

MAIN COMMITTEE

Confirmed Minutes of the meeting held on Monday 26th April 2010 50 Eastbourne Terrace, Paddington, London

Present:

Main Committee Members: Trevor Beswick (Chair), Helen Fawcett (Secretary), Andrew Campbell (from 11.10am), Maria Christou, Gail Fleming, Janet Gilbertson, Andrea Hollister, Chris John, Amanda Kemp, Helen Middleton, Alison Sampson, Susan Sanders, Julie Sowter.

In Attendance: Geraldine Flavell (CPPE), Scott Binyon (Department of Health) and Ross Leach (Modernising Pharmacy Careers) until item 5, Janet Flint (RPSGB) from 12.30.

Apologies: Sue Ambler, Julie Jordan, Chris Cutts, Robert McCartney, Vanessa Eggerdon, Clive Moss-Barclay, Laura O'Loan, Roisin O'Hare.

1. **Minutes of the last meeting: 26th January 2010**

Minutes accepted as accurate.

2. **Matters arising**

2.1 – Annual Report 2008 - 2009

S Sanders confirmed that the amended Annual report had been circulated and was on the Committee's website.

2.2 – Members Area - website

Members confirmed that details about the members' section of the Committee's website had been circulated.

2.3 – The Operating Framework (see after item 4)

2.4 - FAQs about the Specialist Curriculum Group

H Middleton reported that she had circulated the document on FAQs about the Specialist Curriculum Group.

3. **Appointment of Vice-Chair**

H Fawcett reported that she had received no nominations for the post of Vice-Chair. S Sanders stated that she would take up the position if there were no nominations. It was agreed to defer for further discussion.

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

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

T Beswick apologised for not convening a working group to look at recruitment and retention of band 6 and 7 pharmacists.

M Christou outlined the Pre-registration exit survey that was being developed by the University of East Anglia and was currently being validated (previously circulated). She stated that the University would be willing to undertake this survey on a national basis, free of charge.

S Sanders reported that Office of Manpower Economics (OME) was intending to undertake further research to identify the reasons why pre-registration trainee pharmacists left the NHS on registration.

A detailed discussion was held about the survey.

It was agreed that the exit survey would be circulated nationally and that the University of East Anglia would collate and analyse the data. The Pre-registration Trainee Pharmacists Specialist Group would prepare the survey using the University of East Anglia's questionnaire as a starting point, and circulate it for comment. Members would receive the raw data for their geographical patch.

It was agreed to share any information with OME and to ask them to comment on the survey.

Action:

- *The Pre-registration Trainee Pharmacists Specialist Group to prepare the exit survey and circulate for comment*
- *Final questionnaire to be circulated to trainees late June/early July by NHS PEDC members*
- *S Sanders to inform OME that the Committee was intending to carry out a survey to identify why trainees left the NHS following registration and circulate the survey to them for comment*

A discussion was held about the draft band 6 retention questionnaire that had previously been circulated by M Christou. It was agreed to undertake this survey on a national basis in June/July.

Action: *The Pre-registration Trainee Pharmacists Specialist Group to prepare the band 6 survey and circulate for comment*

Succession planning for specialist and senior posts

Deferred until next meeting

2.3 The Operating Framework

Under this item the MPET levy review and training costs were discussed.

Scott Binyon (Department of Health) outlined the MPET review which came about following the publication of 'Next Stage Review: High Quality Workforce'. In November 2008, McKinseys carried out an exercise to identify the costs involved in training. 21 Trusts were involved in submitting data, which produced wide variations in the costs involved. Due to the problems associated with the data it has been decided to pilot the proposed funding streams in 2010/11 rather than rolling it out straight away.

SHAs will be asked to road test clinical placement funding with all providers. SHAs will be asked to indicate how the proposed funding changes will affect each trainee type. The Tariff will be over and above salary contributions; however, there will be no additional funding made available i.e. it will be cost neutral.

T Beswick stated that it was important that members worked with SHA colleagues to input into the exercise.

Action: *Scott Binyon to copy the email to SHAs requesting them to road test the clinical placement funding to H Fawcett and T Beswick for further circulation to members. Members to work with SHA colleagues to help provide information on training costs.*

Ross Leach (Modernising Pharmacy Careers) discussed the review of the pharmacy undergraduate course and pre-registration training. He stated that it was necessary to identify what is happening now, in all sectors, and what the costs are, including support structure costs.

Following a question from G Fleming it was identified that London and Wales had already carried out some work in this area.

Following a discussion a number of action points were agreed.

Action:

- *S Sanders and J Gilbertson to share previous work to identify training costs with Ross Leach by May 13th*
- *R Leach to prepare a template to capture data on training costs and circulate to members for comment by the end of May*
- *Template to be completed by members to cover each SHA patch*
- *Committee to agree a collective response at next meeting*

5. **2009/2010 Work Programme** - Back to agenda order

Work programme was deferred to next meeting

Action: Add to next agenda

QIPP Project

A proposal to develop national medicines management accreditation was circulated prior to the meeting. G Fleming outlined the proposal.

Following a question it was identified that Skills for Health have written a number of national occupational standards in medicines management areas but that they would not be included in the basic technician qualification. It was identified that this would be a good place to refer to. Members agreed to support the proposal.

Action:

- *Members to contact G Fleming by May 7th if they are willing to be part of a group to develop a national medicines management framework*
- *Project lead to be appointed once volunteers identified.*
- *H Fawcett to update the Support Staff Specialist on the proposal and to request volunteers to contact G Fleming by the deadline date.*

Agenda items 7 – 10 brought forward

7. **DH Task & Finish Group on pre-registration trainee pharmacist numbers**

A Kemp reported that she had not contacted members to identify the number of pre-registration places not filled. Following a discussion it was agreed that this information would be useful for Committee use but that it would not be necessary to forward the data to the Task and Finish Group.

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.*

- *T Beswick to circulate the final report of the Task & Finish Group to members*

8. **Accreditation of pharmacy tutors**

Deferred until next meeting

Action: Add to next agenda

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

J Sowter stated that there was nothing to report

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

T Beswick reported on the workstreams of the MPC.

- Training up to registration – this work-stream is progressing well.
- Post-registration – work was progressing
- Workforce information/awareness – little progress with this workstream

C John informed members that the Workforce Review Team would cease to exist and would be replaced by the Centre for Workforce Intelligence.

Back to agenda order

6 **National NHS Pharmacy Staffing Establishment & Vacancy Survey**

S Sanders confirmed that the document identifying the differences between the data collected by the Information Centre and the NHS Pharmacy Education & Development Committee had been widely circulated and was now on the Committee's website.

Coding of NHS pharmacy posts on the Electronic Staff Record for the NHS Information Centre staffing returns

S Sanders reported that a review of the coding of NHS pharmacy posts had taken place by T Beswick and Tony Overd (Workforce Intelligence Manager, SW SHA).

T Beswick stated that the following codes had been proposed and were waiting approval by the Workforce Information Review Group:

Consultant pharmacist

Chief Pharmacist

Pharmacist (trained)

Pharmacist (Pre-registration Trainee)

Pharmacy technician (trained)

Assistant Practitioner Pharmacy Technician (additional accreditations)

Pharmacy technician (trainee)

Pharmacy assistant

S Sanders suggested that once the codes had been approved by the NHS Information Centre's Workforce Information Review Group, a joint briefing could be prepared to circulate to NHS Chief Pharmacists, encouraging them to work with their HR departments to ensure that ESR records concur with their staffing situation.; this could be circulated to Chief Pharmacists by NHS PEDC members. It was agreed that this would be worthwhile.

Action: Once approved, SS/TB to prepare joint briefing sheet and circulate via NHS PEDC

members.

Staffing establishment and vacancy survey

S Sanders reported that the survey would be funded in future by the Department of Health. The data collected would be the same format as last year; however, the collated spreadsheets were required by mid July. In addition, the DH had requested further information to be collected. It was agreed that the following information would be collected:

- Information on locums by band
- Head count in addition to FTE

S Sanders stated that P Sharott and L Bollington had agreed to help with data collection and preparation of the report. Due to the tighter deadline members suggested that this could incur extra costs, which should be incorporated into the bid to the Department of Health.

The following timetable was agreed:

- Chief pharmacists to be informed about the changes and the timetable over the next few weeks
- Survey to be circulated 17th May
- Deadline for responses 31st May
- All finalised data to be submitted to Peter Sharott / L Bollington by 9th July
- DH has requested collated spreadsheets by end July and full report by mid-September

***Action:** S Sanders to prepare proposal and confirm arrangements with DH, liaise with members facilitating data collection and keep all members informed.*

11. Professional Leadership Body

T Beswick stated that Liz Kay had given a presentation to the South West Chief pharmacists and had reported that the new regulator would possibly take over responsibility later this year. Membership would be on a rolling basis from the point of entry. All fees would have to be paid prior to the expiration date.

12. General Pharmaceutical Council

See under item 11

13. Pre-registration Trainee Pharmacists Specialist Group

A Kemp stated that the minutes and agenda had been circulated previously.

14. Support Staff Specialist Group

Agenda and minutes had previously been circulated.

15. Statutory regulation of pharmacy technicians

Janet Flint gave a presentation on the 'Statutory regulation of pharmacy technicians' (attached with minutes). There were a significant number of technicians working in the NHS who had not registered (approximately 4500). She requested that members encourage technicians to register as early as possible in case there are problems with their applications. The transitional

arrangements will end on 30th June 2011. After this date technicians must be registered to call themselves pharmacy technicians.

J Flint reported that the GPhC were consulting on the Standards of initial education and training for pharmacy technicians. Closing date 28th May. She stated that once the GPhC had assumed responsibility the procedures for application to register will eventually be the same for technicians as for pharmacists i.e. documentation will need to be signed by a notary/lawyer.

Under this agenda item J Flint reported on the new QCF pharmacy qualifications. The new qualifications will be known as:

Level 3 Diploma in Pharmacy Service Skills (NVQ)
Diploma in Pharmaceutical Science

Level 2 Certificate in Pharmacy Service Skills (NVQ)
Certificate in Pharmaceutical Science

Note: Level 2 qualifications incorrectly reported at meeting as a Diploma

Skills for Health are still planning for the new qualifications to be started in September 2010. Concerns were expressed about colleges being able to introduce new courses. J Flint advised that an extension to existing standards is still an option

16. Any Other Business

None reported

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

Tuesday 13 July 2010

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