
**Pre-registration Trainee Pharmacists Specialist (PTPSG) Group Meeting
Tuesday 17th April 2012, 50 Eastbourne Terrace, London**

Attending: A Kemp (Chair), Janet Gilbertson (Vice Chair), Helen Badham (acting secretary), Helen Middleton, Maria Christou, Rachel Stretch, Siobhan Burke-Adams, Margaret Allen, Jill McDonald, Gill Shelton and Helen Fawcett

Apologies: Alison Littlewood, Andrea Hollister, Julie Sowter

1: Minutes of last meeting 23rd January 2012

Confirmed as an accurate record

2: Matters arising (order of items discussed different to agenda due to member request)

2.1: National recruitment update from H Middleton

- Pharmalife phase 1 released 31st March.
- Some minor teething issues – Pharmalife team working through these issues (note one member of technical Pharmalife team off)
- Open day and interview dates to be released soon (Following the meeting HM has confirmed that this will be available the week beginning 7th May – hospitals and regional co-ordinators will be emailed instructions once this is available)
- On regional pages some information incorrect, e.g. total number of places for training available. This is because individual hospitals may have not entered a number or the correct number.

Action: Regional leads to check their number of trainees and chase hospitals as needed. H Middleton also to check which hospitals have not provided content and let regional leads know. (Following the meeting HM has confirmed that all except 5 hospitals have entered their numbers. Pharmalife are chasing this so **no action points** for regional co-ordinators)

- Issue reported regarding Pharmalife not being accessible on some (older) NHS web browsers.

Action: Regional leads to alert hospitals of possible issue and to request hospitals check Pharmalife functionality on their computers. If issue found let Pharmalife know directly to ensure issues may be corrected before short listing etc in September. (Following the meeting HM has raised this issue with Pharmalife. They have already done something to fix this issue so there shouldn't be a problem later in the year. The issue was because the CMS system for data entry

uses very new technology. The functionality for managing applications later in the year uses older technology so shouldn't be an issue. Therefore **no action needed** by regional leads).

- Question raised: Can regional pages can include documents? H Middleton directed group to the guidance given to hospitals regarding how to load up documents.
- Editing pages: Once Pharmalife publishes a page this cannot be edited by regional lead/hospital. Requests can be made to Pharmalife to enable editing to be switched back on so that hospital / regional lead can edit. NB: when page is being edited, no content will be visible to students.
- Ranking: Confirmed there is no national ranking provided. However a preference system will be in place for hospitals in Wales and the West Midlands.

Acceptance and rejection of prereg places: A Kemp, H Middleton, T Beswick working with CCA regarding how to manage offers. Outcome of webinar discussion: A single date for all organisations to adhere to for the first round is not workable. A guidance document for applicants, including information about how to accept an offer, what to do if an offer is made and you are waiting for another interview will be may help and is being produced. It is hoped this document would help manage expectations by students regarding the process and this would be ready for the 2012 interviews. H Middleton highlighted that students were aware of different organisations have differing dates and this had been discussed at the BPSA conference.

Action: HM will contact Ryan Hamilton (BPSA president) to discuss the guidance and the discussions on this at the BPSA conference

H Middleton to circulate the guidance for comment. NB: The deadline for comments to be returned will be short to ensure use this year.

- Immigration update: On 6th April 2012 tier 2 policy updated. This will affect the 2012 – 13 trainees. Updated FAQ's on Pharmalife website. Any additional questions regarding prereg visa's please contact Helen Middleton

2.2 Timing of interviews: This was previously raised by JS and discussed via email. Decided this is a local issue to be co-ordinated locally

3: Matters arising (not on agenda)

3.1: GPhC Trainers managers meeting:

A Kemp gave feedback from the meeting on behalf of notes received from J Sowter, H Fawcett, GPhC and Buttercups.

- Premises approval: Confusion over information given at meeting. H Badham added that subsequently had she had a conversation with Lisa Gilbert from the GPhC. NHS to fill out new form only if the hospitals training date is to expire soon. R Stretch highlighted

that new premises training approval form does not state maximum duration a trainee can spend in each area, also that each elements of the experience is linked to the performance standards and syllabus as part of the training plan.

- S Burke-Adams highlighted that a regional approach could be taken to training approval. South East coast may submit the regional training programme, which shows how each performance standard and area of the syllabus is linked to the regional programme for approval.
- Performance standards: Highlighted these are to be reviewed later this year with greater links made to the 5 year learning outcomes. The GPhC will send a discussion paper regarding potential changes.
- Error noted: the June exam deadline is the 18th May. No later entries will be accepted.

3.2: Prereg exit questionnaire

- Registration and outcome destination data: Importance of this data highlighted. Regional leads will be asked for data in July (interim data) and October, to be published along with other PEDC workforce reports in November. Accepted that some of the data may be “unknown” due to timing of data collection. Accepted that this could be updated if first destination later known - however avoid repeated data collection. Accepted that different regions collect this data at slightly different times, but aim for ‘actual’ data. Definition of terms used needs to be clarified further (e.g. unknown, lost to follow up, other)

Action: A Kemp to confirm the date that data required to ensure regional leads can plan to get most the accurate information. A Kemp to define terms used in table headings to aid accurate and consistent recording of information. A Kemp to remove ‘intention to return to NHS’ column as this is not ‘actual’ data and is difficult to find out.

- NHS exit survey: Decided by main committee this does not need to be collected each year. M Christou to provide summary and key messages from 2011/12 data. For 2012-13 cohort: local exit questionnaire to be used only. Merit of adding a further 5 key questions from national questionnaire to local questionnaire discussed but concluded timescale (as some regions no more training events and other regions have already printed their questionnaires), duplication of questions and issues with input of paper based responses hindered this approach. Felt greater benefit would be produced by investigating number of NHS hospital pharmacist band 6 posts advertised in region.

Action: M Christou to provide summary and key messages from 2011/12 data for PTPSG.

Action: A Kemp: to circulate a template to collect information on band 6 jobs: month advertised, hospital and number of posts. Regional leads to liaise with hospitals to collect this information from Jan 2012 – October 2012 as per local methods to collect this data.

4: HR procedures for summer placements

J Sowter requested and is collating information.

Action: J Sowter to circulate information to regional leads

5: Work based assessment tools

J Sowter collecting data on work based assessment tools with respect to preregistration

Action: J Sowter to circulate update on this project/need any input from group

6: Report from main committee

- Sue Ambler to send a letter to SHAs encouraging them to write to hospitals in support of advertising and appointing band 6 pharmacists in a timely manner. A copy of the letter has been requested to be circulated to the group for information.

Action: A Kemp/A Littlewood to circulate letter to PTPSG for information

- Discussions with CCA regarding integrated degree. CCA have produced a document containing some of the challenges and possible solutions (not for general circulation at this time). A similar document will be needed for the NHS to add clarity to how the NHS could meet the demands of an integrated training. T Beswick to be part of the NHS work group that will collate the information. A simulation exercise, with CCA and university input, looking at the practical implications will be timetabled in the future.

Action: Expressions of people to be part of the working team to produce the NHS document to contact T Beswick.

7: Study day programmes:

- A Kemp is reviewing and collating all the regions face to face training programmes. A Kemp is linking these to the GPhC examination syllabus. When complete, A Kemp will distribute information to show areas of core coverage and where differences are exposed. The document could be used as part of a course programme review and to inform SHAs.

Action: A Kemp to circulate final table to PTPSG. Expected this to be Mid May.

8: National mock exam paper

- A Kemp thanked A Hollister and others for their hard work to put together the paper.
- R Stretch gave feedback on experience of using 50% of the paper on 100 trainees in London. Some issues/inconsistencies identified. Highlighted that a further review is needed

Action: J McDonald and G Shelton to review the other half of the papers London have not tested for clinical accuracy. Edits to be made as appropriate and forwarded to M Christou to review the papers for readability. Revised paper to be re-circulated to PTPSG by 17th May.

- Governance issues: Security of paper discussed. Need highlighted to maintain security to ensure trainees do not see paper in advance and a 'true examination experience'. Highlighted that a regionally delivered mock exam was easier to control than when hospitals delivered the paper. Suggestions to improve the governance
 - Question papers collected once exam complete. Questions then given on power point when questions are reviewed (rather than hand the papers back)
 - Papers individually numbered to ensure can check all returned
 - Explain reason for the security need to trainees. Relate misconduct to GPhC standards as appropriate
 - Hospitals are requested to send back the papers to the regional lead exam after the test taken place
 - Ensure hospital contacts are aware of the need for security
 - Add red box on front of paper highlighting the terms of use*
 - Add a copyright statement on the footer/header of each page to deter photocopying/photographs*

Action: M Christou to add text (annotated with* above) to revised paper as part of the review. Locally regional leads to manage as appropriate

9: Problems with Pfizer sponsoring the project awards 2013

Attendees at meeting not aware of issues

Action: J Sowter to circulate concerns to PTPSG via email

10: Any other business

- Freedom of information (FOI) requests: A Kemp highlighted recent FOI request about prereg places and the misunderstandings of the process for responding to FOI requests by some trusts. A Kemp is going to explore the purpose behind the request further as it was believed it may be linked with a student research project.

If this is correct, A Kemp will highlight the need to put this data into context and the issues with using FOI to collect this sort of data, i.e. unable to go into personal files, need to maintain confidentiality, amount of work generated etc.

Action: A Kemp to feedback to PTPSG any findings as appropriate.

Dates of Next Meetings: *50 Eastbourne Terrace, Paddington*

Monday 16 July 2012 Wednesday 10 & Thursday 11 October 2012
--