash flow.					
Action items:		Person responsible:		Deadline:	
Paper will be amended and presented to Ann Joshua		DW			
06/35 National Clinical Answering Service					
CP/PG					
Discussion:					
CP reported this service answers about 65 questions a week and refers 3 to 5 to regional MI centres. The service is expanding and will be referring more to regional MI centres.					
Conclusions:					
Regional centres can handle more queries referred by this service with the proviso that their resources are finite. Regional centres will tackle patient-specific queries but not broad reviews.					
Action items:		Person responsible:		Deadline:	
CP will write to Jon Brassey reporting on the discussion and suggest a meeting with PG and Ron Stamp from the National Knowledge Service		CP			
06/36 NPSA consultation documents					
CP					
Discussion:					
CP presented the documents. Either the Bristol or the Wrexham guide is a UKMi recommended resource. UKMi have produced Q&As on anticoagulants and dentistry					
Action items:		Person responsible:		Deadline:	
FW will comment on the oral/enteral alert		FW		31 Mar 2006	
PG will comment on the injectable medicines alert		PG			
SW will comment on the anticoagulant alert		SW			
No comments will be submitted on the paediatric IV fluid document					

06/37 NPSA Injectables Guide		PG
Discussion:		
PG opened discussion on the comments received from Robin Burfield, Susan Keeling and Beryl Langfield. The response to the UKMi document was disappointing and generally quite negative. It was feared that the stance of the Hammersmith team might well be incompatible with UKMi expectations for the project. FW left the meeting during the discussion but commented that UKMi should not ignore the value of non-Mi pharmacist input to the guide.		
Conclusions:		
Two UKMi representatives will meet with Sue Keeling and another member of the Hammersmith team at the NPSA with an impartial chair.		
Action items:	Person responsible:	Deadline:
PG and AD will arrange an exploratory meeting with members of the Hammersmith team	PG, AD	By next meeting
06/38 HBN29 facilities for medicines management		CP
Discussion:		
The circulated documents were briefly discussed.		
Conclusions:		
UKMi would respond to the consultation with comments on sections 10.8 and 10.11 and a link to the UKMi website		
The Clinical Governance Working Group will consider standards for MI accommodation.		
Action items:	Person responsible:	Deadline:
Secretary to reply	MB	
06/39 IRMIS Report		FW
Discussion:		
FW presented 3 versions of the report with different levels of detail for very serious/fatal incidents. The Clinical Governance Group had a strong view that Trusts would not want a high level of detail for these incidents published.		
Conclusions:		
It was agreed the IRMIS report would not have the detail for serious/fatal incidents. Robin Burfield to be the gatekeeper for the detailed information		
Action items:	Person responsible:	Deadline:

06/40 Annual Report of the CGWG		FW	
Discussion: FW introduced the report. The proposed priorities for next year were agreed. It was noted that IRMIS is a term of reference rather than a task.			
Action items: Standards for accommodation as agreed in item 06/38 to be added to the programme	Person responsible: FW	Deadline:	
06/41 Risk Management Policy		FW	
Discussion: FW introduced the document for comment.			
Action items: Comments on the paper to be sent to FW to consider at the next working group meeting 23 May 2006	Person responsible: All	Deadline: 12 May 2006	
06/42 Workload Survey		FW	
Discussion: FW introduced the documents for comment. Data should be collected for both regional and local centres. It would be useful if hospital size was added.			
Conclusions: It was agreed this documentation would be used nationally. The data will inform projects such as model MI centre, time activity matrix and benchmarking. Data for 2005/6 will be collected in July 2006. DW will contact James Turton regarding "smart" data collection.			
Action items: Comments to FW Contact James Turton re data collection	Person responsible: All DW	Deadline: 12 May 2006	
06/43 SOP 4 - Documenting Enquiries		FW	
Discussion: FW introduced the document for comment. It was agreed the version of databases used should be added in section 12. It was noted that it was not always possible to obtain the full name as required in section 3.			
Action items: Comments from regional and local centres to FW	Person responsible: All	Deadline: 30 April 2006	

06/44 SOP 5 - Dealing with difficult telephone callers		FW
Discussion: FW introduced the document for comment. It was noted that some of the scripts used by NHS Direct could perhaps be adapted for use in MI.		
Action items: Comments from regional and local centres to FW	Person responsible: All	Deadline: 31 April 2006
06/45 SOP 6 - Production of publications		FW
Discussion: FW introduced the document for comment. It was noted that line managers should be aware of any publications by their staff.		
Conclusions: The Clinical Governance Group was thanked for their work on SOPs – they are very useful.		
Action items: Comments from regional and local centres to FW	Person responsible: All	Deadline: 31 April 2006
06/46 UKMi Conference 2006		CP
Discussion: CP reported that the committee had teleconferenced this week. Overall the programme was robust but some problems had to be overcome. Pat Oakley cannot open the first session so an alternative has to be found. Half of the workshop personnel had confirmed and the Home Country Chief Pharmacists will attend (Keith Ridge still to confirm). The conference fee will be around £250. James Turton has been given the programme and is working on the online registration. The Servier award, administered by CPP will fund £250 each for best oral and poster awards. UKMi will fund a £100 runner up awards for posters. There will be no conference gifts this year other than a lanyard.		
06/47 UKMi Conference 2007		PG
Discussion: PG had nothing new to report. The provisional booking for Warwick remains and several people have offered to be involved. Venue for the offsite social event might be problematic – on-site entertainment was a possible alternative.		

06/48 UKMi Research Strategy**SW**

Discussion:

SW introduced draft 3.0 of the strategy, which incorporated good feedback received - including some from chief pharmacists. The presentation of the document needs further work. SW needs comments on the three key points that open the document. Portsmouth University have offered to be partners – UKMi agree to this. A piece on Pharm-line has been added. Agreed that the Portsmouth logo will not be included in the document but their role will be clearly acknowledged. The strategy will be sent to schools of pharmacy including all the new schools. Agreed to go ahead and print 1500 copies of the strategy costing £500. Agreed to nominate regional research leads and they will meet annually.

Action items:

Comments to SW on three key points

Prepare Powerpoint presentation

Draw up task list

Amend to v3.1 and email to members

Distribute to local MI centres

Person responsible:

All

SW

SW

SW

All

Deadline:

1 August
2006

Next Wed

06/49 Medicines Q&As**SW**

Discussion:

SW reported that a further three Q&As have been produced giving a total of 86. Those for NHS Direct are almost complete and will be finished by the 31st March deadline. It would be quite easy to produce more “shell” Q&As

Action items:

Complete Q&As for NHSDirect

Person responsible:

SW

Deadline:

31 Mar
2006

06/50 Prescribing Outlook		CP	
Discussion:			
CP reported that the NPC will not be continuing the collaboration with UKMi on Prescribing Outlook but may produce their own horizon scanning document. The NPC is undergoing a radical review of its work, outputs and funding. NPC Plus will move from the NHS base in Manchester to an academic base at Keele. MeReC Briefings will cease, MeReC Bulletins and new product work will only be published electronically. MeReC Extra will remain as the sole print product. The NPC website will remain but some publications may only be available by subscription.			
Conclusions:			
UKMi will concentrate on producing Prescribing Outlook Part A for distribution in August 2006 under the UKMi logo. Printing and distribution will in future have to be carried out by UKMi. The possibility of obtaining the extended distribution list (which includes medicines management leads, chief executives and finance directors) from the NPC was discussed but by the time PO is ready for distribution, the PCT structures will have changed. . Prescribing Outlook password protection on the UKMi website will be removed.			
Action items:		Person responsible:	Deadline:
CP to write a letter to Clive Jackson (copy to Annie Coppel) expressing regret at their withdrawal from the collaboration.		CP	
06/51 Appointment of Vice Chair-in-waiting		CP	
Discussion:			
CP has not been able to identify a member who is willing to take the role of vice chair-in-waiting. She will resign the chair after the October meeting in Belfast. RC has agreed to initiate an email discussion on the way forward in preparation for the next meeting.			
Action items:		Person responsible:	Deadline:
RC to initiate email discussion on choosing a chair for UKMi		RC	Before October meeting
06/52 Finance Report		PG	
Discussion:			
PG tabled a summary report that was accepted by the group			

06/53 Communications slot**All**

PG reported the Primary Care Working Group had held their final meeting this week. Some members of the group had agreed that with the support of their managers they will continue to network as a MI primary care group. This group will not be a formal UKMi Executive working group and not all regions will be represented. Others eg PCT pharmacists may be invited to take part in the network.

PG reported that Sophie Graham (Pfizer), who had organized a useful workshop at the Belfast Conference, was keen to strengthen links with UKMi. It was agreed that good links with industry were generally beneficial to UKMi but the motives of Pfizer needed to be explored. PG felt any approach should be broadened to include other companies. It was agreed that PG, FW and MB will meet with Pfizer and explore involvement of other companies.

SW is to meet with Goldshield to address the shortcomings in their medical information service.

FW reported that a new version of the NEWT Administering Medicines Through Enteral Feeding Tubes guidelines is available – cost about £20. These guidelines are included in the essential resources list. FW will email details to members.

EG reported that she will remain in her post until the West Midlands commissioning process has been agreed. She will attend the next UKMi Exec meeting.

LM introduced Graham Cox who has been appointed Head of Medicines Information Services at Leeds and will in future attend UKMi Exec meetings. Graham was welcomed to the group and Liz thanked for her contribution.

CP reported that her unit is involved with the NICE STAs Programme (four this year). SB is also involved in the programme.

ES reported that the Belfast hospitals are amalgamating. The impact on the MI service is not known.

SB reported that the Director post in Newcastle will be advertised soon.