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## MAIN COMMITTEE

### Confirmed Minutes of the meeting held on Tuesday 3<sup>rd</sup> May 2011 50 Eastbourne Terrace, Paddington, London

#### Present:

**Main Committee Members:** Trevor Beswick (Chair), Helen Fawcett (Secretary), Liz Fidler (Chair of the Support Staff Specialist Group), Gail Fleming (from 10.35am), Janet Gilbertson, Andrea Hollister, Rachel Kenward, Jill McDonald, Susan Sanders, Peter Taylor.

#### In Attendance:

Alison Littlewood

For items 15 and 16: Gill Risby

For item 8: Sally Hall

**Apologies:** Rosalyn Cheeseman, Maria Christou, Amanda Kemp, Cath O'Brian, Clive Moss-Barclay, Roisin O'Hare, Helen Middleton, Laura O'Loan, Alison Sampson, Julie Sowter.

The meeting started with introductions. T Beswick stated that following the resignation of Andrew Campbell there was no representation from the W Midlands. He stated that he would contact Richard Seal at the SHA to ask if there would be any future representation.

#### 1. Minutes of the Last Meeting: 17<sup>th</sup> January 2011

Minutes accepted as accurate

#### Matters Arising

2.

##### 2.1 – Secretary of the Main Committee

T Beswick stated that there had been no nominations for the post of Secretary, therefore, following the meeting he would contact a few members to discuss further.

##### 2.2 – UKCPA E&T Survey

T Beswick reported that the details of the UKCPA survey had not been circulated.

**Action:** T Beswick to contact Dr Sarah Carter, General Secretary of UKCPA to request that, if possible, details of the UKCPA's E&T survey is circulated to members.

##### 2.3 – Coding of NHS Pharmacy posts (preparation of brief for Chief Pharmacists)

S Sanders reported that she had not prepared the brief. Following a discussion it was agreed that this would not be required as the NHS Information Centre has produced revised guidelines for use of the codes with TB/SS input.

**Action:** S Sanders to advertise the new codes in the email when circulating the 2011 Establishment and Vacancy Survey.

Under this item T Beswick reported that he had written to the PJ following a news article that stated that the number of pre-registration pharmacists had decreased between 2009 and 2010 when in fact they had increased.

##### 2.4 – Circulation of Report of DH Task and Finish Group on Pharmacist Numbers

T Beswick confirmed that he had circulated the final Task and Finish Group report.

##### 2.5 - NHS PEDC Website Bulletin Board

T Beswick reported on behalf of C Moss-Barclay that the North West region was able to host a

bulletin board for use by members (email previously circulated with instructions for use). Concern was expressed about the future of the bulletin board once the SHAs were disbanded, and also the practicalities of its use. Following a discussion it was agreed that whilst the bulletin board was potentially useful, current methods of communication by email and the website were fit for purpose.

**Action:** *H Fawcett to contact C Moss-Barclay thanking him for his offer but to state that the Committee did not wish to proceed.*

### **2.6 - Pre-registration trainee pharmacists survey report**

T Beswick reported on behalf of M Christou that she had amended the survey questionnaire on Survey Monkey to simplify last year's survey. The links will be ready for the various regions to circulate to their pre-registration pharmacists by the middle of May, if required.

**Action:** *Pre-reg Trainee Pharmacists Specialist Group to discuss whether they would like to participate in the 2010/11 cohort Exit Survey and how the questions might be modified.*

### **2.7 - Band 6 and Band 7 pharmacist R&R surveys – update**

T Beswick reported on behalf of M Christou that the University of East Anglia have employed a pharmacy student for 6 weeks who will work on the analysis starting early June.

## **3. Full Review of the Shortage Occupation List - Call for Evidence by the Migration Agency Committee (MAC)**

T Beswick reported that MAC were undertaking a review of the Shortage Occupation List and had invited interested parties to submit evidence to support inclusion of the different professional groups on the list. Following a discussion it was identified that even though most regions had seen a reduction in the number of band 6 and 7 posts advertised the Committee would not wish to see hospital pharmacists removed from the List. Apart from London there was not an issue with pharmacy technician vacancies.

**Action:** *T Beswick to submit a response on behalf of the Committee to MAC including the 2010 survey results.*

The following agenda items were then discussed in the following order

## **5. National Recruitment Scheme for Hospital Pre-registration Trainee Pharmacists**

### **Equality Monitoring data**

T Beswick reported that research at Manchester University about pharmacy undergraduates had stated that ethnic minority groups believed that they were less likely to get a pre-registration pharmacist place of their choice. The DH Task and Finish Group on Pharmacist Numbers had asked if the recruitment data backed this up. Following analysis of the data there was no obvious conclusion as the data was aggregated by 'applications received', 'short-listed', and 'offered post'.

**Action:** *Maintain information and guidance on the recruitment website about equal opportunities including the need for those involved with shortlisting and interviews to have had relevant training, and that Trusts should be undertaking their own EO monitoring.*

### **SLA with Webstar** (email previously circulated with details)

T Beswick stated that the current SLA with Webstar covered the 2012 intake; however, discussions need to start for the continuation of the SLA for the 2013 intake and beyond. S Sanders stated that London Pharmacy Education & Training is happy to host the contract but that they would need reassurance from each SHA area that they would continue to support the

scheme. There were a few concerns about the future of the scheme due to the potential changes in commissioning; however, it was agreed to continue, given the risk to successful recruitment of trainees in its absence particularly as this was occurring at a time of organisational change in the NHS.

A meeting will take place to discuss the SLA on 23<sup>rd</sup> May with Webstar. T Beswick asked for two volunteers from the Pre-registration Trainee Pharmacists Specialist Group to attend, in addition to representatives from London Pharmacy Education & Training (LPE&T).

A discussion was also held about anonymising applications before short-listing took place and this was agreed.

**Action:**

- *Pre-registration Trainee Pharmacists Specialist Group to discuss what improvements were required to the current system, including changes to the codes used to support more detailed equal opportunities data collection.*
- *Pre-registration Trainee Pharmacists Specialist Group to discuss the operational practicalities of anonymising applications, and if identified that there is a need to keep the applicant identifiable information at the time of short-listing, to justify their decision.*
- *Pre-registration Trainee Pharmacists Specialist Group to identify two volunteers to attend the meeting on May 23<sup>rd</sup>.*

**4. Pharmacy Contacts Database**

S Sanders demonstrated the use of a Pharmacy Contact database set up for use by NHS pharmacy staff working across the East & South East England geography. She reported that the system has been developed further to include all contacts for the NHS Pharmacy Staffing Establishment and Vacancy survey. She stated that the system could be made accessible for Committee members if considered useful.

*Action: Add to next agenda*

**7. Leadership Development Facilitation**

S Sanders reported on a meeting that she had had with C Cutts. He was currently working with the NHS Institute for Innovation and Improvement, who had developed the NHS Leadership Framework. They had also developed a Clinical Leadership Framework, and were currently developing a Pharmacy Leadership Framework. C Cutts had suggested that CPPE and LPE&T work with this Committee (and other groups) to develop a methodology to facilitate leadership development. This wouldn't be duplicating work already undertaken but would involve signposting, enabling mentorship, and peer mentoring. Any work undertaken would require clear outputs, and evaluation. It was agreed that we need to find ways to include aspects of leadership training at much earlier stages of career development of pharmacists and pharmacy technicians.

A meeting to discuss further with interested individuals is to take place on 14<sup>th</sup> June.

*Action: S Sanders to email members with further information and arrange for committee members to be invited to attend the meeting on 14 June*

**6. NHS Pharmacy Staffing Establishment and Vacancy Survey 2011**

S Sanders circulated a draft proposal to be submitted to the Department of Health requesting funding to undertake the 2011 NHS Pharmacy Staffing and Vacancy Survey. She reported that in principle the DH supports the continuation of the Survey.

S Sanders reported that she is currently updating the Pharmacy Contacts database with details of colleagues nationally who complete the survey.

9. **General Pharmaceutical Council**

**Report from the meeting at GPhC 14 February**

T Beswick reported on the meeting that had taken place between Damien Day (Head of Education & Quality Assurance), Nicola Tyers (Pre-registration Manager), Janet Flint (Post-registration Manager), T Fenn, A Kemp, and himself.

Their discussions had included the issue of the relevant two year work experience for pharmacy technician registration.

L Fidler stated that following a consultation the GPhC had agreed to allow a three month window prior to starting one of the required qualifications. She expressed concern that there was no formal link with the GPhC to raise any future issues. It was suggested that the Support Staff Specialist Groups offer an open invitation to Janet Flint to attend future meetings. If necessary the Chair of the Specialist Groups or the Main Committee should feel free to write to the GPhC to raise issues of concern.

*Action: Support Staff Specialist Group to discuss offering Janet Flint an open invitation to attend their meetings.*

T Beswick also reported that the Tutor standards would be available soon, possibly Autumn. Anybody currently acting as a tutor will be automatically accredited and will need to re-accredit every three years. Re-accreditation will be on a rolling basis, starting after year one.

*Action: T Beswick to invite D Day to a future meeting of the NHS PEDC.*

**Consultation on Education and Training Standards for the Initial Training of Pharmacists**

T Beswick reported that a response to the Consultation on Education and Training Standards for the Initial Training of Pharmacists by this Committee had been submitted by the deadline. The minutes of the GPhC Council April meeting note that the revised Standards have been approved.

*Action: Pre-registration Trainee Pharmacists Specialist Group to review if there are any implications for the Group to consider.*

**Pharmacy Technician Registration with GPhC**

H Fawcett reported that due to the number of applications received by the GPhC, there is currently a four month delay in processing some applications (some applicants have waited 6-8 months). Other members noted that applications were being processed much quicker. The GPhC are unable to provide information regarding future timescales as this is dependent on the number of applications received; however they do expect there to be a delay as they get closer to the deadline, but as yet are not able to confirm this.

H Fawcett is raising awareness with HR departments within her region that providing a 'pharmacy technician' has **applied** to register with the GPhC before July 1<sup>st</sup> 2011 then it is acceptable for them to continue to work as a pharmacy technician until the outcome of their application is known. HR departments may check that a candidate has applied to register by requesting to see notification from the GPhC that they have received the application (postcard stamped by the GPhC).

H Fawcett stated that the GPhC have yet published information about the registration process after 30<sup>th</sup> June e.g. for newly qualified candidates.

## 10. NHS Reforms

### **Letter to S Ambler re pharmacist numbers**

T Beswick reported that he had written to S Ambler asking where 15,000 pharmacists reported in the White Paper 'Liberating the NHS: Developing the Healthcare Workforce' had come from as there were only 9,000 pharmacists in the NHS, and 34,000 on the GPhC register.

### **NHS PEDC response to Consultation (Developing the Healthcare Workforce)**

T Beswick reported that the Committee's response to the White Paper had been submitted by the deadline. He thanked the Working Group especially P Taylor for its preparation.

### **Sharing of intelligence about new/interim arrangements in SHAs**

It was identified that work was still ongoing despite the three month review period, and that a number of different models were being proposed.

## 12. Pre-registration Trainee Pharmacists Specialist Group

Minutes and agenda previously circulated

## 13. Medical Education England – Modernising Pharmacy Careers Programme Board

**Workstream 1** - T Beswick reported that the proposals for the integration of the pre-registration year with the undergraduate course had been endorsed by MEE in April with the proviso that the integration should be implemented within the current cost arrangements. The next stage is to submit the proposals to the Secretary of State for recommendation. A consultation will take place after this.

*Post meeting note. On checking, the wording refers to the MEE view that the changes should be cost neutral. It was felt that this allows future savings, e.g. reduced wastage or improved adherence from medicines optimization, from improving pharmacist education and training to be offset against any increased costs*

**Action:** J Gilbertson to circulate the pre-registration trainee pharmacists training costs analysis data to members.

**Workstream 2 (Post-registration)** - Work is ongoing with this Workstream with the start of collection of data. Various parties including this Committee will be invited to provide evidence. It is expected that this work will be completed by November/December 2011.

It was anticipated that NHS PEDC would be invited to provide evidence to this review. Once timescales and process are understood, TB will seek support from members in preparing for the submission.

**Workstream 3** - Work ongoing

## 8. Development of a National Framework for Medicines Management Accreditation

Sally Hall (Project Lead) provided an update on the progress of the development of the Framework.

The final draft Handbook would be circulated to members in June 2011, and any amendments completed in July. It is hoped that the Handbook will be available for use in August 2011.

Training providers will then be invited to apply for national Framework status by a Peer Review Body.

It was agreed that the "endorsement/accreditation" of medicines management training

programmes against the Framework prepared by the working group would formally be on behalf of NHS PEDC. T Beswick asked G Fleming and S Hall to ensure that this was clear in the material being developed. S Sanders suggested that careful consideration is given to choice and consistency of terminology in this regard.

T Beswick thanked G Fleming (Chair), S Hall, and the members of the Working Group for all their hard work.

*Action: Presentation to be circulated to members.*

## 11. **Support Staff Specialist Group**

### **Format of meetings**

L Fidler reported that at the last meeting discussions had taken place about the format of future meetings. The name of the Group was going to change to 'Pharmacy Technicians and Support Staff (Pre- and Post-qualification)' to reflect the change in professional status. A number of Task and Finish groups have been set up, which will meet in the morning to progress with work in a timelier manner. S Sanders stated that it may not always be possible to provide an additional room in the morning free of charge.

### **CPD units**

L Fidler reported that the use of the CPD units was discussed at the last Support Staff Specialist Group meeting. The Group believed that use of the NVQ units for enhancing the role of pharmacy technicians could not be supported as:

- They were too costly to deliver as it involved the use of assessors and IVs,
- There was no underpinning knowledge incorporated into the units
- There was no direction or steer from the GPhC as to their use.

## 14. **Royal Pharmaceutical Society**

T Beswick reported that at the last meeting he had agreed to write to the RPS to open communication links between them and this Committee. He had decided against this as on reflection he believed that links already existed. It was noted that M Christou is a member of the RPS Education Advisory Panel. Members commented on the strong academic representation that this group comprised.

## 15. **NHS Pharmaceutical Technical Specialists Education and Training Group (TSET)– update on work undertaken**

G Risby reported on the work of TSET. This Group has met on a regular basis over the past few years and work is progressing well. Lynne Morrison (Chair) is keen to share minutes with this Committee.

G Risby circulated a paper outlining the training, education, and development frameworks that have been prepared (attached).

*Action: G Risby to inform members when the NHS TSET Competency Framework Portal – Technical Services is available*

## 16. **NIHR Clinical Trials scoping survey**

G Risby reported on a scoping survey being carried out by University of Leeds (on behalf of the Workforce Lead for the National Institute for Health Research Clinical Research Network) to identify training needs of pharmacy staff involved in Clinical Trials (paper circulated). Currently developing a contact distribution list.

G Fleming stated that this work is welcomed and timely as in her area this has been identified

as an area for growth, and development needs.

*Action:*

- *members to encourage staff to complete the survey*
- *G Risby to keep the Group informed*

**17. Any Other Business**

- S Sanders reported that it was no longer necessary to inform LPE&T about attendance figures for catering purposes.
- T Beswick reported on behalf of C Moss-Barclay that there had been some concern about what would happen with the Harmonisation Accreditation Group post 2013; however, there is some interest by the RPS in taking over the work.
- T Beswick reported that work was being carried out in his region to validate a model to accredit newly qualified pharmacists and experienced pharmacy technicians to carry out the final product release under Section 10.

*Action: T Beswick to keep members informed*

- H Fawcett stated that the Focus Event needs to be added to the next agenda. It was agreed that in the interim S Sanders would book the venue.

*Action: add to next agenda*

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

- Wednesday 13<sup>th</sup> July 2011
- Monday 17<sup>th</sup> October & Tuesday 18<sup>th</sup> October 2011