
MAIN COMMITTEE

Confirmed Minutes of the meeting held on Monday 17th October 2011 50 Eastbourne Terrace, Paddington, London

Present:

Main Committee Members: Trevor Beswick (Chair), Helen Fawcett (Secretary), Sue Ambler, Rosalyn Cheeseman, Maria Christou, Chris Cutts (CPPE), Liz Fidler (Chair of the Pharmacy Technician & Support Staff (Pre and Post Qualification) Specialist Group), Janet Gilbertson, Andrea Hollister (from 10.20am), Amanda Kemp (Chair of the Pre-registration Trainee Pharmacists Specialist Group), Rachel Kenward, Jill McDonald, Helen Middleton, Cath O'Brian, Roisin O'Hare, Laura O'Loan, Susan Sanders, Julie Sowter, Peter Taylor.

Apologies: Clive Moss-Barclay, Gail Fleming, Ray Fitzpatrick.

1. **Minutes of the Last Meeting: 13th July 2011**

Minutes confirmed as an accurate record of the meeting.

2. **Matters Arising**

S Sanders stated that the paper highlighting the surveys (and timeframes) that CfWI and NHS PEDC are involved in has not been written yet.

2.1 – Focus Event October 2011

T Beswick stated that many of the agenda items for the Main Committee meeting would be discussed in more detail at the Focus Event.

2.2 – Letter to the Pharmaceutical Journal re other training providers

T Beswick confirmed that he had written a letter to the Pharmaceutical Journal in response to the article 'If you want to improve your prospects you will find a course designed for you' (p59, July 9th 2011) highlighting that there are other providers of education and training within the NHS.

2.3 - Call of evidence by Migration Advisory Committee (MAC) – settlement in the UK

H Middleton confirmed that she had responded to the two recent MAC calls for evidence.

2.4 – Pre-registration trainee pharmacists 2010/11 exit survey

The survey data was circulated prior to the meeting by M Christou.

Action: *to be discussed at the Focus Event*

2.5 – Band 6 and Band 7 pharmacist R&R surveys – update

The survey data was circulated prior to the meeting by M Christou.

It was agreed that the key issues would be identified and the information shared with the Task and Finish Group looking at recruitment and retention.

Action:

- *to be discussed at the Focus Event*
- *TB to work with colleagues to identify the key issues and the information shared with the Task and Finish Group.*

2.6 - Pharmacy Contacts Database

To be discussed at a future meeting.

Action: Keep on agenda

2.7 Leadership Development Facilitation

C Cutts reported that CPPE is piloting the materials to support the recently published Clinical Leadership Competency Framework for Pharmacists and Pharmacy Technicians. The aim is to have them ready by end of December.

Four events have been organised for next year (see CPPE website for further information).

Action: Members to contact C Cutts if they would like to see the draft support packages (to support the Leadership Competency Framework).

3. Appointment of Chair and Vice-Chair

H Fawcett reported that the election for a new Chair was due in January 2012. She requested that nominations be sent to her by the end of November, and reminded members to ensure that any nominations had the agreement of the nominated person. T Beswick emphasised the importance of the Committee having a Vice Chair to help support the Chair during these changing times.

Action: Members to email nominations for Chair and Vice Chair to H Fawcett by end November.

4. Development of a National Framework for Medicines Management Accreditation

T Beswick reported on the work to develop the 'Nationally Recognised Competency Framework for the Assessment of Medicines Management Skills aimed at Pharmacy Technicians'. The Framework was approved at the last PEDC meeting, and the Working Group has since been working on the assessment criteria, and grandparenting arrangements.

S Ambler reported that she had discussed the Framework with the MPC during a broader discussion around what it means to have a second pharmacy profession.

T Beswick stated that PEDC needs to consider the following at the Focus Event:

- Is accrediting programmes the way forward?
- If accreditation is the way forward, which body is the most appropriate to do it?
- Where does the above fit in with Workstream II?

Action: to be discussed at the Focus Event.

Post meeting note. Gail Fleming and the Working group were congratulated on their work. At the Focus Event it was agreed that:

- *The process of active assessment of programmes should continue*
- *A fee of £150 should be charged to NHS organisations in the interim whilst the real costs of the exercise are determined*
- *The procedures for retrospective recognition and grandparenting were agreed*

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

Draft report was circulated prior to the meeting. H Middleton stated that the report was not complete as she was waiting for data on the number of undergraduates.

A discussion was held about the recruitment of pre-registration pharmacists for 2012 including the pressures that community were putting on the undergraduates to accept offers.

T Beswick stated that he had written to the Company Chemist Association (CCA) offering to discuss the timings of the interviews but had not been successful; however, Rob Darracott has since agreed to meet to reflect on lessons learnt from this year's recruitment.

H Middleton reported that the GPhC had received some official complaints about employers threatening to report undergraduates to the GPhC for unprofessional behaviour if they rescinded on a job offer. The GPhC stated at the Training Managers' meeting on 13th October that this was an employment issue and they would not take any action if an undergraduate was referred to them under fitness to practice procedures. If the 'threat' is made by a pharmacist then their fitness to practice could come into question; however, if it is made by Human Resources then it is harder for the GPhC to get involved in.

H Middleton also reported that the development of the new website was going well.

Action:

- T Beswick to take up Rob Darracott's offer to meet to reflect on this year's recruitment process
- H Middleton to write a statement about accepting and rescinding on job offers and forward it to the GPhC to ensure the wording is correct.

Agenda items brought forward

7. General Pharmaceutical Council

Pharmacy Technician Registration with GPhC

E Fidler reported that the GPhC were starting to evaluate the applications of those candidates that applied to register via route B. A number of applicants were being asked to provide further evidence to support their application.

Following a discussion it was identified that there were a few technicians that had not met the deadline for applying for registration.

8. NHS Reforms

Liberating the NHS: Developing the Healthcare Workforce – meeting held 19th September 2011

P Taylor circulated a paper summarising the main points from an 'Accelerated Learning Event' that had taken place on 19th September. Present were a range of stakeholders including SHA directors, Universities, medics and nurses.

Action: P Taylor to forward members the website address to access all the papers relating to this meeting.

Draft paper to support local decisions

T Beswick reported that further guidance about Local Education and Training Boards will be available in the Autumn. He highlighted the importance of preparing a paper to support discussions locally to raise pharmacy's profile. An initial draft paper had been prepared by R Fitzpatrick but further information was required e.g. staff groups, training required, local and national issues, and key contacts.

Action:

- to be discussed at the Focus Event

Post meeting note – G Fleming and T Beswick will build on R Fitzpatrick's paper and develop a briefing note for emerging LETBs.

11. Medical Education England – Modernising Pharmacy Careers Programme Board

S Ambler reported that MEE were spending time working on the transition to HEE. The plan is

for HEE to be in shadow form from Autumn 2012, and will take over the executive role in managing MPET in 2013.

Workstream 1

Action: to be discussed at the Focus Event

Workstream 2 (Post-registration) – S Ambler reported that the Working Group was reflecting on the evidence collected and were identifying key issues.

Workstream 3 – S Ambler reported that the workforce model had been signed off. Further work is being undertaken to look at projections for the next 10 years.

Back to agenda order

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

The report on the NHS Pharmacy Staffing Establishment and Vacancy Survey 2011 was circulated to members prior to the meeting.

S Sanders stated that the Report was submitted to the DH by the deadline date; however it is necessary to get the Report signed off before wider circulation.

Action: to be discussed further at the Focus Event

S Sanders reported that at a recent CfWI Conference she had submitted a poster about the 2010 survey. The poster was short-listed and a member of London Pharmacy Education & Training gave a short presentation about it at the Conference as no NHS PEDC member could attend. The poster won a runner-up prize.

9. **Pharmacy Technician & Support Staff (Pre and Post Qualification) Group**

Minutes and agenda previously circulated. L Fidler reported that the ACPT Framework had been signed off at the last meeting.

Proposals for future work includes:

- Signposting of qualifications
- Defining roles of technicians
- Collecting outcome data for pre-registration trainee pharmacy technicians

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

Minutes and agenda previously circulated.

A Kemp reported that the GPhC hosted a Training Managers' meeting on 13th October. The new organisational structure was highlighted. There are two divisions; the operational division, which falls under customer services, and a policy division headed by Damian Day.

It was reported that the number of pre-reg places had increased by 5.6% in 2011 compared to 2010.

The GPhC were not planning on having tutor standards; however, they would be producing tutor guidance.

12. **NIHR Clinical Trials scoping survey - feedback**

J Sowter, on behalf of Gill Risby, provided an update on the NIHR Clinical Trials Scoping Survey.

The survey had received 560 responses across a wide range of geographical areas, and across a wide range of grades of staff. All the data has been collated and the report will be presented at a meeting on 25th November in Leeds. Key themes include:

- Need to raise awareness of recommended training, and resources already available

- Web training needs to be developed
- Clarity over which roles require formal Good Clinical Practice certification

Action: members to contact Gill Risby if they wish to attend the meeting on 25th November.

13. **Royal Pharmaceutical Society**

R Cheesman reported on the RPS Expert Education Advisory Panel meeting that was held on 19 September. M Christou and Chris Cutts are also members of the Panel.

Those present at the meeting were there as individuals rather than representing committees etc , and were of varying backgrounds.

The aim of the meeting was to facilitate the RPS in developing 'an informed decision' about three work-streams:

- Undergraduate and curricula
- Undergraduate integration and delivery
- Postgraduate development and recognition

R Kenward reported that she attended a meeting to discuss 'Hospital Standards' on 4th October. The remit is wider than Hospital standards for medicines management, therefore the title of the standards has yet to be decided. They will be available for consultation before being finalised in February 2012.

Action: R Kenward to forward a summary of the meeting to H Fawcett for circulation to members.

R Cheesman also reported that the Council of University Heads of Pharmacy Schools (CUHOP) is now known as the Schools of Pharmacy Council.

14. **Any Other Business**

H Middleton reported that the numbers being put forward for the second round recruitment of pre-registration trainee pharmacists are similar to previous years.

Dates of future meetings- 50 Eastbourne Terrace, Paddington

Monday 23 January 2012

Tuesday 17 April 2012

Monday 16 July 2012

Wednesday 10 & Thursday 11 October 2012