Minutes of SCIMP Working Group Meeting at 13.00 on 25th April, Room G 09, Europa Building, Glasgow

Present : Bob Milne   (BM)
Ros O'Connor   (ROC)
John Duke   (JD)
Colin Brown   (CB)
Alastair Taylor   (AT)
Ian Thompson   (IT)
Eileen Dargo   (ED)
Annabel Chambers   (AC)
Neil Kelly   (NK)   SNUG/CAB
Bruce Thomson   (BT)   CAB
Kevin Boylan   (KB)   CAB
Judith Milligan   (JT)   CAB
Louise McTaggart   (LMcT) CAB
John Steyn   (JS)   CAB
Bill Martin   (BMa)   CAB

Shona Wares, INPS   INPS Presentation only
Tony Thorpe, INPS   INPS Presentation only
Mark Mulholland, EMIS   EMIS Presentation only
Will Christie, EMIS   EMIS Presentation only

1. Apologies were received from Ian McNicoll, Paul Miller, Leo Fogarty, Karen Lefevre, Alison Forbes, Lindsey Ross and Libby Morris.

    BM welcomed members of the Change Advisory Board (CAB) who were attending for the presentations from EMIS and Vision on their Roadmaps and Strategies for 2012.

2. **Actions from previous minutes**

a) **Good Practice Guidelines Version 4 -** this work is ongoing and being led by Paul Miller in conjunction with SGHSC.
                              Action : PM

b) **Data Extraction (PCDIG)** - a Short Life Working Group has been formed to harvest data from GP Practices and inform both research and the Health Service.

c) **Key Information Summary (KIS) –** LM has been involved with End of Life meetings with representatives from England, Northern Ireland and Wales and four new Read Codes for DNACPR have been requested – DNACPR – Yes; DNACPR – No; DNACPR – Unknown; DNACPR – Undecided**.**

d) **SCIMP Chair** – BM plans to stand down as SCIMP Chair later this year. This has been discussed with SGHD and the SCIMP Board and they will manage the recruitment process for a replacement Chair. The Chair of SCIMP will be a member of the Primary Care Portfolio Management Group (PC PMG).

3. **Docman Transfer – Stamps/Audit Trails**

    The decision was taken several years ago that audit trails will stay with the originating practice and be retained by them for a minimum of seven years. Clinically significant actions, comments etc should be done directly into the clinical record in the usual way.

    To streamline this process, it was felt that PCTI should be approached to explore the automating of comments directly into the clinical system. This would mean Docman and the clinical systems would need enhancement to allow this to happen.

BM suggested that SCIMP pull together the issues, highlighting the clinical safety aspects and this be worked up into a request for development.

Action : BM

4., **Presentation on 2012 Roadmap and Strategy**

TT presented the 2012 Roadmap and Strategy for INPS Vision. A copy of the presentations will be circulated once available.

MM presented the 2012 Roadmap and Strategy for EMIS. A copy of the presentations will be circulated once available. MM informed the meeting that the full EMIS Roadmap would not be available for another 2-3 weeks. MM to send answers to questions from the meeting to AC for circulation.

Action : AC

5, **3 Nations collaborations**

It was reported that Wales and Northern Ireland have successfully implemented ECS and SCI Gateway and this may help supplier functionality for these mutual products.

6. **SCIMP Conference 6 & 7 November 2012**

BM reported that the 2012 conference planning is progressing well. If anyone has any suggestions for workshops, please pass them to AC.

Action : All

7. **Any other business**

a) **Docman filing dates**

Different practices have different methods for filing within Docman. It was agreed that SCIMP would draft a recommended guidance document. IT agreed to draft a document which would provide a standard for the date to be used. Once drafted, the guidance would be shared with SNUG before wider circulation.

Action : IT

8. **Date of next meeting**

The next meeting is to be held on 27th June in St Andrew's House.

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