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**Pre-registration Trainee Pharmacists Specialist (PTPSG) Group Meeting  
Monday 23<sup>rd</sup> January 2012, 50 Eastbourne Terrace, London**

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**Attending:** A Kemp (Chair), Janet Gilbertson (Vice Chair), Alison Littlewood (Secretary), Helen Middleton, Maria Christou, Julie Sowter, Rachel Stretch, Siobhan Burke-Adams, Margaret Allen, Jill McDonald, Helen Badham. Gill Shelton

**Apologies:** Gail Fleming, Ann Watson, Andrea Hollister, Emma Wright, Helen Fawcett

**Invited** - Michael Bonne RPS. Networks Development Manager

M Bonne gave a brief presentation about the Royal Pharmaceutical Society (RPS) Pre Reg Trainee Pharmacist (PTP) tutors Group which was launched in late 2011. (See embedded documents)

He gave an overview of services RPS can offer to PTPs and tutor members.



Pre-registration  
Tutors Group- 20-01



Prereg recruitment  
flyer - FINAL ARTWO

Tutors members can notify RPS of their role to be included in the group and access the services. The aim is to enable meetings and discussion of key topics between tutors. RPS will use the conversation topics to develop guidance.

In 2012 it is planned that on-line communities will be developed, with a portfolio of support and guidance.

A question was raised about confidentiality and sensitive issues being posted that could identify individuals.

Discussion took place on the process for validation of pharmacist's requests to join the group.

A question was raised about PTP membership and if reasons for joining are explored by RPS to promote to new pre-regs.

A question was raised whether CSE facilitation could be run by RPS

M. Bonne agreed to take back the points raised and develop them further.

**1. Minutes of last meeting 17<sup>th</sup> October 2011**

Confirmed as an accurate record

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

**2. 1. GPhC Training Managers Meeting 13<sup>th</sup> October 2011**

Unofficial notes have been circulated by A. Kemp. At this point no notes had been circulated from GPhC and no notification of a date for a follow-up meeting had been made.

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*Subsequent to the meeting notes were circulated by GPhC and a meeting is scheduled for 8<sup>th</sup> March*

## **2.2 Pre-Reg Exit Questionnaire.**

M. Christou attended a meeting to discuss the reports and the previously titled 'National Report' was renamed Data summary.

M. Christou has produced a summary report to send to PTPSG that does not include Regional data. The Main committee have discussed the reports extensively. The Data Summary is not for distribution but will be put on website subject to approval by all PTPSG members.

The group discussed how the information might be used.

It was suggested that it be put on the agenda for the April meeting for further discussion.

Members agreed to wait for the Main committee decision in April concerning collecting Band 6 data.

**Action:** M. Christou to distribute both reports to PTPSG. PTPSG to look at paper and suggest how it is used and how often to repeat it.

## **2.3 HR procedures for Summer placements**

J Sowter reported that HR departments had not highlighted any issues, but improvements could be made in practice around clarity and openness.

**Action:** J Sowter will collate the responses she has received and circulate them.

## **2.4 Work based assessment tools**

J. Sowter noted that diploma students are assessed in the workplace with specific Assessments for Learning in Practice (ALP) and it would be useful to look at the tools to see if they would be valuable for assessment of PTPs and to prepare them for future diploma assessments

**Action:** Members to email to J. Sowter what ALPs they use.

## **3 Report from Main Committee**

Several topics had already been included on the agenda.

In addition a Working party has been set up to get the NHS perspective on MPC prior to a test simulation by Sue Ambler. Members are A Kemp, S Sanders, R Cheeseman, P, Taylor, R Fitzpatrick and J Gilbertson. A document will be sent out from the working party for comment.

CCA have also produced a document on MPC. (to be circulated)

**Action:** April meeting discussion on future developments.

## **4 National Recruitment Scheme –**

### **4.1 Update** on new website

H Middleton reported that the development schedule is 1 month behind. It was anticipated that in early February hospitals and regional leads will be able to upload their information.

H Middleton will send a template to guide hospitals how to do this and what to include in their entry on-line Regional leads will have to prompt individual sites to upload their information in good time.

Members agreed that the “go-live” date would be by the end of March and to inform Trusts and SoPs in the interim.

Booklets would be sent out by 10<sup>th</sup> Feb. Any members with early road shows to notify H Middleton to obtain advance copies.

#### **4.2 Feedback on webinar with community pharmacy employers hosted by CCA**

H Middleton, A Kemp and T Beswick participated in this.

Representation was good from many employers. It became apparent that recruitment practises are not known by different employers. It was determined that reports of employers pressurising applicants to take up offers in the 2012 recruitment round was not company policy and should not have happened.

Two pieces of work resulted from the webinar – a paper detailing what would be included in a national recruitment system from the NHS perspective and a similar paper produced by the CCA for community recruitment. The draft paper was discussed at the Main meeting and changes will be made prior to circulation for the CCA meeting on 24<sup>th</sup> Jan. BPSA could have a role but need to be approached.

S Ambler had informed the Main meeting that early in 2012 there are plans to run a simulation exercise for organising the placements of a 5 year MPharm course.

The group discussed the suitability of having criteria for selection as opposed to a person specification included in the draft, H. Middleton noted comments and will incorporate them.

Ranking was discussed, based on responses to H Middleton, a poll of PTPSG showed that the majority of regions did not want ranking.

Members agreed to adopt no ranking with the exception of Wales where the system will be adapted to suit their panel interview system.

**Action:** H. Badham offered to share her document that is used to determine candidate preference at panel interviews. Regional leads who carry out panel interviews to share the processes they use.

The \* sign to indicate which hospitals have large numbers of applicants will no longer be used. The Regional page will be able to upload documents to give extra information to applicants.

## **5 Study Day Programmes**

A. Kemp has responses from several members. She is preparing a document to compare topics that are common and those that differ between regions mapped to the GPhC syllabus.

**6. Progress on National Mock Exam**

A Hollister and J Sowter are putting the papers together. Thanks were noted to A Hollister for her work on collation of the papers.

The process should be complete by end of March. Sufficient questions for two papers have been written but additional questions may be required. M Christou to arrange formatting.

A Hollister requested that rationales be provided for all questions

Members agreed that there need to be a clear QA process for the exam. It should be checked against GPhC matrix and piloted with a small sample of band 6s.

*Subsequent to the meeting GPhC declined to provide a matrix*

**Action:** Members to put names forward

**7. Any Other Business – Secretary required for April.**

**H Badham agreed to act as secretary**

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

Tuesday 17 April 2012  
Monday 16 July 2012  
Wednesday 10 & Thursday 11 October 2012