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**Pre-registration Trainee Pharmacists Specialist (PTPSG) Group Meeting**  
**Unconfirmed minutes of the meeting Tuesday 7<sup>th</sup> January 2014,**  
**50 Eastbourne Terrace, London**

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**Attending:** A Kemp (Chair), A Littlewood (Secretary), A Hollister, H Middleton, Jill McDonald, Helen Badham, Margaret Allan, Marc Miell, Roisin O'Hare, Gill Shelton, Rachel Stretch, Michelle Sehrawat, Maria Christou, Helen Fawcett. (Rachel Kenward for HEE costing item.)

**Apologies:** Lisa Gilbert (GPhC), Julie Sowter

**Invited:** Sarah Purdy GPhC

**Q&A session - Sarah Purdy**

**Update:** A date has been set for the Training Managers meeting - 11<sup>th</sup> March 2014.

Members attending should respond to the invitation by 5<sup>th</sup> Feb. Agenda to follow.

New I.T. system will be implemented at GPhC in due course to improve communications via contact lists.

**Question** – New Tutor Guidance. Is there an update?

**Response** – Due to be published by the Education and Policy team in late January 2014. It will be included in the communications to Tutors and trainees for the next cohort in the welcome pack.

The learning contract will be updated to include a declaration to adhere to Tutor guidance.

**Qu** - Cohort survey in November. When will results and breakdown be released?

**R** - It was an anonymous survey so themes will be fed back to Tutors and published in Regulate.

**Qu** Will GPhC request feedback on an annual basis for each cohort?

**R** – not known.

Request for copy of survey questions made by A Kemp.

Paul Stern is the GPhC contact for further information.

**Qu**- changes to NICE funding of BNF March release?

**R** -GPhC raised the issues but circumstances cannot be changed. A March issue will be printed and trainees will have to purchase a copy. RPS members can get 50% discount.

**Qu**- Will GPhc change strategy for 2015 exam?

**R**- In the long term the electronic version is a potential resource for the future.

**Qu**- Future GPhC projects - Anything in the pipeline?

**R** - Update on-line manual – agenda item for Training Managers Meeting. Members to make suggestions to S Purdy directly.

**Qu** New standards for initial education of pharmacists – they have been written but when will they be implemented?

**R** –They cannot be implemented until HEE sanctions the integrated 5 year programmes.

**Qu-** Joint tutoring forms and the learning contracts – is there an official set of forms that have to be signed individually by both parties or is a single form/letter acceptable for both?

**R -** There should be a Joint tutoring form on the website. Signed forms and learning contracts from both tutors need to be submitted.

S Purdy will check and share with the group.

**Qu -** Registration assessment seminars – presentations and paperwork – post-event when will they be shared? – Naomi Morgan is the GPhC contact for further information.

**Qu-** SoP representatives invited to the sessions – why was this arranged?

**R -**To familiarize them with the format and the style of the registration MCQ questions so they can be incorporated into undergraduate assessments.

**Qu-** What is the best way for PTPSG to link with GPhC in future?

**Qu -** Do we need links c Education Team?

**Qu -** Would regular Webinars from Customer Services and Education Team **be possible?**

**R** Facilitators are willing to attend if available but many questions sit with the Education Team. Key communications are sent promptly.

Other options could be discussed at Training Managers meeting.

### **Changed agenda order**

#### **HEE Cost collection exercise – discussion**

R Kenward raised concerns on the robustness of data submitted with noted differences in costing and detail in her region. Individual Trusts are making returns to the LETB in different ways. S Purdy commented that Library Knowledge Services – are doing a collaborative costing which may be useful.

**Action:** Group to establish what has been sent in locally and share after the January submission.

A Kemp to suggest to G Fleming for Task and Finish project.

**Agenda item April**

#### **1. Minutes of meeting 5<sup>th</sup> November 2013.**

Minutes accepted as an accurate record

#### **2. Matters arising. (Not on agenda)**

##### **2.1 Francis report follow up – also reported to Main Committee (A Kemp)**

The outcomes from the October Event have been organised into the five Francis themes. To facilitate progress with this work A Kemp is currently organising access to the use of a wiki website (Blackboard) to enable members to update live documents. Once active, members can populate the repository with documents and update the Wiki. Will need to identify areas that members wish to develop further or share best practice

**Action:** If not already done - members to send details to A Kemp for processing to get a password. User instructions will be circulated. Set-up will be completed by beginning of February.

- 2.2 Article - Tomorrows Pharmacist – Employability, Pre-Reg Recruitment in England and Wales to be written by March 2013. Writing team - G Shelton, J McDonald, J Whittam. HEE will give future steer on Values Based Recruitment as national projects are ongoing.**

2.3 GPhC Assessment meeting – nothing further.  
Notes to be requested from P Stern [A Kemp]

**3. National Recruitment Scheme update.**

Papers circulated prior to meeting – Changes to key areas in application forms. H Middleton gave background to the proposed changes to the profile questions. Updated questions had been developed by webinar by a small working group.. H Middleton led the discussion, recorded amendments and group agreement on key issues to take back and action.

Qu1/ 'NHS Constitution' to be updated to include Wales Pharmacy or non-pharmacy answers - **Yes. No Prompt.**

Qu 2/ Amendments accepted.

Qu3/ Merged and reworked team working/ organisational skills.

Amendments accepted.

Previous Employment/ Work Experience/ Placements.

Changes accepted.

Qu4 unchanged. Qu5/ Accepted.

FAQs will be produced to direct short-listers to the changes made with a presentation to explain the changes

Changes to NHS Employment Checks – *paper circulated.*

CRB legislation changes – some old minor convictions or cautions do not need to be declared. Current question on application form is no longer suitable and so it will not be included in Pharmalife application or academic reference form. We need to have the same questions as NHS Jobs but the new questions will not be updated until 'NHS Jobs 2' is launched in March 2014. A decision was made to launch the Pharmalife website for registration in March 2014 but not to allow students to make applications until a later date. After the launch of NHS Jobs 2 we can update our website with new criminal records questions and then make it live for applications.

Booklets have been distributed to Universities for 2015 applicants.

Presentation for roadshows will be updated and sent out but some screen shots will be missing.

Trusts will be requested to update their details in Jan/Feb and Regions thereafter.

**5. National Mock assessment papers - update**

A Littlewood reported the update is ongoing. Questions from 2013 paper have been mapped to the syllabus and gaps identified. Statistically poor questions have been reviewed and new questions will be sourced to fill those removed. On target for end of February 2013.

Action: Members who agreed to participate to send new questions.

**6. Pre-Reg outcome survey and destinations survey**

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It was noted that some data are incorrect. A Kemp to revisit and check resent data. Then final circulation .  
New column for Bank contracts included and to be retained for future collections.

#### 7. Terms of Reference Format of meetings

At the October 2013 Focus Event it was agreed to discuss options for Main Groups and Specialist Groups.

A Kemp gave background to the morning Main group discussions (see minutes)

- *Specialist groups to consider how often they need to meet, format of meeting etc and feedback to G Fleming.*
- *G Fleming to prepare an options paper and circulate to members for comment. Format to be agreed at next meeting.*

PTPSG need to give feedback on a number of options suggested:

Purpose of meeting – needs to be well managed. Single topics with clear agenda.

Face to face meetings -reduced frequency of face to face meeting – if so how often?

Possibly one week after Main Committee meeting by Webinar to give opportunity to identify topics and work on items raised.

Task and Finish Groups.

**Action:** members to send their views and suggestions to A Kemp and G Fleming.

Possible trial of Webex in Feb/ March? HMiddleton offered to schedule and co-ordinate on a mutually acceptable date

To discuss Francis meeting?

To discuss costing exercise.

April meeting to be held as usual

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

*50 Eastbourne Terrace, Paddington*

Tuesday 22<sup>nd</sup> April 2013- **please note change from original date of April 15<sup>th</sup>**

Monday 14 July 2014

Wednesday 22nd/23rd October 2014