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Pre-registration Trainee Pharmacists Specialist (PTPSG) Group  
**Minutes of the Monday 14th July 2014**  
50 Eastbourne Terrace, London

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**Attending:** Alison Littlewood (secretary), Amanda Kemp (Chair), Julie Sowter, Gill Shelton, Maria Christou, Helen Middleton, Andrea Hollister, Helen Badham, Marc Miell, Roisin O'Hare, Rachel Stretch.

**Apologies:** Janet Gilbertson, Michele Sehwat, Jill McDonald, Helen Fawcett, Peter McKee.

**1. Minutes of meeting 22<sup>nd</sup> April 2014**

Amendments. Typo spelling of Webstar and amendment item 8 ii raised by J Sowter Minutes then accepted as an accurate record.

**2. Matters arising (not on agenda)**

a. Format of meetings –

23rd October 2014 the Main Committee will hold the morning meeting and in the afternoon discuss TOR and future planning. PTPSG **will not** hold a formal meeting on the afternoon of 23<sup>rd</sup> October

The Focus Event will be held on 24th October. All members of the Support groups are invited to attend the Focus Event.

The new Education learning outcomes will be released in September and it was suggested that this should be the subject of a webinar for PTPSG before the Main Committee meeting and the Focus event. This may link to progress on mapping in-house training provision to GPhC standards as per the preliminary document previously circulated to the group by J Gilbertson. (Minutes Thursday 2nd May 2013)

In addition the results of the consultation on student numbers will be released in 4-6 weeks and should also be discussed.

**Action:** PTPSG to hold Webinar Tuesday 14<sup>th</sup> October 2pm for 2-4pm

H. Middleton or M Miell to moderate the technology (WebEx or Events Centre).

Documents for discussion to be circulated in advance.

Normal agenda items to be followed by email

b. Follow-on from Francis report meeting - Shared area – update

A Kemp circulated a summary of what is on the website and what is loaded on to it. She informed the group how the platform can be used more effectively.

The announcements facility can alert members to new content and provide additional information with direct links.

Within the Wiki is a set of titles related to the 5 Francis themes. This has not been populated to date. Items can be uploaded to either Wiki or Blackboard.

It is important to demonstrate to HEE that the shared area is maintained and

resources made available to support the implementation and delivery of the Francis Themes.

Members suggested items that could be uploaded where no resources are currently on the site.

**Action:** - A Kemp to review items and co-ordinate new items. Request for log-in to be resent (MChristou).

Item to remain on the agenda to report updates on what has been captured.

c. 2012-13 cohort survey (GPhC) report

<http://www.pharmacyregulation.org/pre-registration-trainee-survey-2013>

Members discussed whether PTPSG need to acknowledge the report findings and ask the research team for further explanation of the data to give more meaningful information on hospital trainees .e.g. Ethnicity of cohort and areas where we need more detail and improvements in the report writing

Examples of issues identified that need to be addressed at a Regional level are:

Tutor/ Trainees relationships – good strategies for raising concerns

Exam syllabus inadequately covered – managing expectations.

The 2014 survey is to be distributed before the registration assessment results are released.

**Action:** Copy of 2013 survey to be recirculated round the group (*post meeting note the 2013 questionnaire was circulated*)



GPhC - 1 Placement  
Questionnaire - 5 Dec

**Action:** - J. Sowter will send round the report and members highlight areas where improvement could be made. A. Kemp to contact report writers with request for more clarification on hospital trainees.

**All:** Group to demonstrate how hospital trainee issues have/will be addressed for future feedback at the Training Managers Meeting. R. Stretch to collate comments. and list areas to respond to.

d. Reading School of Pharmacy's email regarding pre-reg. places for Malaysian MPharm students – update.

Several members were aware of the request and had been contacted. In addition to Reading School of Pharmacy, UEA and Nottingham wish to ring-fence pre-reg places for International MPharm students by offering NHS Trusts a payment each year for each student placed.

Enquires indicate that placement numbers are small and would not impact on NHS commissioned posts. Members receiving information on further developments will keep PTPSG apprised.

e. Accuracy Checking for P RTPs

J. Sowter circulated a table to be completed as a scoping exercise and as a focus for discussion summarised the responses to date

**Action:** A Littlewood to resend scoping documents and JSowter to collate further responses to circulate around the group.

- f. Minimum Annual leave  
Intended as an alert to PTPSG members. NO follow- up.

**3. National Recruitment Scheme update** HM

H Middleton previously circulated a paper outlining the predicted costs for the 2016 recruitment to the Main Committee. Key features of the paper and the costing were explained for the next three years

Each geographical area will need to provide confirmation in writing by July 31st to H Middleton that they accept the costs and the extension to the contract.

2015 recruitment – on track and going well

HEE VBR project.

VBR session suggested for topic at the Focus event.

The group discussed the need to develop a national VBR approach within the National Recruitment Scheme at the pre-shortlisting stage.

**Action:** Post Focus Event to set up a working group .

Other points

H. Middleton to circulate invitation from Robert Gordon University for careers fair..

RPS webinar - Being a Pre-Reg Tutor to be run on 18<sup>th</sup> September .

Performance of 'Black - African' candidates: June 2013 Registration Assessment.' Analysis of data discussed at Council meeting 12 June 2014 Item 8.

**4. Report from Main Committee (to be circulated)** Chair

**5. National Mock assessment papers – update and collation of results for QA** All

Mock Exam. Wasim to have data. Members to send when prepared.

Next set should be scenario based

[Andrea.hollister@nhs.net](mailto:Andrea.hollister@nhs.net)

**6. Pre-Reg outcome survey and destination survey 2014** AK

Exit Questionnaire. Core questions on reasons for leaving the NHS have been incorporated into the exit questionnaire

**Action:** Members to collate responses and send to J. Sowter when survey is completed.

Destination Data to be collected in early October after exam results released.

Columns will be the same as 2013-14 and will include Bank Posts.

The deadline will be November 2014.

**7. Policies and procedures equality and diversity, dignity and mutual respect, making a complaint and whistle blowing**

**Action:** Document from A Kemp to be shared on Wiki. Comments and amendments welcomed. **All**

M. Christou – to circulate a document adapted from Thames Valley LETB and share on Francis Wiki

**Action All:** Teaching in Francis Induction pack. Email to A Kemp by 22/07/14 ASAP

**8. A.O.B**

1. Deputy for group. Nominations requested
2. New Chair for group needed Oct 2014. Nominations requested – Amanda Kemp was warmly congratulated and thanked for her role to date
3. Training Base Approval Expiry  
Notifications now no longer sent by GPhC. They notify trainees that the Trust is not approved when they apply for the preregistration training scheme. Members to remind Trusts of the system
4. G.Shelton. Requested any support materials for a Training package on prioritisation and decision making for Electronic systems
5. Feedback on 2014 GPhC assessment  
A Kemp has shared ambiguous questions with D.Day

**Date and Time of future meetings: 1.30pm**

*50 Eastbourne Terrace, Paddington*

Webinar Tuesday 14<sup>th</sup> October 2pm for 2-4pm

To be confirmed following meetings format discussions

Wednesday 22<sup>nd</sup> October 2014

Focus event 23<sup>rd</sup> October 2014

The LPET rooms have been booked on the following dates for NHS PEDC meetings (and Specialist Groups) in 2015:

Monday 26 January 2015

Wednesday 15 April 2015

Wednesday 15 July 2015

Wednesday 07 October & Focus Event on Thursday 08 October 2015

These dates may need to be reviewed depending on the outcomes from the discussions about ToR and meetings management at the Focus Event