
**Preregistration Trainee Pharmacists Specialist Group (PTPSG)
Minutes of the meeting held on Wednesday 10th October 2012,
50 Eastbourne Terrace, Paddington, London**

Present:

A Kemp(Chair) A Littlewood (Secretary), Helen Middleton, Maria Christou, Julie Sowter, Janet Gilbertson, Andrea Hollister, Gill Shelton, Helen Badham, Jill Mc Donald, Clive Moss-Barclay, Gail Fleming, Ray Fitzpatrick, Rita Shah (item 5 onwards)

Observer: Rachel Kenward

Apologies: H Fawcett, S Burke-Adams, R Stretch

1. Minutes of the last meeting 16th July 2012

Amendments

Item 2.2. The meeting of the Leeds group in August was deferred.

Item 5 – amended to read ‘Destinations and outcomes survey’. Deadline for return revised to 5th November 2012

Item 8 – BPSA guidelines regarding early community offers were not produced. H Middleton contacted the BPSA. No queries have been received.

Minutes accepted as an accurate record.

2. Matters arising

2.1 Band 6 adverts survey

The data were being collected for the Task and Finish group which has now finished its brief. The Main Committee felt that it would be useful to complete the collection for 2012 but not repeat it on a regular basis.

Action: members who have not completed the template should send the data to A Kemp by 31st October.

All members to send any comments on the usefulness of the data by the January meeting

2.2 Exit survey questionnaire

J Sowter is collating a set of core questions to be included in an ‘end of year’ questionnaire to be used by the group. The group agreed that they should focus on choices made by pre-registration trainee pharmacists regarding first destinations. The group accepted the suggestion that the question “How well did your university undergraduate course prepare you for pre-registration training?” should be included at the beginning of the draft document

2.3 Work Based Assessment (WBA) tools.

J Sowter reported that the next meeting of the Leeds group will take place on 17th October where the priority will be WBA of professional behaviour.

The assessment tool for professionalism will be used to define the underpinning principles in combination with a tool used with technicians to describe actual behaviours, plus the 360 feedback tool used on the diploma. The tool will be linked to the preregistration trainee performance standards and the GPhC Education standards. Once approved the tool will be used by all Tutors.

3. National Recruitment Scheme.

H Middleton circulated the report for the 1st round of recruitment for 2013 prior to the meeting. Key points are summarised in the report. Of note there was a 14.1% rise in applications. Further reports will be produced for each region after the second round and will include extra monitoring and reporting from the new functionality of the website. H Middleton proposes to organise a webinar to collate feedback and discuss any modifications for the website for the 2014 recruitment.

Invoicing schedule 2014.

The schedule will be brought forward using the indicative schedule from 2013. Invoices will be sent out in November 2012 to enable early printing of the booklet by December.

4. Report from the Main Committee

Minutes will be circulated.

4.1 Review of Pharmacy information on NHS careers. The main committee requested that PTPSG review the pre-registration section.

Action: G Shelton agreed to review the section and feedback to A Kemp.

4.2 MPET education and training tariff guidelines have been published.

The tariff is to support placements in 2ndry care.

PTPSG members to discuss the guidelines with local SHAs and feedback to the group to collate the local interpretations.

5. Pre-reg Outcome Survey and Destination survey 2012.

Interim data were collected in May for the Task and Finish group (which has since ended). The Main Committee want to publish the final data by the end of November 2012. Therefore final data must be submitted by the 5th November 2012.

The group discussed when the best time would be to collect the data in 2013.

It was agreed that the templates would be sent out in July with an alert in October to remind members to complete the data set by the 4th November, for publication later in November.

6. Study day programmes.

A Kemp has circulated the mapping document. She will revise the collated table if further comments are received.

J Gilbertson reported that the All Wales Management Committee is currently carrying out an exercise to map in-house training provision to the Performance standards and the GPhC Education Standards. The information will be shared with the group.

7. National Mock Examination – statistics.

The analysis from W Baqir will be reviewed.

H Badham agreed to help the review team. A new set of papers is required before April 2013 (London and NE groups have scheduled Mock Exam for April 2013).

Action: M Christou will prepare a briefing paper and feedback for the January meeting.

Any Other Business

GPhC: PTPSG members and tutors have identified a number of queries that have been put to GPhC since the manual has been replaced by information on the website-

- i. Guidance on Cross Sector experience has been removed from the Pre-registration Training Scheme (PRTS) requirements and the website. No reference is made to it although it is currently included on the final declaration (but may be removed.) Clarification is required but the date of the next Training Managers meeting has not yet been set.
- ii. Regional training plans may be submitted to aid training site approval but they are optional.
- iii. A joint tutoring arrangement should be made if the tutor does not work 28 hours over 4 days. It is important that the trainee is adequately supported if flexible tutoring arrangements are in place. The joint tutoring agreement form is not available on the GPhC website. A new form has to be completed each year for each new trainee and approved by GPhC.
- iv. The PRTS requirements currently state that a tutor may only have one trainee although it is common practice in hospitals for a tutor to have multiple trainees. GPhC have yet to clarify and confirm what is acceptable.
- v. Hospital trainees do not have to be directly supervised by the tutor.
- vi. A trainee may undertake training away from the main training base for longer than a week if it is included in the approved training plan.

Action: A Kemp to approach GPhC with the suggestion that a section on FAQs, such as those above, are included on the website.

A request was made for information on pharmacy input into medical undergraduate teaching in English trusts with details of any funding arrangements .

Action : all members respond directly to J Gilbertson.

Dates of Next meetings: 50 Eastbourne Terrace, Paddington

Monday 21st January 2013

Thursday 2nd May 2013

Wednesday 17th July 2013

**Tuesday 05 November 2013 (followed by Focus event
on 06 November)**