
**Pre-registration Trainee Pharmacists Specialist Group (PTPSG)
Minutes of the meeting held on Wednesday 13th July 2011
50 Eastbourne Terrace – London (1.30 pm)**

Present: Amanda Kemp (Chair), Andrea Hollister (Acting Secretary), Helen Middleton, Janet Gilbertson, Emma Wright, Julie Sowter, Rachel Stretch, Maria Christou

In attendance: Nicola Tyers (GPhC) 3.30-4.00pm,
Priya Rasanayagam and Phillip McShane (RPS) 4.00 -4.30pm

Apologies: Alison Littlewood (secretary), Helen Badham, Trevor Beswick

1. Minutes of the last meeting 3rd May 2011

Item 4, JG did not attend the meeting on behalf of the PTPSG.

2. Matters arising

The group discussed the issues surrounding the registration assessment and the new 'Training requirements' (which have replaced the byelaws), to discuss with Nicola Tyers later in the meeting

i. Full length Mock Exam by PTPSG

AH outlined the thoughts on how the group should produce a full length mock exam. The following was suggested:

- Each SHA region in England would be asked to produce 25 questions and answers each. This would allow for removal of any that were subsequently deemed unsuitable.
- Each region would be allocated the question topics and question types by AH in due course. If any region subsequently felt they were unable to find the expertise to write their questions, they should then contact AH for advice.
- Each region should pledge to return the questions to AH by 20th December.
- The SHA areas of South Central and Yorkshire and Humber would arrange for the testing of the questions locally, with a view to issuing the full length paper by Easter 2012.
- The full length mock would remain the intellectual property of the PTPSG, and the responsibility of invigilating and keeping the question papers safe would be the responsibility of the regional pre-registration training leads.

It was agreed that the question writing and the issue of the mock paper would not be for profit. Feedback would not be provided on a personal basis, however, the answers would be available to regions.

Action : AH to disseminate info and timescales on pulling together a full length mock exam.

ii. SoP Open Days

JMcD sent out a survey monkey questionnaire to the SHA regions to ask for information about the coverage of the NHS at SoP open days. JS noted that Huddersfield had been missed off. AH reported that all but 3 regions had responded. The general theme is that all SoP are covered. There was support for attending the BPSA conference from the group, but only if something different could be achieved. A suggestion was made that all promotional materials in the future could be put onto the pharmlife website. This would overcome the issue of other regions taking promotional material to open days, or trying to get SoP to put this info on VLEs. It was suggested that JMcD could ask what career info SoP's get and what they want, to inform what pharmlife could put on the website.

Action: JMcD to ask SoPs for what information their students would like to receive.

iii. BPSA Annual Conference 2012 -As above.

iv. OSCE Topics

The group are still compiling a list of OSCE topics from the regions. London stated they do not undertake OSCE assessments regionally.

Action: All to send OSCE lists

3. Report from Main Committee am meeting

Most group members attended the morning meeting. See minutes for full report or see AK at the end of the meeting for an update. One update given was that the Secretary of State for Health had asked for a full cost analysis to be undertaken for the work proposed by MPC WSI.

4. National Recruitment Scheme

The proposal to modernise the Pharmlife website was discussed by the main committee. The new website will be developed for the 2013 intake of pre-registration trainee pharmacists. Pharmlife will continue to charge an annual fee and will not charge an additional fee for development of the new website, this is because the new website will provide increased automation resulting in less staff time at Pharmlife to maintain they system. The main committee pledged to support the proposal provided there was clarification around the wording of the risks if regions were to pull out or the number of trainees were to reduce drastically, thus increasing the costs for others.

LPE&T need an e-mail from an authorised officer to pledge to support for the continuation of the scheme and the signing of the SLA with Webstar Health by 22nd July 2011. HM Will circulate detailed plan of the working group and updated project plan.

It was also proposed that the production of a full sized printed booklet be changed to a smaller booklet with key information only to reduce costs. This would also be much quicker to get into print and would be available earlier in the year for recruitment roadshows. The main committee and pre-registration committee agreed to this proposal.

Actions: Authorised officers to write to Susan Sanders to support signing of SLA by 22nd July 2011.

HM to circulate detailed plan of the working group and updated project plan.

Other points to note:

- Anonymous applications i.e. by code number rather than by name will not happen until the 2013 intake
- Some EU pharmacists who do not meet the criteria to register as a pharmacist in the UK are being asked by the GPhC to undertake pre-registration training between 6-12 months, with or without a registration assessment at the end. When applying through Pharmalife they are being asked to fill out an amended OSPAP form, so that they can apply through the system. They have to contact Pharmalife to register as they will be unable to register themselves. Info on how to do this is on the Pharmalife website.
- Immigration to be discussed at the next meeting.

5. Outcomes and destinations data

There have been some problems with the 2009-10 data collection, but it is now complete. We need to be quicker off the mark with this years data collection as the information is needed by the DOH to tie in with another report.

Action: All regional leads to complete and return interim figures to AK by 31st August for those that sat the June exam. The final figures will be required in Early November.

6. Pre-registration exit questionnaire

MC is trying to increase the data from last year to support a robust analysis of last years data. Group asked for the narrative to ensure that the themes from analysis were still relevant e.g. concern over lack of band 6 jobs this year was not evident last year.

A note that the password protected area of the PEDC website should used to put sensitive information on.

7. GPhC Education and Training Standards

This was not discussed due to the arrival of NT.

8. GPhC –Nicola Tyres in attendance

Nicola Tyres attended and several issues relating to pre-registration organisation were discussed. The group thanked NT and the pre-registration department for the update e-mails as they find them extremely useful.

i) Exam issues

An update on the exam issues will be released around the time of the publication of the results

ii) recording of evidence

The GPhC does not specify how evidence is recorded, but encourages the use of CPD plan and record system for at least some evidence in the portfolio.

iii) pre-registration scheme requirements document (which has replaced the byelaws)

These can be found in the Pre-registration Manual and also on the GPhC website at:

<http://www.pharmacyregulation.org/pdfs/preregistrationpharmacists/preregistrationschemerequirementsjune2011.pdf>

Clarification was given on the following points

- It is acceptable for hospital tutors to be responsible for more than one trainee at a time (re pre-registration training point 16, and pre-registration tutors point 5).
- In hospital trainees do not have to be directly supervised by their tutor 'on a regular basis'. It is acceptable for the trainee to be supervised by a designated pharmacist or technician (re pre-registration tutors point 7).
- Trusts can include training outside the main training site for longer than periods stated if this is agreed with the GPhC and is included in the training plan. Current training plans still stand and new training plans can be submitted at any time if needed (re pre-registration training point 17)

iv) Application to enter pre-reg scheme online forms

These forms no longer require the tutor to sign the form. The group was concerned that the trainee could fill in an incorrect tutor and start date which would need correction at a later date, or that a trainee could potentially start without the trust knowing whether the form has been completed and accepted by the GPhC. It was suggested that training managers could check if the form has been received by contacting the GPhC with a list of names.

v) Post meeting note -Alyson Winter will lead on prereg issues going forward

9. RPS - Priya Rasanayagam and Phillip McShane in attendance

Priya introduced herself as the RPS professional support specialist. This covers accreditation, career mentoring and CPD. These services are available to all members and associate members.

1. Accreditation is now available for educational events and the RPS logo can be used. There are standards and criteria that the event must meet and the RPS employs reviewers to oversee this process and will advise if amendments are needed. This service is also available to non members.
2. Mentoring support covers career progression and peer support . They are currently testing online matching for peer support and they are encouraging preregistration trainee pharmacists to get involved.
3. Career guidance materials were also mentioned

We highlighted problems with motivating preregistration trainee pharmacists to join the RPS because of their debts and suggested to Priya that membership should be free for preregs as a loss leader to encourage them to join once on the register.

Phillip McShane talked to the group about plans that the RPS has for a 2 day event on how to pass the registration exam. He also reminded the group of the availability of TP on Track revision questions for preregs.

His initial plan for the 2 day event was to cover topics which students find difficult and help them with their revision in those areas. He also want to cover exam tips. He was keen for members of the group to be involved in the development and delivery of the event. The group decided that they would have to consider their stance on whether this was something they we could support via the NHSPEDC. Phillip agreed to circulate an initial draft of his ideas to the group (embedded).

Action; members to contact AK with their thoughts on this.



RPS Event Proposal
Form Pre-reg.doc

Members of the group suggested the RPS consider linking up with CPPE and also provided information about current exam support via the UKCPA weekend School and the BPSA conference coverage of the exam.

Phillip said that there were plans are for the 2 day event to be sponsored to manage costs for the students.

Summary of Actions:

Action	Summary
1	<i>AH to disseminate info and timescales on pulling together a full length mock exam.</i>
2	<i>JMcD to ask SoPs for what information their students would like to receive.</i>
3	<i>All to send OSCE lists</i>
4	<i>Authorised officers to write to HM to support signing of SLA by 17th July 2011.</i>
5	<i>HM to circulate detailed plan of the working group and updated project plan</i>
6	<i>Authorised officers to write to Susan Sanders to support signing of SLA by 22nd July 2011.</i>
7	<i>All regional leads to complete and return interim outcomes and destination data to AK by 31st August.</i>
8	<i>Action; members to contact AK with their thoughts on our involvement with the RPS exam preparation event.</i>

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- **Dates of Next Meetings:** Monday 17th October & Tuesday 18th October 2011