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PROGRAMME MANAGEMENT GROUP

Identification of Medication Adherence barriers Questionnaire intervention (IMAB-Qi)

Meeting 4, 21.10.2025

MINUTES

Attendees:

Sion Scott (SS) Chair	Lucy Clark (LC)
Allan Clark (AC)	Luke Natali (LN)
Caroline Smith (CSm)	Mahomed Khatri (MKh)
Claire Loddington (CL)	Nipa Patel (NP)
Claire Sussenbach (CS)	Ria Markwell (RM)
David Turner (DT)	Richard McManus (RMc)
Debi Bhattacharya (DB)	Samira Alihosseini (SA)
Jackie Martin-Kerry (JMK)	Sandra Barker (SB)
Laurence Woollard (LW)	Tony Avery (TA)
Lindsay Tashlin (LT)	

1. **Welcome & Apologies:**

David Wright (DW)	Sarah Chapman (SC)
Sophie Knight (SK)	Maryam Khan (MK)

Action Points	**For**	**Timeline**
To share contact with DB/SS who may be able to support SNOMED code generation.	RMc	ASAP
To create a document with clear options for WP3 recruitment process and re-circulate to the group for comment.	LC	ASAP
Circulate Gantt chart with meeting minutes	CS	With minutes
Risk Register to be circulated with minutes via live link	CS	With minutes

2.	**Previous meeting minutes (22July 2025; Attachment 1)**
	Review of previous actions: LC advised that the Data Monitoring and Ethics Committee (DMEC) is for work package 4 and as such has not been created yet. The team are trying to identify team members to join. LC advised that the DMEC would be made up of a statistician and two clinicians. The committee will not be required until the end of next year. Therefore, the team are happy to remove this from the ongoing actions currently. DB updated the group that they had submitted a request for SNOMED codes and a code for identifying the use of IMAB-Q had been created. This means we can search and tell when the questionnaire is sent out. DB is still trying to identify codes to reflect the outcomes of IMAB-Q. DB is under the impression that a SNOMED code cannot be used for this. Discussion in the group suggested that further investigation is needed. RMc suggested DB discuss with one of his colleagues at Oxford. **Action:** RMc to share contact with DB/SS All other actions agreed to be complete or for review in the meeting today. SS went through the previous minutes, and all agreed that the content was accurate and suitable for upload onto the IMAB-Qi website.
3.	**Programme changes (DB/JMK/SS)**
	DB advised the group that she and SS have moved to UEA, with the IMAB-Qi programme on 6th October 2025, with the wider team also moving on 1st November 2025. DB reported that there should not be any operational changes because of the move. SS advised that the Sponsor will change from UoL to UEA and that NIHR is aware and have confirmed the changes. SS welcomed Emma Sutton (Research Assistant) and Caroline Smith (Senior Research Associate) to the team. LC welcomed Anamika Sharma (Clinical Trial Assistant) and Samira Alihosseini (Research Associate in Health Economics). LC advised that their data programmer had left but the position would be recruited to shortly. JMK advised that the collaboration agreement was signed in August 2025 but considering the move to UEA, a variation is now needed. JMK has been advised by the contracts team that this should be ready once the final finances are available. The updated agreement can then be circulated to all collaborator organisations in the next few weeks.
4.	**Update on work packages 1 and 2 (DB)**
	DB advised the group that work package 1 (user testing) was planned to involve 4 practices, but this was completed with 5 practices. This was due to three practices testing the implementation of IMAB-Qi on paper as planned and then two practices testing it electronically embedded into SystmOne. DB advised that work package 2 (co-design) then took forward the barriers and enablers established from the user testing, and through co-design workshops participants looked for strategies to overcome these in IMAB-Qi implementation. DB

	advised that the second workshop took place yesterday (20/10/25) and shared some of the outcomes gathered for the barriers and enablers. SS advised that the third workshop would be sharing with the participants a 'prototype' from their ideas and then asking them to test it.
5.	**Update on work package 3 (feasibility study) (LC/LT)**
	LC advised that the protocol had been circulated previously and thanked everyone for their feedback including the PPI team. Some members had raised questions about the recruitment method and whether it was the most appropriate for the study. A document was therefore circulated yesterday, highlighting these concerns to the group and proposing an alternative recruitment approach for consideration. LC went through the protocol as planned and then discussed the new proposed recruitment process. The group shared their thoughts on whether a change to the planned protocol would be suitable. This was followed by discussion about some of the benefits and challenges, with the decision being that the WP3 team would review the options and provide a document summarising this. **Action:** LC to put together a document with clear options for the recruitment process and re-circulate to the group. A decision can then be taken back to the Programme Steering Committee (PSC).
6.	**Planning for Work package 4 (Definitive Trial) (LC/LT)**
	LC advised there was no update on work package 4 due to efforts being focused on work package 3 at this stage.
7.	**Update on Work package 5 (health economic evaluation) (DT)**
	DT reported that he has been working with LC and LT on the feasibility study and updating the data collection proformas and processes. DT advised that due to a question about the potential impact of the BCTs on community pharmacy, a meeting was held in September 2025 with a community pharmacist to seek their views and information on the potential impact of IMAB-Qi on community pharmacy.
8.	**Patient Public Involvement update (LW)**
	LW summarised what had already been shared in the IMAB-Qi newsletter. He reported that SB and MKh are playing an active role in the programme, as well as himself in supporting the refinement of documents and liaison with patients for the co-design workshops. LW and the PPI team have been working on the Terms of Reference (ToR) document and now have monthly PPI meetings scheduled in. LW advised that there are 2 further positions to recruit to in the PPI team. These have been on hold due to the UEA move and establishing the hosting of the PPI budget. LW shared with the group that a proposal has been accepted by Blood

	Pressure UK and this partnership would cover hosting of the PPI budget, processing of payments and operational support. LW also advised that the drafting of a PPI page on the website is underway, and he is in discussions with a communications agency to support the design and dissemination aspects of PPI.
9.	**Project timelines – Gantt chart review (SS)**
	SS shared the Gantt chart with the group and updated everyone on where the team are in terms of timescales. He advised that WP 1 is complete, WP 2 is due to be completed in December 2025 and WP3 (feasibility study) is due to start in January 2026. SS reported that the study is currently on time and advised that the NIHR programme break date is in May 2027, which is after the feasibility study. DB highlighted that in August 2026 there will be an annual report to NIHR which will be when the team needs to confirm they are on track to recruit. **Action:** Circulate Gantt chart with minutes
10.	**Programme Steering Committee update (LC)**
	LC advised that the committee met for first time on 1st Sept 2025 and have agreed to meet every 12 months as agreed in the ToR. They have also agreed to have extra key meetings and support email correspondence as required.
11.	**Embedded Doctoral researcher update (JMK)**
	JMK advised that MK could not be at the meeting today as she was at the NIHR Academy members conference. JMK reported that MK was progressing well with her systematic review and is at the point of data extraction; she has also prepared documents for her planned work to develop and refine the IMAB-Qi prototype. DB also noted that MK has had 2 abstracts accepted to another conference and passed her PhD probation.
12.	**Risk register (JMK)**
	JMK shared the risk register with the group. JMK advised that when a risk has been resolved, it will be removed from the register Discussion that the electronic embedding into SystmOne has gone well but SNOMED codes should remain on the register. JMK acknowledged that risks are being prepared for the feasibility study by LC and LT. JMK asked if there were any new risks that the team should be aware of; none noted but risk register will be circulated after the meeting. **Actions:** Risk register to be circulated with minutes via a live link. Team to update as indicated with any new risks identified.
13.	**Engagement activities and outputs (CS)**

	CS updated the team that the website has been updated following PPI review and that a PPI page is in development with the PPI team. CS has also been posting on social media any relevant study milestones. CS is looking at how to improve the interest in the IMAB-Qi newsletter as this is due for dissemination in the new year. SS also asked that the group share any conferences they may be attending where IMAB-Qi could be promoted, and the team can support this with.
14.	**Finance update (CL)**
	CL advised that the finance team are working to create final figures in readiness for the study transfer. After the transfer, the University of Leicester (UoL) will cease being the finance management team for this project. CL is hopeful that final figures would be shared next week. CL reported that there were no finance concerns. SS advised that UoL will remain as a collaborator after the transfer.
15.	**Any Other Business**
	None
16.	**Next meeting**
	Tuesday 20/01/26 1-2.30pm