

UKMi Executive Business Meeting

7 – 8th December 2006
11:00am
Midland Hotel
Derby

Chair: Eilish Smith

Note taker: Mike Brandon

Attendees:

Mike Brandon, Sue Brent, Richard Cattell, Graham Cox, David Erskine, Peter Golightly, Elena Grant (Thursday only), Sheena Kerr, Christine Proudlove, Craig Rore, Eilish Smith, Janice Watt (Thursday only), Simon Wills, Fiona Woods.

Davina Wraight attending Thursday only for items 06/106, 06/107 and 06/111.

Agenda

06/101 Apologies for Absence

Alex Denby, Claudine Hughes.

06/102 Minutes of previous meeting held on 11th October 2006

Item 06/94 – third sentence changed to read “Q&As prepared for NHS Direct will be available on the NHS Direct intranet - not the NeLM website as originally planned.”

With this change accepted as a true record of the meeting.

06/103 Matters arising

06/79 (06/56, 06/15) Writing skills – RC will be meeting Tim Albert in the next few weeks.

06/79 (06/56, 06/35) National Clinical Answering Service – RC will be meeting Jon Brassey in the next few weeks.

06/79 (06/56, 06/53) Pfizer questionnaire – PG will be meeting Sophie Graham early next year.

06/79 (06/65) External audit of regional MI services – EG had circulated a table of audits completed and planned. The programme was going well.

06/79 (06/74) DrugDex – SW will organise an evaluation before the next UKMi Exec meeting. ES noted that DrugDex monographs are no longer dated – FW will raise this again with Jon Challener. FW reported the CGWG will look again at the wording for DrugDex in the essential resources list. MB reported that East Anglia had a trial subscription to Clinical Pharmacology.

06/79 (06/71) Meyler's SED – MB now has access to the online version. He will email all with contact details.

06/84 Preparing for the flu pandemic – SK had received no information. Members were reminded to send any relevant information to SK as soon as possible.

06/90 Healthcare Commission acute hospital portfolio – RC reported the document has not appeared but is imminent.

06/91 Advanced MI training – SW reported a good response – Angela Emerson will pull this together. A summary of resources available and their utility will be posted on the UKMi website.

06/93 Conference 2007 – PG had cancelled the Warwick booking for 2007 and provisionally booked Warwick for September 2008. Will have to commit to this at the next UKMi Executive meeting. SK agreed to explore the possibility of holding the 2009 conference in Scotland – PG to send her the conference specification.

SW suggested the possibility of the Pharmaceutical Society hosting a one day MI seminar in 2007 – SW and

RC to explore.

06/97 Survey of funding and accountability – EG reported that Ron Pate was waiting for radiopharmacy data to complete the survey.

06/99 Dates for meetings in 2007 – it was agreed to change the date for the next meeting from 21-22 February to 28 Feb–1 Mar to avoid school holidays. MB to contact London-North Thames regarding accomodation for this new date.

06/100 Core Evidence – PG reported the delay was due to a US mailing problem and all issues had now been received.

06/100 West Midlands Service - EG reported the Regional Levies Board had agreed to move services to a specialist commissioning group.

06/100 Risk in publications paper – SW reported this would be published early in the New Year.

06/100 NHS Direct Q&As pilot project paper – SW reported this would be published in the Pharmaceutical Journal in the New Year.

06/104 NeLM content – iteration 1

DE

DE presented a paper listing the items to be transferred for iteration 1 appearing in February. The leads for the content items was discussed and agreed. One Stop Reference Shop (OSRS) is a key resource. Members agreed to assist in covering the sources for OSRS and would contact DE who will collate and feedback. Some material available as a database (eg the fridge database) could in future be presented in record form. Possible additional material to include on NeLM was discussed. PG will discuss with QMC Nottingham the possible inclusion of their latex database. Iteration 2 (June 2007) will have a different look on screen.

Action items:

Members to contact DE and confirm what OSRS sources they are responsible for.

Discuss inclusion of latex database on NeLM with QMC Nottingham

Person responsible

All

PG

Deadline

ASAP

ASAP

06/105 MiDatabank

SW

Dates for a user group meeting had been circulated. Keith Brown (CoAcS) is spending less time supporting installation and is addressing developments. It could be possible to automatically update the resource list and collect workload data centrally at the same time. Agreed that KB should investigate this possibility but not implement at present. KB is working with NeLM with a view to link Medicines Q&As as a resource. The CGWG will be consulted on including standard search patterns.

A problem with workload reporting had been identified. A report prepared for the previous month includes enquiries received during that month and completed by the time the report is prepared. Any enquiries received during the month but not completed will be excluded from the report and not picked up in the following monthly reports. It was agreed the system should be changed so reporting is for enquiries completed (not received) during the period of the report.

Action items:

Consult with CGWG on standard search patterns

Ask KB to change MiDatabank reporting to enquiries completed

Person responsible

SW

SW

Deadline

ASAP

ASAP

06/106 NHS Direct SLA		PG/DW
<p>DW was welcomed to the meeting. PG and DW had discussed the SLA for 2007/08 with Anne Joshua (NHS Direct National Pharmaceutical Advisor) and this might involve some extra funding. The SLA will allow for up to 5000 medicine call referrals. Criteria for referral will be firmed up. The advantages and disadvantages of referral while the caller holds ("warm transfer") were discussed and may be investigated as a project. An out-of-hours service for medicines calls is important in consolidating the role of UKMi. A service could possibly be provided by Newcastle and Leeds. SB and GC could pilot a service as a project if suitably funded. The national team of UKMi leads would provide a total 700 working days a year, including travel time. Up to 100 days is allocated to write and quality control 10–20 medicines Q&As and corresponding common health questions, including updating existing Q&As. The allocation of NHS Direct SLA funds to units was discussed and agreed. Details of the position on salary scale and travelling costs of NHS Direct leads to be sent to DW. Regional directors should discuss and agree any staffing changes involving NHS Direct leads with DW. DW was thanked for her work on the SLA.</p>		
Action items:	Person responsible:	Deadline:
Investigate piloting an out-of-hours service for medicines calls and its cost.	SB, GC	ASAP
NHS Direct lead salary scale position and travelling costs to be sent to DW/PG	All	ASAP
06/107 NHS Direct National MI number and national rota		SW
<p>The national rota proposed by the NHS Direct Working Group was simple to operate and flexible. It was agreed the rota would be piloted for 3 months, starting late April 2007. Members will discuss detail with their NHS Direct leads. The NHS Direct Working Group will prepare standard operating procedures (SOPs), which will include contingency arrangements for staffing problems. It is expected the supporting telecommunication system will be funded by NHS Direct.</p>		
Action items:	Person responsible:	Deadline:
Discuss fine detail of the rota with NHS Direct leads	All	ASAP
Prepare SOPs for the rota	NHS Direct Working Group	ASAP
06/108 UK Injectables guide proposal		PG
<p>A paper detailing recent developments with the project was tabled. Various actions agreed at the previous UKMi Executive meeting have been completed. SW had discussed the project with Keith Ridge who supports in principle and has made suggestions for achieving support from professional bodies. SW has also met with RPSGB and Pharmaceutical Press contacts who have expressed an interest in supporting the project. The joint UKMi/IV Guide Project Group met on 23 November and agreed to send a letter to Keith Ridge by 11 December outlining the project, listing supporting organisations and requesting advice on taking the project forward. Following consultation a costed business case will be submitted to Keith Ridge by the end of January. RC agreed to raise the project with GHP and UKCPA. Agreed the document would be called the NHS Injectable Medicines Guide. SW, Ann Jacklin (Chief Pharmacist, Hammersmith Hospital) and Meghna Joshi (RPSGB) had joined the group. The NPSA have been appraised and are supportive. ES thanked PG, SW and others involved for their work on this important project.</p>		
Action items:	Person responsible:	Deadline:
Letter to Keith Ridge	PG/Project group	11 Dec
Business case to Keith Ridge	PG/Project group	End of Jan
Raise with GHP and UKCPA	RC	ASAP

06/109 Working with RPSGB		SW
<p>SW had met with Robert Clayton and Meghna Joshi (RPSGB Practice Division) to discuss possible UKMi support in responding to NICE drafts. SW had agreed to scope the work involved. UKMi support might be sought in other Practice Division services eg practice guidance documents - SW will explore.</p>		
Action items: Pursue with RPSGB Practice Division	Person responsible: SW	Deadline: ASAP
06/110 IRMIS report		FW
<p>The report for 26 Aug to 19 Oct 2006 was discussed. Retrospective documentation on queries remains an issue. A new issue highlighted was communication when several staff were involved in an enquiry. Detailed reports will be made available in paper form for discussion by local networks. Members would not make electronic copies or share electronically.</p> <p>David Cousins (NPSA) had attended a meeting of the group and had been impressed with reporting quality. SW suggested it would be useful to publish details of the IRMIS process and the learning points identified; CGWG will discuss and SW will advise. Passwording for data access will be addressed at future group meetings.</p>		
Action items: Discuss publishing an article on the IRMIS process	Person responsible: CGWG/SW	Deadline: ASAP
06/111 UK workload survey		DW
<p>DW presented data from the pilot survey carried out for 2005/6. Following discussion it was agreed –</p> <ul style="list-style-type: none"> - members will check accuracy of data for their regions - DW will circulate completed survey with a short report to feedback to MI managers - to repeat survey next year with data collected by end April 2007 - to simplify data collection - regional centres will input directly into the spreadsheet - regional centres will preferably nominate a “workload survey champion” to ensure complete and accurate data collection and meaningful feedback to local MI centres. - to aim to publish results to raise profile of MI services – especially the amount and extent of training undertaken. <p>DW was thanked for her work on the survey.</p>		
Action items: Check accuracy of regional data Circulate survey results and report to members Collect data for 2006/7	Person responsible: All DW All	Deadline: 5 Jan 2007 Jan 2007 30 Apr 2007

06/112 Cost pressures and MI services - information governance in NHS Trusts		RC/SW
<p>RC and DE had prepared a paper dealing broadly with information governance in Trusts. Key elements were identifying the requirement for information, assuring the quality of information used and assuring the efficiency of provision. Chief pharmacist awareness of recording and retrievability requirements was likely to be poor. Quality assurance is a key issue.</p> <p>Agreed that RC, DE and SW would redraft the paper and email to members for discussion to produce a final paper for chief pharmacists.</p> <p>Local MI centres were facing pressures and needed guidance on maintaining essential elements of their service. With this perspective SW had prepared a paper on providing a local MI service in Trusts under pressure. Following a wide ranging discussion members agreed to send their comments and suggestions to SW taking into account issues from the new MI strategy.</p>		
Action items:	Person responsible:	Deadline:
Redraft information governance paper	RC/DE/SW	End Dec 2006
Circulate draft to members by email	RC	End Jan 2007
Comments on providing a local MI service in Trusts under pressure to SW	All	14 Jan 2007
06/113 Consultation on the future of the accredited technicians scheme		RC
<p>RC reported a good response to the consultation. Technicians undertaking all parts of the enquiry answering process was the favoured practice option and 5 practice and 5 assessed enquiries was appropriate. No firm conclusions were drawn regarding including non-technicians on the scheme - E&T Group and AMITTS Board will consider. The course would be run every 2 years with recruitment at Easter. A total of 40 technicians had been accredited – 22 from the first cohort and 18 from the second. Dates for the next course would be available in the New Year.</p>		
Action items:	Person responsible:	Deadline:
Consider inclusion of non-technicians on the course	AMITTS Board/E&T Group	ASAP
06/114 Servier awards		CP
<p>Iram Husain had met with CPP and Servier representatives to discuss the CPP-administered Servier awards for best practice and practice research (open to all health professionals) and the UKMi award. It was agreed that UKMi should maintain the link with CPP for the UKMi award but should not be associated with any single commercial company for awards.</p>		
Action items:	Person responsible:	Deadline:
Thank IH for her negotiations on the awards	CP	ASAP
06/115 Training workbook and MiCAL		SW
<p>SW was working with London North Thames on MiCAL development. Qualitative work was needed with pre-registration pharmacists and their tutors. Focus groups in Southampton and Liverpool are proposed, Angela Emerson and a local academic researcher to carry these out. It was agreed that travel to hold the focus groups in Liverpool would be funded from UKMi levy funds.</p>		
Action items:	Person responsible:	Deadline:
Focus groups to be held in Southampton and Liverpool	AE	ASAP

06/116 Medicines Q&As		SW
<p>The majority of staff involved with medicines Q&As were now accredited. Work is needed to maintain Q&As that have gone out of date. SW will circulate a list of possible new Q&As to stimulate new input from members. Short and "shell" Q&As would be particularly welcome.</p>		
Action items: Circulate a list of possible new Q&As	Person responsible: SW	Deadline: ASAP
06/117 UKMi National Research strategy		SW
<p>SW tabled the Wessex MI research plan. Agreed he would circulate for use as a template. New material had been added to the UKMi website. The list of MI research remains to be completed. PG reminded members to notify any material added to the website on the "new on site" section.</p> <p>SW proposed a meeting of research leads next year with academic speakers.</p>		
Action items: Circulate Wessex research plan to members Organise a meeting of research leads	Person responsible: SW SW	Deadline: ASAP 2007
06/118 Pharm-line		DE
<p>Following initial discussions, SW and DE will meet with Robert Clayton, Paul Weller and Austin Gibbons of the RPSGB. Tom Burnham and PG had met with Claire Honeybourne to discuss inclusion of Pharm-line on Core Content. No firm progress at present but options will continue to be explored.</p>		
Action items: Arrange meeting with RPSGB contacts	Person responsible: SW/DE	Deadline: ASAP
06/119 UKMi Strategy – consultation & publication		PG
<p>The format of the document, consultation process, endorsement and distribution were discussed. It was agreed the "draft for discussion" would incorporate recent comments and include an executive summary. The draft would be sent to members who would obtain comments from local networks by the end of January. Comments would also be sought from individuals with an interest in and knowledge of the MI service. Endorsement by the home country chief pharmacists would be sought. The document will be checked to confirm applicability in Scotland, Wales and Northern Ireland. PG and CP will discuss a post-launch rolling development plan to implement the strategy. Possible vehicles for publishing strategy details were discussed.</p>		
Action items: Comments on applicability in home countries to PG/CP Send draft to local networks and send collated comments to PG Discuss post-launch rolling development plan	Person responsible: SK/FW/ES All PG/CP	Deadline: ASAP End of Jan ASAP
06/120 Communications slot		All
<p>Sheena Kerr –</p> <p>1. SK was aware of a drugs in breast feeding module produced by a nurse and pharmacist. She would mail the URL to PG/EG for evaluation</p>		

Sue Brent –

1. The MI post based in Leeds is to be advertised.

Richard Cattell –

1. His unit was still undergoing review of some AfC bandings, which in some cases varied widely for very similar posts. Amicus has produced useful guidance when dealing with the grievance procedure.
2. The GHP Conference will be held in Brighton 27 to 28th April 2007

David Erskine –

1. MI at Guys Hospital is working with Datapharm to check Medicines Guides for consistency with the SPC. Any other units considering doing this work should confirm pricing with Guys.
2. DE has been invited to join the BNF technical advisory group, which is involved with coding
3. Guys Hospital was not using KSFs. Some members were using KSFs but others had dropped them.
4. It is likely that the SLA for specialist pharmacy services in London, Eastern & South East will be renewed

Christine Proudlove –

1. The Prescribing Outlook questionnaire has been sent out for comments
2. Printed copies of Prescribing Outlook part B have arrived and will be sent out next week

Peter Golightly -

1. The room used for the meeting (Cheedale) is cheaper than the one normally used for UKMi Exec meetings (Edale). It was agreed that Cheedale would be used for future meeting unless external speakers were attending.
2. A basic session on project management would be a valuable topic for a development day in 2007. It was agreed that RC would investigate a suitable session.

Fiona Woods -

1. In previous years UKMi had co-operated with PIPA (formerly AIOPI) on their annual user survey. It was agreed this should continue. The questionnaire would be finalised for UKMi Exec to agree in February with a view to carrying out the survey in April.
2. AWMSG's brief, currently to appraise high cost medicines £2000 per patient pa, will be extended from April 2007 to include all cancer and cardiovascular medicines.

Graham Cox –

1. Drugs in liver disease information will be brought up to date by a newly appointed pharmacist. RC said that drugs in renal disease information had been put into Q&A format and he suggested that Leeds might consider doing the same with drugs in liver disease information

Eilish Smith –

1. Northern Ireland is adopting NICE guidance and there are Northern Ireland observers on the NICE board.
2. Health On the Net Northern Ireland (HONNI), which is similar to Core Content, is now available in Northern Ireland.
3. Clinical Resource Efficiency Support Team (CREST) outputs have moved from the DoH website to www.crestni.org.uk

4. Future meetings and development days. The following were discussed and agreed -

- DE would pursue a session on views on postgraduate diplomas for the London meeting in February. Graham Davis (Brighton) could lead.
- The first agenda item for December meetings will be scheduled for NHS Direct matters
- Peter Goacher and Peter Sharott would be invited to attend a London meeting
- Keith Ridge would be invited to attend a meeting with the theme of developing links with all community pharmacists