

MAIN COMMITTEE

**Confirmed Minutes of the meeting held on Monday 23rd January 2012
50 Eastbourne Terrace, Paddington, London**

Present:

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

Apologies: Waz Baqir (GHP), Chris Cutts (CPPE), Roisin O'Hare (GHP), Alison Sampson, Ann Watson.

H Fawcett informed members that Waz Baqir would be covering Roisin O'Hare's maternity leave but he had sent his apologies for this meeting.

1. **Minutes of the Last Meeting: 17th October 2011**

Minutes confirmed as an accurate record of the meeting.

2. **Matters Arising**

2.1 – CfWI and NHS PEDC joint paper on surveys each are involved in

S Sanders stated that the paper highlighting the surveys (and timeframes) that CfWI and NHS PEDC are involved in was currently being drafted. CfWI were holding an event on 7th February to sense check a pharmacy briefing paper, therefore, she would discuss the joint survey paper with Jack Turner whilst she was there. G Fleming will also be attending the CfWI meeting.

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

P Taylor apologised for not circulating the website address for members to access the paper summarising the main points from an 'Accelerated Learning Event' that had taken place on 19th September.

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

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

H Fawcett reported that she had received one nomination for each of the posts of Chair and Vice Chair; Trevor Beswick for Chair, and Gail Fleming for Vice Chair. T Beswick stated that following a discussion with G Fleming it was agreed that he would Chair the meetings for another year and then G Fleming would take over the post of Chair from January 2013. The nominations were approved by the Committee.

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

Update on progress with the development of the new website:-

H Middleton reported that the development of the new website was going well; however, the improvements were approximately a month behind schedule. The aim was to have the website up and running by 1st March but this date may not be achieved.

Following a question H Middleton stated that hospitals and regional leads would be requested to update their entries early February. To help hospitals think about the changes they wished to make to their advert she agreed to investigate the possibility of circulating a template with profile headings before February.

Action: *H Middleton to investigate the possibility of circulating a template with profile headings to Trusts before February.*

Post meeting note – At the Pre-registration Trainee Pharmacists Specialist Group meeting it was decided to delay the launch of the recruitment website so that hospitals have time to enter their information online. The website will be launched by 31 March.

Feedback on webinar with community pharmacy employers hosted by Company Chemist Association (CCA):-

T Beswick reported on the webinar hosted by the CCA with participation from some (but not all) of the community pharmacy multiples. Representing the NHS were T Beswick, H Middleton and A Kemp. The purpose of the webinar was to think through some of the challenges coming up in pharmacy education, not just around MPC, but in light of the current expansion of student numbers, the pressure that will be on pre-registration pharmacist training, and as a preparation for a simulation the Department of Health may be running in the Spring, across both community and hospital pharmacy.

Following the webinar a draft paper was prepared by H Middleton, T Beswick & A Kemp pulling together thoughts on 'Recruitment of pre-registration pharmacists – the NHS perspective', (circulated prior to the NHS PEDC meeting). A few minor amendments were suggested by PEDC members.

A Kemp suggested that the BPSA could possibly monitor any agreement on recruitment made between community and the NHS by keeping and advertising a list of employers that had signed up to the agreement. The employer's name could then be removed from the list if they reneged on the agreement. A discussion was held about this with members being supportive of the idea.

Action:

- *H Middleton to make the minor amendments and circulate to NHS PEDC members and CCA.*
- *H Middleton to make informal enquiries with the BPSA to identify if they would be interested being involved in "monitoring" a recruitment agreement.*

T Beswick also reported that following the webinar he had started to draft a second paper covering the characteristics of an ideal national recruitment system for major clinical placements within the proposed five year integrated pharmacy degree. This paper asked a number of questions, which members discussed and agreed answers.

Action: *H Middleton to make the agreed changes to the paper and circulate to NHS PEDC members and CCA.*

A Kemp stated that as part of the webinar discussions CCA had circulated sections of a document that they had prepared highlighting issues with the proposed five year integrated degree, with possible suggestions on their resolution.

After a discussion it was agreed that the NHS needed to prepare a similar document looking at how integration could work in practice. R Fitzpatrick, P Taylor, R Cheeseman, A Kemp, and S Sanders volunteered to be part of a working group to look at this.

Action:

- *A Kemp to circulate the CCA paper about the integrated degree to NHS PEDC members.*

- *Working group to prepare a document with proposals on how the five year integrated degree could work in practice.*

Agenda item brought forward

7. **Pharmacy Involvement in Deaneries**

G Fleming provided an overview about how Deaneries work, and how pharmacy links into the KSS Deanery. Handouts of the presentation were circulated at the meeting.

Following a discussion it was agreed that members needed to build on the document 'Developing the Healthcare Workforce – briefing on some pharmacy issues' by preparing a second paper highlighting what the current situation is, and where we need to go if the pre-registration year is integrated into the pharmacy degree. T Beswick, M Christou, C O'Brian, P Taylor, S Sanders and A Hollister offered to be part of the working group.

Action: *Working group to prepare a briefing document on what pharmacy needs to do to work towards a five year integrated degree.*

Back to agenda order

5. **NHS Pharmacy Staffing Establishment and Vacancy Survey 2012**

S Sanders reported that she had not yet discussed the 2012 Survey with the Department of Health; however, if it was to continue then London Pharmacy Education & Training would be happy to continue to host it. She identified that due to the changes in the NHS it may be difficult to obtain some of the data.

Action:

- *S Sanders to discuss the possible funding of the 2012 Survey with S Ambler*
- *If the funding is agreed decisions about the questions to be asked and the staff groups to include to be discussed at the next meeting.*

6. **Review of pharmacy workforce surveys conducted by the NHS PEDC**

A paper reviewing the NHS PEDC workforce surveys was circulated prior to the meeting. Due to the lack of time it was agreed to review the action points at the next meeting.

Action: *Add to agenda*

S Ambler reported that the Pre-registration Pharmacists Task and Finish Group intended to write to SHA workforce directorates asking them to inform Trusts that there was an optimal time to recruit to band 6 pharmacist posts and not to hold onto vacancies for financial reasons.

Action: *S Ambler to send a copy of the letter to H Fawcett for further circulation to members and then onto Chief Pharmacists.*

8. **General Pharmaceutical Council**

A Kemp reported that she had raised a number of points with the GPhC about pre-registration training following the last NHS PEDC meeting but was still waiting for a reply.

L Fidler reported that the GPhC had hosted an event in December to update delegates on pharmacy technician issues. One key area that was raised was that the GPhC would only recognise pharmacy technicians as accredited checkers. They were aware that there were other programmes available for level 2 assistants; however, these programmes were not approved by the GPhC.

Following a discussion it was agreed that the statement was ambiguous and required further clarification.

Action:

- *L Fidler to forward the GPhC presentation slides to T Beswick*

- *T Beswick to contact Damien Day (GPhC) to clarify the statement about checking programmes.*

9. **NHS Reforms**

Paper to support local discussions on Pharmacy Education and Training

T Beswick reported that the briefing paper for the emerging LETBs highlighting pharmacy issues had been prepared.

Action: *T Beswick to send the briefing paper to HEE (Chris Outram)*

Forthcoming guidance on LETBs from Department of Health

Since the last NHS PEDC meeting further guidance on LETBs had been published. It was agreed that it was important for regions to share information about the emerging LETBs.

Action: *S Sanders to request members to update information on the local development of LETBs including who the leads are.*

Current arrangements

Discussed above

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

Minutes and agenda previously circulated. L Fidler reported that following the Focus Event a paper was being drafted highlighting the use of pharmacy apprentices. The main concern about their use was that the driver would appear to be financial rather than being what is best for the profession. The final paper will be circulated to NHS PEDC for comment.

Action: *L Fidler to update the pharmacy apprenticeship paper and circulate to Main Committee members for comment.*

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

Minutes and agenda previously circulated.

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

S Ambler reported that an update about MEE was on the website.

13. **Royal Pharmaceutical Society**

Update on work on Hospital Pharmacy Standards

R Kenward reported that a second draft of the Pharmacy Standards had been circulated for comment. She was still concerned that standard 9 on workforce was not robust enough.

Action:

- *R Kenward to forward the draft standards to H Fawcett for circulation to members. Any comments about the standards to be sent to R Kenward urgently*
- *T Beswick to reply on behalf of NHS PEDC to emphasise the concerns already expressed by R Kenward.*

RPS Accreditation Service <http://www.rpharms.com/development/accreditation.asp>

T Beswick reported that the RPS was offering an accreditation service for courses, training materials etc.

Action: *add to next agenda*

Any Other Business

A Kemp reported that Alyson Winter and Nicola Tyers had set up in business together and had offered to come to speak to the Pre-registration Trainee Pharmacists Specialist Group about the services they could provide. This was discussed and it was agreed that this would be inappropriate and the offer should be declined.

Dates of future meetings- 50 Eastbourne Terrace, Paddington

Tuesday 17 April 2012 - Room 4, LPE&T, 2nd floor,

Monday 16 July 2012 - Room 1, LPE&T, 2nd floor,

Wednesday 10 & Thursday 11 October 2012 - Room 1, LPE&T, 2nd floor.