

## MAIN COMMITTEE

### Confirmed Minutes of the meeting held on Wednesday 13<sup>th</sup> January 2010 50 Eastbourne Terrace, Paddington, London

**Present:**

**Main Committee Members:** Susan Sanders (Acting Chair), Helen Fawcett (Secretary), Sue Ambler, Trevor Beswick, Siobhan Burke-Adams (from item 5), Maria Christou, Vanessa Eggerdon, Chris John, Amanda Kemp, Jill McDonald, Helen Middleton, Laura O'Loan, Julie Sowter.

**Apologies:** Andrew Campbell, Michelle Cossey, Chris Cutts, Gail Fleming, Andrea Hollister, Janet Gilbertson, Robert McCartney, Clive Moss-Barclay, Roisin O'Hare, Alison Sampson, Catherine Savage.

Due to the absence of C Moss-Barclay the meeting was chaired by S Sanders.

1. **Minutes of the last meeting: 19<sup>th</sup> October 09**

Minutes accepted as accurate.

2. **Matters arising**

**2.1 – Annual Report 2008 - 2009**

S Sanders stated that the draft Annual Report (September 08 – August 09) was circulated prior to the meeting. A few minor amendments were suggested and agreed. The Annual Report was then approved.

***Action:** H Fawcett to make the suggested amendments to the Annual Report and then request that C Moss-Barclay circulates it to the contacts on the distribution list.*

**2.2 - Templates for exploring the costs involved in training**

S Sanders stated that she had circulated the templates for exploring the costs involved in training to members. She also reported that Medical Education England (MEE) had held a meeting to discuss MPET funding but discussions were at the preliminary stages. Nick Barber (MEE) had promised to keep her informed.

**2.3 – Members Area - website**

The updated Committee's procedures and formal documentation had previously been circulated to members for comment. A few amendments were suggested and agreed. It was not known whether the 'members' area on the website was available.

***Action:** H Fawcett to make the amendments to the procedures (including the removal of the 'buddy' procedure, and to discuss with C Moss-Barclay about the availability of the "members' area" on the website). Details of access to be circulated to members.*

**2.4 – WAPPIG/PMEG Pharmacist Task Group – report and presentation**

S Sanders confirmed that the report and presentation had been circulated to members.

Also under the agenda item of Matters Arising, S Sanders informed the Committee that she had attended a meeting of the NHS Information Centre's Workforce Information Review Group (WIRG) on 17 December, at which she highlighted the need for greater clarity of codes for HR staff to use in reporting pharmacist, pre-registration trainee pharmacist, pharmacy technician, pre-registration trainee pharmacy technician and pharmacy assistant posts. Tony Overd from

NHS South West expressed an interest and volunteered to pick up the action point. S Sanders has briefed T Beswick accordingly and they are meeting on 18 February.

S Sanders will meet with Ian Bullard at the NHS Information Centre on 15 February to discuss the proposed Health Service Journal article on the differences between our two surveys and the importance of good quality workforce data.

**3. Appointment of Chair and Vice-Chair**

H Fawcett reported that only one nomination for Chair (Trevor Beswick) had been received and no nominations for Vice-Chair. The Committee agreed to the appointment of Trevor Beswick to the post of Chair to start in April. As there were no nominations for Vice-Chair it was agreed to defer this until the next meeting.

On behalf of the Committee S Sanders formally thanked C Moss-Barclay for his contribution over the past two years and thanked T Beswick for accepting the post of Chair.

*Action: H Fawcett to email members asking for nominations for Vice-Chair.*

**4. National Recruitment Scheme for Pre-registration Trainee Pharmacists in the NHS**

A report providing an update on the Scheme was previously circulated by H Middleton.

H Middleton confirmed that C Moss-Barclay had prepared a brief about the Scheme.

*Action: H Middleton to check with C Moss-Barclay whether the brief on the scheme (with a link to the full report on the website) has been circulated to the contacts on the distribution list.*

H Middleton also reported that a paper on why NHS Jobs was unsuitable for the recruitment of pre-registration trainee pharmacists had been prepared and had been circulated to members. It was also available on the Committees' website. She stated that discussions about the codes used on the Pharmalife website were ongoing.

H Middleton informed members that due to the increase in number of pre-registration trainee pharmacist posts in 2010 being advertised that the cost per advertised post will be reduced to £116.95. Invoices will be sent out shortly.

T Beswick asked if there was any up to date information on the number of commissioned pre-registration pharmacist posts that had been filled.

*Action: A Kemp to email each region in England to identify how many places have been filled for the 2010 cohort, and if there are places still available, the reasons why they were not filled. Information to be forwarded to A Snowdon (Task and Finish Group)*

S Sanders reported that the Task and Finish Group were due to reconvene in February to discuss outstanding issues.

**5. Research into the retention of band 6 and 7 pharmacists**

At the last meeting members had agreed to forward ideas to C Moss-Barclay on how the Committee can progress with undertaking research on the retention of pre-registration trainees and band 6/7 pharmacists. It was identified that many regions were undertaking work looking at how recruitment and retention could be improved but it was necessary to address this nationally. It was agreed that a small working group would be set up to look at what work this Committee needs to undertake strategically and nationally.

**Action:**

- *Members to email T Beswick with existing regional surveys looking at recruitment and retention, and to suggest what questions need to be answered (Deadline date to be set by T Beswick).*
- *T Beswick to convene a small working group (including volunteers from the Specialist Groups) to identify what data need to be captured on an annual basis.*

**6. Update from the October Focus Event**

**2009/2010 Work Programme**

Work programme was previously circulated by T Beswick. He stated that he intended to amend the programme to include 'risk of failure' by highlighting work areas as red, amber or green.

J Sowter asked if item 1.5 on the work programme 'Explore issues around succession planning for specialist and senior posts' was a national or local issue. Following a discussion it was identified that some regions have problems recruiting to senior posts. Some regions already have, or are developing support programmes for those staff aspiring to be senior managers.

**Action:** *Members to identify if succession planning for specialist and senior posts is an issue, in order to inform discussions at the next meeting about whether item 1.5 needs taking forward nationally.*

**QIPP Project**

A report on the QIPP project was previously circulated prior to the meeting. T Beswick highlighted the main points in the report. Following a discussion a number of action points were agreed.

**Action:**

- *Members to email T Beswick by end of January information on what the Committee has already achieved in supporting QIPP, and any additional areas/developments that could be included. T Beswick to amend the report to include this information and send to Martin Stephens.*
- *Working Group to set action plan.*

**7. Developments in Pharmacist Post Graduate Education**

J Sowter reported on work that was being undertaken on a collaborative approach in NHS Yorkshire and the Humber to look at how pharmacy career progression can be supported, which meets the needs of patients, and improves efficiency of commissioning education.

A number of 'Harmonisation undertaking groups' have been set up to look at, for example:

- Harmonisation of learning outcomes at general level
- Harmonisation of learning outcomes at advanced level
- Harmonisation of work-based assessment
- Infrastructure and funding to support a collaborative approach

The University of Leeds is developing a multi-professional advanced practitioner programme and multi-professional doctorate for 2011.

A discussion was held on what other regions were doing.

**Action:** *J Sowter to request and collate information on developments in pharmacist post-graduate education and circulate to members.*

**8. The Operating Framework**

The Operating Framework was circulated to members prior to the meeting by T Beswick with special reference made to section 3.56 – 3.58, which relates to a defined 'national tariff' for pre-registration places. T Beswick expressed his concern that if the national tariff was more than SHAs are currently funding then this could potentially result in fewer commissioned places in the future. It is not known what the Tariff will include or how it will be worked out.

**Action:** T Beswick to raise concerns about the national tariff with the Task & Finish Group

S Burke-Adams reported that a new contract monitoring document has been published. Only a few members were aware of this document. A Kemp made members aware of two documents recently published:

- Non-medical Pre-registration Education Contract Performance Management
- Education Commissioning for Quality

**Action:** A Kemp to email H Fawcett with details on how to access the new documents

**9. Medical Education England – Modernising Pharmacy Careers Programme Board**

S Sanders reported that six places were available for members to attend the MPC Stakeholder Group meeting to discuss the integration of the pre-registration year with the undergraduate programme on Monday 18 January. The Committee members attending would be C Moss-Barclay, A Kemp, A Campbell, M Christou, Rachel Stretch, and Gail Fleming. In addition, Andrea Hollister will attend on behalf of the SHA Pharmaceutical Adviser for South Central. S Sanders, on behalf of S Ambler who had left the meeting, apologised over the confusion of the invites and stated that communication in future will be clearer.

A discussion was held about the Committee's position in anticipation of the meeting. It was agreed that the Committee is supportive of ensuring that education & training processes are in place to produce the required standards of a newly-qualified pharmacist. It was noted that the meeting will be discussing all aspects of education & training up to the point of registration. The Committee is supportive of a review of education & training processes required to achieve this objective, whilst taking into account other issues such as NHS education commissioning processes, issues relating to infrastructure, quality of the education and training experiences in a variety of contexts/environments, issues relating to employers' ability to select those training in their workplace, employers' receipt of salary contributions and training resource implications for employers (funding, human and physical), resource implications for a longer periods of training for the students themselves.

T Beswick reported on the workstreams of the MPC.

- Training up to registration – this work-stream is progressing well. The Institute of Education in London was approached to identify the best approach to prepare a 'day one pharmacist'. They advised that a 4 year degree and one year preregistration year was probably not the best method. A number of different approaches have been looked at, which will be discussed at the Stakeholder meeting.  
As there is no current link between commissioning of undergraduate training and pre-registration places; a business case will need to be submitted urgently for funding.
- Post-registration – work has slowed down
- Workforce information/awareness – little progress with this workstream

T Beswick reported that MEE is looking at the impact of European Working Time Directive (EWTD) on training (including pharmacy). He asked members if they thought EWTD would have a negative impact on pharmacy training. Members identified that if EWTD only affected

contracted employed hours and not work carried out at home, then this shouldn't be a problem.

**10. Professional Leadership Body**

**Project to look at training and support for pre-registration tutors and pre-registration trainee pharmacists**

M Christou reported on a meeting that she had attended on the 12<sup>th</sup> January to discuss what training and support would be provided for pre-registration tutors and pre-registration trainee pharmacists. She had given a presentation at the meeting to describe the role of this Committee.

**Action:** M Christou to send H Fawcett a copy of the presentations and notes for circulation to members.

**11. General Pharmaceutical Council**

A Kemp reported that the Committee's response to the GPhC's Standards had been sent off. The Pre-registration Trainee Pharmacists Specialist Group would be discussing the Education Standards at their next meeting.

**Action:** A Kemp to forward H Fawcett the final response to the GPhC's Standards for circulation to members.

**12. Fit For The Future Working Group**

J Sowter reported that the work of this Group was completed. Agreed to remove this standing agenda item.

**13. CPD Update**

A report providing an update on CPD had been circulated by H Middleton prior to the meeting.

**14. Pre-registration Trainee Pharmacists Specialist Group**

A Kemp stated that the minutes and agenda had been circulated previously. S Sanders reported that she had discussed with A Kemp about refining the outcome data that is collected, which would be further discussed at the Pre-registration Trainee Pharmacists Specialist Group meeting.

**15. Support Staff Specialist Group**

V Eggerdon stated that the agenda and minutes had previously been circulated. T Beswick asked about an update on the new NVQ qualifications.

**Action:** V Eggerdon to obtain an update on the pharmacy NVQs and circulate to members.

**16. Any Other Business**

- S Sanders reported that a conference is to be held on 24 March about Pharmacy Education.

**Action:** S Sanders to circulate the flyer to members.

- H Middleton reported that she had received a document on FAQs about the Specialist Curriculum Group.

**Action:** H Middleton to circulate the FAQs to members.

**Dates of future meetings-** 50 Eastbourne Terrace, Paddington

Monday 26 April 2010

Tuesday 13 July 2010

Monday 18 (& Tuesday 19 for Focus Event) October 2010

