
Pre-registration Trainee Pharmacists Specialist (PTPSG) Group Meeting
Minutes of the meeting Tuesday 22nd April 2014,
50 Eastbourne Terrace, London

Attending: Jill McDonald, (Acting Chair), A Littlewood (Secretary) H Middleton, Helen Badham, Margaret Allan, Marc Miell, Gill Shelton, Rachel Stretch, Michelle Sehrawat, , Helen Fawcett, Rachel Kenward, Julie Sowter

Apologies: A Kemp, Maria Christou, A Hollister, Roisin O'Hare

1. Minutes of meeting 7th January 2014.

Amendments made to Item 3. Minutes accepted as an accurate record

2. Matters arising. (Not on agenda)

2.1 Format of meetings

Feedback from members showed there was no consensus of opinion on format and number of meetings. At the Main committee G Fleming reported that a LETB Pharmacy Leads Group (England only) has been created and has had one meeting so far. The Main committee agreed there should be no immediate decision to change the format of their meetings and no major changes made to the Main Committee's ToR until the role of this new Group is better understood.

The Main committee will meet in October in the morning and plan to organise the Focus Event in the afternoon

After discussion it was agreed PTPSG will try a virtual meeting in October with a preference for a webinar as opposed to a teleconference. This will be appropriate to discuss the September 2014 GPhC Consultation launch on the new learning outcomes.

H Middleton offered webinar technology. PTPSG members may attend the Focus event

Action: Agenda item - The date of webinar to be picked at the July meeting.

2.2 Follow-on from Francis report meeting

Shared area – M. Sehrawat demonstrated the site and how to upload a file (from Build content).

Action: Members to request user names and passwords from A. Kemp or M. Sehrawat if they have not been received.

HEE supported the original event and want to see the outcomes of the meeting e.g. the site, how it is used, what is loaded on the site. It may be useful to ask local tutors where they fit the themes into the on-site workplace training.

Action: To continue Wiki

Members try to upload 1 item or make a note/ announcement to send to all the group . Look at Regional mapping – M. Miell to share his version (could be loaded to Wiki)

Next meeting agenda item to update on progress and report back to J. Flint

Keep as standing agenda item.

2.3 Training Managers Meeting Tuesday 11th March 2014

R. Stretch had previously circulated her notes from the day. GPhC have also circulated summary notes, examples of letters to be sent to trainees and the Spring bulletin.



Notes from the
Training Managers Me

Key points of note were:

- the location of the registration assessment venues
- GPhC move to Canary Wharf in September 2014 and trainees should ensure that all correspondence goes to the correct address
- There will be a second set of guidance based on the education and training of tutors
Monitoring of compliance with the first set of guidance is planned to be integrated into the new inspection model
- GPhC's review of the new standards for E&T and associated timescales as reported to Council April 10th 2014
<http://www.pharmacyregulation.org/council-meeting-10-april-2014>

2.4 2012-13 cohort GPhC survey

A brief summary was reported at the Training Managers meeting, a full report is awaited.

2.5 Employability, Recruitment article.

Written and submitted to Tomorrow's Pharmacist. To be published August 2014.

Action: For circulation when published and a link on Pharmed website.

3. **National Recruitment Scheme update.** H. Middleton.

The Main Committee discussed the renewal of the SLA with Webstar Health and agreed to extend it for 3 years as the most cost-effective option. It will be discussed further at the LETB leads meeting in order to seek approval of the DEQs to commit to the 3 year extension. Costs will be determined by the July meeting.

Incorporation of values based recruitment (VBR) was discussed. H Middleton gave a brief summary of the presentation at UKCPA/GHP April 2014 conference by Jan Zietara that gave an update on developments since she spoke to the Focus Event in November 2013.

By October 2014 national VBR framework and a suite of tools will be available.

Post meeting note. H Middleton has uploaded to the Post Francis Wiki her notes on the VBR presentation from the UKCPA/GHP conference in April 2014 - the presentation isn't available yet but will be uploaded too. Also uploaded the VBR presentation from NHS PEDC in October 2013.

Action: Invite update from Jan Zietara for July meeting.

Discuss at Focus Event the framework released in Oct 2014.

Take steer from HEE LETB meeting next week.

4. **Report from Main Committee**

Jill McDonald

Main Report to be circulated. Points already summarised in previous items

NHS Pharmacy Establishment and Vacancy Survey 2014 - HEE have agreed to support the Survey for one last year. In future the data will be taken from ESR and, therefore, it is essential to ensure its accuracy.

5. National Mock assessment papers – update

All papers have been sent out. Trainees in NE and London will sit the papers first and feedback any problems.

6. Pre-Reg outcome survey and destinations survey 2014

A.Kemp to circulate updated data collection form for October 2014

Regional Exit questionnaire will incorporate core questions worked up by J. Sowter.

Action: J Sowter to recirculate the questions round the group.

7. iPad and Smartphone use by trainees during training sessions

R. Stretch

The group discussed the acceptability of the use of tablets and phones during study sessions.

Guidance is to make clear rules as to when and where their use is appropriate at the start of the programmes.

8. Reading school of Pharmacy's email regarding pre-reg. places for Malaysian Mpharm students.

R. Stretch enquired whether members had received the message.

Action: – members to carry out a straw poll in their local area to enquire if Trusts have been approached and feedback at July meeting.

AOB

i. Revision support

A Kemp had circulated a draft Registration Syllabus Planner produced by RPS with useful web and text links. Members discussed the document and agreed to send comments but not to contribute to the content as interpretation can only come from GPhC and RPS are not in charge of syllabus.

ii Accuracy Checking training for PTPs

JS requested information on the status of this training in other regions

M. Sehwat and A. Littlewood reported on PACE and will circulate the documents.

Action: J Sowter to devise a table for members to send round local Trusts and report back in July.

ii Minimal Annual Leave

J Sowter described a situation where a trainee has wanted to take annual leave to cover a period of sickness in order to avoid having to extend the period of training. HR department had said this was not allowed as employees had to take a minimum annual leave of 20 days .

Members were not aware of this interpretation.

Action: members to check with Tutors and local HR departments to clarify and feedback at the next meeting.

Date and Time of future meetings: 1.30pm

50 Eastbourne Terrace, Paddington

Monday 14 July 2014

Wednesday 22nd/23rd October 2014