

UKMi Executive Business Meeting

15th June 2007
9am to 3pm
Midland Hotel
Derby

Chair: Eilish Smith

Note taker: Christine Proudlove

Attendees:

Sue Brent, Graham Cox, Peter Golightly, Elena Grant, Christine Proudlove, Craig Rore, Julia Sawyer, Eilish Smith, Katie Smith, Simon Wills, Fiona Woods

Agenda

07/16 Apologies for Absence

David Erskine, Sheena Kerr, Claudine Hughes, Jane Neal, Janice Watt.

Richard Cattell left his post on the 8/6/07. There was no representative from the South West.

07/17 Minutes of previous meeting held on 1st March 2007

07/13 Monographs for cytotoxics

Tim Root had agreed that BOPA (British Oncology Pharmacy Association) would collaborate on the injectable guide. BOPA had originally considered that cytotoxics should not be included in the guide because of their specialist nature. However, recent changes in EU regulations on clinical trials demanded that information on the preparation of cytotoxics involved in clinical trials should be made available.

With this amendment the minutes were accepted as a true record of the meeting.

07/18 Matters arising

07/03 (06/103, 06/79, 06/56, 06/15) Writing skills – there was no known progress on the proposal that Tim Albert run a 'train the trainers' writing course for UKMi. The group considered that the idea was worth pursuing, perhaps through other trainers.

07/03 (06/103, 06/79, 06/56, 06/35) National Clinical Answering Service - RC was scheduled to meet with Jon Brassey in March. Outcome of that meeting unknown.

07/03 (06/103, 06/79, 06/56, 06/53) Pfizer questionnaire – No progress had been made and was now considered unlikely.

07/03 (06/103, 06/79, 06/74) DrugDex – KS had previously circulated by email a comparison of Drugdex and Clinical Pharmacology prepared by one of her local MI centres. The Clinical Governance Working Group are currently scoping a project appraising a number of databases including Drugdex, Clinical Pharmacology, Lexicom, Uptodate and First Databank in order to help inform resource choice for MI centres.

07/03 (06/103, 06/90) Healthcare Commission acute hospital portfolio - No progress had been made on the statement outlining the value of information produced by UKMi. It was noted that the recent document, '*Managing medicines across a health community — Making area prescribing committees fit for purpose, May 2007*' by the NPC, had listed some of UKMi's new product portfolio. The New Product Working Group are planning to promote UKMi output as one of this year's priorities. It was agreed there was probably no merit in pursuing the original proposal.

07/03 (06/103, 06/93) Conference 2008 – PG has provisionally booked dates in Warwick for mid-September. The University had not yet confirmed the cost of the facilities. PG was asked to pursue the booking as the group considered that we should run a conference next year. It was requested that a complete review of the programme be conducted to try and attract a wider audience. This will be the subject of a development day and all members should raise this with their local groups and pool ideas.

The funding paper was also approved.

Some NHS Direct centres have been receiving Toxbase training from MI staff. The RDTC (Newcastle) are starting a programme of 'train the trainer' sessions on Toxbase from next week and all future Toxbase training should be delivered by this route.

Action items:	Person responsible	Deadline
A copy of the NHS Direct Change Control Procedures to be circulated to UKMi Exec	PG	ASAP
On subsequent approval, the SLA with NHSD to be signed by relevant UKMi Exec members	PG, SB, GC	ASAP

07/22 UK Injectable Medicines Guide

PG

Associated papers Circulated: 1 Tabled: 1

There have been two meetings of the Injectable Guide group since the last UKMi Exec meeting. The first was with Keith Ridge and Jane Moore (Governance & Project Management Division) at the Department of Health. They agreed the business case in principle: it fitted with the Department's policies on patient safety and it was considered that the current IV guide was a good basis for the development. They couldn't provide funding through the DoH, but they will sponsor the product philosophy and facilitate communication with key stakeholders. They defined a number of key elements for the project: it should be multidisciplinary but pharmacy-led; it must align with NHS IT spine; the case must include current utility and meet the information defined as essential in the NPSA Safety Alert.

The DoH meeting determined the two next steps to be:

- A workshop with key organisations (30-40 people) to develop support for, and engagement with the project. Wendy Harris from the DoH will help facilitate this. In addition to organisations included in the business case, invitations should be extended to community, ambulance and mental health bodies.
- A subsequent meeting with Keith Ridge and possible funders.

The Injectable Guide group met in May to discuss the workshop. An outline programme was tabled.

CP outlined a new proposal for delivering the NHS injectable guide on behalf of JN. A recent forum of South/East Chief Pharmacists had directed that Specialist Pharmacy services should identify ways of providing practical and timely help to achieve the targets set out in the NPSA Safety Alerts in order to reduce duplication. The current business plan was not going to deliver by March 2008. Many of the monographs in the IV guide were out of date and JN was unhappy to promote this guide to Trusts in its current state. JN proposed that we should review the current guide, simplify the templates, identify a priority list of injectables that must be updated and work with the IV group and the original contributors to do this work. Options for publishing the guide as a paper version should be sought and funding sought for publication. JN was prepared to commit her own and her department's time in order to achieve this.

CP was concerned about a number of aspects of this proposal. She considered that the business plan should not be dropped. The group had originally agreed that the only way in which we could deliver a robust product in the longer term, with extended content, all the required elements for quality assurance, multidisciplinary input, flexibility in delivery options etc was if the project was funded. A possible interim solution is that we could work to update priority monographs in the current IV guide by March 2008, possibly limiting the update to that designated by 'nurse' level login, which omits the more technical information. This information, together with a list of monographs that would be updated could be circulated to Chief Pharmacists so that they could make a decision on whether to use the IV guide on this basis. Ideally the electronic version should be free at point of use. A paper version would be useful. The group supported the interim solution in principle and agreed to assist with the project in order to meet deadlines. However, the detail must be discussed with the IV group.

Action items:	Person responsible:	Deadline:
Meet with JN to discuss proposal and to determine viability	PG, CP, JN, SK	Two weeks

07/ 23 UKMi / PIPA survey		FW	
Associated papers	Circulated: 3	Tabled:	0
<p>The proposed paper work for the survey has been circulated. The analysis of the survey results was to be conducted w/b 9th July by Janet Taylor. A PIPA meeting to review the results has been scheduled for the end of July. There is a need to conduct the survey promptly to meet these dates. The preferred date for the survey was Tuesday 26th June.</p> <p>FW to update the questionnaire to make it suitable for local centres to fax or email return to the regional centre. It was agreed that regional centres would probably email their returns to Janet Taylor. Although this would remove the anonymity of the regional centre, that of the local centres would not be compromised.</p> <p>PIPA plans to present the results at the DIA conference in October in Madrid.</p>			
Action items:		Person responsible:	Deadline:
Questionnaire to be updated and circulated to regional centres, together with Janet Taylor's email address		FW	14/06/07
Questionnaires to be circulated to local centres, together with date of survey.		All	25/06/07
Questionnaires to be collated and sent to Janet Taylor		All	6/07/07
07/24 IRMIS report		FW	
Associated papers	Circulated: 1	Tabled:	0
<p>The report for Feb to April 2007 was discussed. Several errors had resulted from the way information had been presented on other organizations websites including that of the HPA and the eMC. Although the HPA had been contacted about one of the errors, the website had not been changed. It was suggested that copying the NPSA into such emails may be useful.</p> <p>The CGWG are updating the SOP on incident reporting via IRMIS. It would include details on how to submit a report and on what happens once it's been submitted. Also included will be the process by which Robin Burfield contacts the original reporter in the case of serious errors.</p>			
Action items:		Person responsible:	Deadline:
None determined			
07/25 UK workload survey		FW	
Associated papers	Circulated: 2	Tabled:	0
<p>Data for the workload survey for 2006/07 conducted in April 2007 had been returned from 177 out of 214 MI services (results circulated previously together with individual regional data).</p> <p>Three questions were raised:</p> <p>Would it be useful to compare the data from the last two years? This was considered unnecessary. In addition, the data sets were different to a degree. More data from the same data sets were necessary before any trends could be identified.</p> <p>Would it be useful to share individual data? The CGWG was asked to explore the possibility of presenting data by hospital type and size so that individual centres could compare themselves to similar centres but without anonymity being compromised.</p> <p>Should the survey be conducted annually? It was agreed that it should be repeated on an annual basis using the same data set as this year but possibly delay collation of the data until May. This was because of time pressures on Devina who was involved both in the NHS Direct SLA as well as data collation.</p>			
Action items:		Person responsible:	Deadline:
Explore the possibility of presenting data by hospital type/ size		CGWG	Ongoing
Check own regional data and highlight any issues with Devina.		All	Aug 07

07/26 Clinical Governance Working Group Minutes		FW	
Associated papers	Circulated: 1	Tabled:	0
Minutes noted.			
Action items:		Person responsible:	Deadline:
None determined			
07/27 CGWG Annual Report		FW	
Associated papers	Circulated: 1	Tabled:	
It was agreed that two items should be added to the terms of reference:			
<ul style="list-style-type: none"> ➤ To co-ordinate audit/surveys on issues to relate to service capacity and quality ➤ To conduct appropriate research 			
Priorities for 2007/08 agreed.			
Action items:		Person responsible:	Deadline:
Terms of reference to be updated.		FW	Oct 07
07/28 Training workbook		SW	
Associated papers	Circulated: 0	Tabled:	0
The workbook is at the printers. It will be distributed to regional centres w/b 9 th July. Centres will be charged for printing, distribution and for a proportion of the design work.			
Wessex and Northwick Park are working together on future content of the workbook and MiCAL. An update of the Tutor's Guide will depend on outcome of this work.			
Action items:		Person responsible:	Deadline:
None determined			
07/29 Education & Training – update		JS	
Associated papers	Circulated: 0	Tabled:	0
JN will take over the chair the E&T working group from RC. She would like someone else from the UKMi Exec to also be a member of the group. This potentially could be RCs replacement but this will (1) take time and (2) is not guaranteed. Other volunteers are requested.			
The July National Training course is being co-ordinated by Bridget Rankin. JN to send formal thanks to Bridget for taking this on. An Exec member is required to deliver the 'Welcome to UKMi' presentation (post-meeting note: PG is able to do this).			
There are problems in running the National Training Course because of the small pool of tutors available. JN to write to Exec members in September asking them to identify people at local and regional centres who can act as tutors on the course and are prepared to deliver any of the sessions. SB suggested that provision of a 'train the trainers' day might be an incentive.			
Renewal notices for MiCAL will be sent out soon and should be returned to CoACs by the end of June. This date was queried. CDs will be available in September.			
Action items:		Person responsible:	Deadline:
Inform JN if willing to become a member of the ETWG		All	ASAP
Identify local/regional MI staff who are prepared to act as tutors on the National Training Course		All	Sep 07
Consider the possibility of a 'train the trainers' day		ETWG	Dec 07
Check date for MiCAL returns to CoACs		JS	ASAP

07/30 UKMi/RPSGB seminar 31/10/07		CP	
Associated papers	Circulated: 0	Tabled:	0
<p>The conference facilities at the RPSGB have provisionally been booked for the 31 October. The Society will cover the cost of the facilities (conference hall, 4 breakout rooms, audiovisual etc). UKMi will cover the cost of lunch, refreshments and speakers expenses. UKMi will be responsible for registration.</p> <p>The seminar will be dual badged and Society staff (Austin Gibbons and Meghna Joshi) will on the organizing committee. The following from UKMi Exec have offered to be on the organizing committee: CP, DE, KS, ES, PG. Other members may be drawn from the ETWG.</p> <p>A draft programme must be developed as soon as possible. As there wasn't the opportunity to discuss the programme at this meeting, CP will organize dates for telephone conference/s to brainstorm ideas. All UKMi Exec members are asked to take part even if they do not wish to be on the organizing committee.</p>			
Action items:		Person responsible:	Deadline:
Run 2 or 3 telephone conference sessions to brainstorm ideas for conference		CP, All	Mid Jul 07
Confirm booking with RPSGB		CP	Jun 07
07/31 Technician board		FW	
Associated papers	Circulated: 0	Tabled:	0
<p>The third cohort comprises 16 technicians (2 from Dublin). Following the mentor's day one candidate withdrew; it was agreed that they should be charged as the cost of the programme was based on 16 students.</p> <p>The residential course at Aston is running on the same dates as the National Training course which is causing problems.</p> <p>SB has agreed to be a member of the Management Board.</p>			
Action items:		Person responsible:	Deadline:
None determined			
07/32 Pharm-line			
Associated papers	Circulated: 1	Tabled:	0
Report noted.			
Action items:		Person responsible:	Deadline:
To encourage MI centres to purchase Pharm-line		All	
07/33 Bibliographic database to support pharmacy		SW	
Associated papers	Circulated: 1	Tabled:	
<p>The report outlined a possible merger of the Pharm-line and EPIC databases. Initial discussions between DE, SW, Tom Burnham and staff at RPSGB have been positive. No insurmountable technical difficulties have been identified. Library services at the Society have no funding avenues for the proposal, which has not yet been discussed with the Society's Director of Communications.</p> <p>The group agreed that the proposal should be pursued.</p>			
Action items:		Person responsible:	Deadline:
Further investigate the possibility of merging Pharm-line		DE, TB	Ongoing
07/34 Medicines Q&As		SW	
Associated papers	Circulated: 0	Tabled:	0
<p>Currently Q&As written for NHS Direct staff are uploaded both onto the NHSD intranet and NeLM. SW proposed that they should just go on one of these sites, with the NHSD site probably being the most appropriate. There may be a small number of Q&As that warrant duplication on both sites, though the content</p>			

07/38 SEMI plans for this financial year		SW	
Associated papers	Circulated: 1	Tabled:	0
Paper outlining the SEMI plans was discussed.			
Action items:		Person responsible:	Deadline:
None determined			
07/39 New Product Working Group annual report		CP	
Associated papers	Circulated: 1	Tabled:	0
<p>Priorities for 2007/8 agreed. Promotion of the new product work should be a major priority and there was a discussion around NeLM helping to promote work more actively, by including it in daily news and RSS feeds.</p> <p>It was suggested that a workshop for authors of <i>New Medicines Profiles</i> to highlight changes in the writing guidance would be useful.</p>			
Action items:		Person responsible:	Deadline:
Develop and implement an action plan for promoting UKMi new product work		NPWG	Ongoing
Plan a workshop to introduce new guidance for writing <i>New Medicines Profiles</i>		NPWG	Dec 07
07/40 Post of vice chair and secretary		ES	
Associated papers	Circulated: 0	Tabled:	0
<p>SB has agreed to take on Secretary post from the December 2007 meeting. CP will service the October meeting in the interim.</p> <p>Vice chair post remains vacant.</p>			
Action items:		Person responsible:	Deadline:
Inform ES if prepared to take on vice-chair position		All	ASAP
07/41 Communications			
CR	A review of MI services across Scotland is being undertaken, led by NHS24. It will examine possible collaboration between MI services and NHS24. The outcome of the review is anticipated by the end of the year.		
GC	<p>Have recruited to the Leeds/Newcastle collaborative post.</p> <p>Provided an extended service last weekend for NHSD for the first time. Referrals from NHSD appeared appropriate.</p>		
SW	<p>Jon Hall will be taking over Sandra Hicks' role within the Wessex MI centre.</p> <p>Wessex received funding from Connecting for Health to help with the e-prescribing programme being implemented in the south.</p> <p>Has employed two part-time pharmacists to support NHSD work.</p>		
JS	JS and JN have both returned from maternity leave. JS works Mon, Tue and Fri; JN, Wed, Thu and Fri. Alex Denby has also returned to work and is building up her hours.		
KS	Interviewing for her deputy and primary care lead next week.		
EG	<p>Ron Pate took a paper on specialist pharmacy services to the SHA leads meeting. The paper made recommendations on funding, accountability and performance management issues and also addressed links with national strategies. The SHA leads favoured the SEMI arrangements for funding and accountability. A 'portfolio of responsibility' linking specialist groups with SHA leads is to be considered. There was some concern within UKMi Exec that the paper had gone to SHA leads without specialist groups being able to preview the paper.</p>		

EG	The old West Midlands regional lobbies board has been dissolved. A specialist service agency is being established. The board of the agency may be broader than that of SEMI, for example it may include a clinical governance lead and patient representative.		
SB	Newcastle is to start its extended hours support to NHSD (17:00 to 20:00, Mon-Fri) from 26 June. Following recent criticism of MHRA Class 1 Alerts, MHRA is considering introducing Class1A and Class1B Alerts – the first for immediate action and the other when reasonably possible.		
PG	It was agreed that a weekly email to regional centres for further cascade highlighting what's new on the UKMi website be established. However, it is imperative that every time something is added to the website, it should also be added to the 'New on Site' section as this will feed into the email. Everyone with upload rights has rights to add to the 'New on Site'.		
FW	Research funding to support a pilot MI OOH service has been obtained. The pilot is to run between Sep and Nov 07. The money will be administered by the university and staff providing the service will be self-employed. Issues around indemnity and SOPs remain to be explored. Funding for a three year service development has been awarded to the Welsh MI centre, working in collaboration with other members of the European Porphyria Network. The project concerns the safety of drugs in patients with porphyria and will involve asking 4,000 people with porphyria for details of their previous drug history. All MI centres contacting Wales with a porphyria enquiry will be asked if they will forward a letter to the patient concerned asking if they would be interested in taking part in the study. MI pharmacists will need to collect contact details at the time of taking the enquiry.		
Action items:		Person responsible:	Deadline:
Circulate a copy of the specialist pharmacy services report to UKMi Exec		EG	ASAP
Establish a 'What's New on UKMi' email to regional centres.		PG	Dec 07
Inform local MI centres of the request from Wales to help enroll patients with porphyria into study on drug safety.		All	ASAP
Date and place of next meeting		11 & 12 Oct 2007	Derby