

## MAIN COMMITTEE

Unconfirmed Minutes of the meeting held on Thursday 2<sup>nd</sup> May 2013  
50 Eastbourne Terrace, Paddington, London

### Present:

**Main Committee Members:** Gail Fleming (Chair), Helen Fawcett (Secretary), Sue Ambler, Margaret Allen, Maria Christou, Roselyn Cheeseman, Liz Fidler (Chair of the Pharmacy Technician & Support Staff (Pre and Post Qualification) Specialist Group), Janet Gilbertson, Kath Hodgson, Andrea Hollister, Amanda Kemp (Chair of the Pre-registration Trainee Pharmacists Specialist Group), Roisin O'Hare (GHP), Rachel Kenward, Jill McDonald, Helen Middleton, Clive Moss-Barclay, Michelle Sehrawat, Julie Sowter, Karen Wragg (CPPE), Wendy Penny, Susan Sanders.

**Apologies:** Cath O'Brien, Ray Fitzpatrick, Ann Watson.

### 1. Minutes of the Teleconference: 21<sup>st</sup> January 2013

Item AOB; 'R Cheeseman reported that a new five-year integrated pharmacy degree was to be launched by the University of Nottingham in September 2013' should read '*was* launched in September 2012'. Minutes then accepted as an accurate record.

### 2. Matters Arising

#### 2.1 – Annual Report

T Beswick reported that he had made no progress with this but would liaise with Chairs of the Specialist Groups.

**Action:** T Beswick to lead on the preparation of the Annual report covering 2012/13.

#### 2.2 – Letter to MPC / HEE about the importance of timely publication of the Pharmacy Workforce risks and opportunities papers

T Beswick reported that he had discussed with S Ambler the importance of timely publication of HEE publications that may inform education commissioning decisions e.g. 'Pharmacy Workforce risks and opportunities – education commissioning risks summary from 2012'. It was acknowledged that the information from this report would still be relevant for the current round of commissioning discussions.

H Middleton reported that commissioning numbers in 2013 were similar to the previous year.

S Sanders made a request to S Ambler that if HEE were talking to LETBs about topics that may impact on pharmacy if members of PEDC could be informed so that they could ensure they were providing the same message.

**Action:** S Ambler to ask the LETB Directors of Education and Quality (DEQ) to circulate the slides of a presentation given by Keith Ridge to LETBs.

#### 2.3 – Focus Event Actions

##### RPS Hospital Standards

R Kenward reported that the Working Group has collected examples for each of the supporting statements for standard 10. She has also contacted the RPS and was informed that they were planning on providing an update on the experiences from the early implementers in June 2013.

T Beswick reported that he was involved in developing a matrix that mapped the relevant standards and how they related together e.g. the Hospital Standards, CQUIN

**Action:**

- R Kenward to circulate the evidence document to members for comment.
- T Beswick to share the matrix with members, when available.

**Contribution to patient safety**

J Sowter had previously circulated the collated information from the Focus Event Workshop. A discussion was held about the strengths of evidence that could be provided for work-based and workforce outcomes; however, a weakness was evidence to support patient orientated outcomes.

This item was discussed further under Education Outcomes Framework.

**3. Modernising Pharmacy Careers Programme Board**

**Work stream II**

S Ambler outlined the current work being undertaken under Work stream II, which includes:

- Medicines Optimisation / Consultation skills
- Working with the RPS to review competency frameworks
- Developing the research workforce
- Developing the teaching workforce – yet to start.

**Restricting pharmacy undergraduate numbers**

S Ambler provided an update. In December 2012, BIS agreed in principle to the case for restricting pharmacy undergraduate numbers. It had been necessary to demonstrate to them the effect of not restricting numbers on market failure, the impact on patient safety, and the impact on the NHS.

HEE and HEFCE are working together to work out how the restrictions might work. Any recommendations could be implemented prior to the introduction of any planned integration.

**Work stream I**

S Ambler reported that work was being carried out within the preferred funding option, with an impact assessment being carried out with the Treasury.

**Centre for Workforce Intelligence**

S Ambler reported that the workforce model was nearly completed. The model was a 'distance finder' for 2040 so would not be making significant changes in commissioning numbers.

J Gilbertson informed members that work by MPC Wales had started, with the work streams being aligned to the English ones. S Ambler was on the Board as an observer.

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

H Middleton provided an update on the recruitment for the 2014 intake:

- Following feedback from members and hospital tutors changes had been made to the website in time for the start of this year's recruitment. This included changes to the questions on the application form. Development work was continuing on user functionality, and reporting functionality.
- Work was continuing with the Community Chemists Association and BPSA on the preparation

of guidelines for accepting and rejecting job offers, which would soon be available.

- G Fleming, T Beswick and H Middleton had looked at the equality data collated from last year's recruitment. It had been hoped that the data could be further interrogated; however, it was identified that this would require further IT work, which would be expensive. Following a discussion it was agreed that it was not necessary to carry out any further work as the applications are anonymised and the current equality monitoring meets NHS Employers' requirements.

5. **NHS Pharmacy Staffing Establishment and Vacancy Survey 2013**

S Sanders informed members that HEE had agreed to fund the survey in 2013. Following a discussion about which organisations to include the following was agreed:

- Clinical Commissioning Groups and Clinical Support Units to be included
- S Sanders to discuss inclusion of NHS England (national, regional, and area teams) with S Ambler.
- Prison service not to be included

**Action:**

- S Sanders to request members to supply contact details for the new organisations
- Survey to be undertaken with the point prevalence data being captured for 31<sup>st</sup> May.
- S Sanders to send a 'pre-warning' letter to organisations to be included in the survey.

6. **NHS Reforms: Stocktake of impact**

**Stock-take paper**

T Beswick thanked members for updating the information. The paper was taken to MPC and was well received.

T Beswick reported that he had a teleconference with G Fleming, S Ambler and K Ridge to discuss where this Committee sees itself in its relationship with HEE.

Following a discussion, Committee members agreed to review the purpose of the Group, Terms of Reference, and membership at the November Focus Event.

**Action:** G Fleming to write to K Ridge and S Ambler to inform them that the Group would be reviewing their Terms of Reference etc, and to seek their advice on how the group could link with HEE.

**Interfacing with the LETBs, and the topics to raise**

Due to the busy agenda it was agreed to cover this agenda item by email.

**Action:** G Fleming to circulate a template to members to capture information on what is happening in each LETB and key priorities

7. **Education and Training Tariffs**

S Sanders had previously circulated members a letter that she had sent to her Education Commissioning Lead requesting that following the introduction of the tariffs the implications for pharmacy were raised nationally; however, she has had no feedback and the Commissioning Lead has now left her post.

G Fleming reported that following discussions with her Finance department she had circulated guidance to her chief pharmacists about the Tariffs. Some had since been successful in accessing the Tariff funding from their trusts.

It was identified that very few pharmacy departments nationally had successfully received the Tariffs although all Trusts should be receiving it.

**8. Education Outcomes Framework**

M Christou reported that at a recent launch of her local LETB it was made clear how seriously the Francis report was being taken. 14 of the recommendations were linked to E&T. After a discussion the following actions were agreed.

**Action:**

- *Education Outcomes Framework to be raised at the Specialist Group meetings to identify any action to take.*
- *S Ambler to investigate if HEE could provide support for an event to support PEDC to look at the implications of the Francis Report for pharmacy workforce and education.*

**9. Impact of the Francis Report**

Discussed above

**10. Clinical Pharmaceutical Scientists**

A brief discussion was held on the uptake of places with a few regions stating that they had a few places filled. These were mainly in QA areas.

**11. DH Review Consultation Skills**

A Hollister reported that she attended a meeting at the DH to review consultation and communication skills for pharmacists and pharmacy technicians. L Fidler also attended the meeting. The plan is to have some form of educational support to ensure that pharmacy staff have the required skills to enhance the patient experience.

L Fidler reported that following the meeting a Task and Finish Group was set up and a framework has been developed, which took into account the other frameworks that were available. It also incorporated the recommendations from the Francis Report. This framework was currently out for consultation with members of the T&F Group.

**12. Royal Pharmaceutical Society**

**Faculty meeting 9<sup>th</sup> April 2013**

H Middleton previously circulated a presentation that had been given at this meeting. See the presentation for further information.

G Fleming reported that T Beswick, S Sanders and herself had attended a meeting at the RPS to discuss the Faculty. A broad range of stakeholders were present. The ACL Framework was discussed to see how it could be applied to all sectors.

H Middleton stated that she was a member of the RPS Faculty Credentialing Task & Finish group. Members of this T&F group have been asked to provide a paragraph detailing what they feel being a member of the Faculty would bring to their area of practice.

**Action:** *members to send ideas to H Middleton by 3<sup>rd</sup> May.*

**Partnership Agreement**

G Fleming reported that T Beswick and herself had attended a meeting with Catherine Duggan (RPS) to discuss the relationship between NHS PEDC and RPS.

A draft agreement had been written jointly outlining the principles of partnership working

between the RPS and PEDC (circulated prior to the meeting).  
A follow up teleconference was being held week beginning 6<sup>th</sup> May.

Following a question by L Fidler it was agreed that a similar agreement could be made between the Pharmacy Technician & Support Staff (Pre and Post Qualification) Group and APTUK.

### **Professional Development Framework for Pharmacy Staff involved in Education, Training and Workforce Development**

S Sanders stated that it would be an appropriate time to review the above Framework to ensure that it was fit for purpose, and meets the current agenda.

Following a discussion it was agreed to set up a Task and Finish Group to prepare an ALF expert practice cluster for education and training specialist pharmacists, taking into account existing frameworks.

M Christou, L Fidler, J Sowter, H Middleton, A Hollister, R Kenward, J McDonald, and M Sehwat volunteered to be part of the Working Group.

**Action:** *Task and Finish Group to prepare an ALF expert practice cluster for education and training specialist pharmacists*

### **Education ALF**

Discussed above

### **13. General Pharmaceutical Council**

S Ambler reported that at the 11<sup>th</sup> April Board meeting (<http://www.pharmacyregulation.org/about-us/who-we-are/gphc-council/council-meetings/11-april-2013>) the GPhC outlined their future E&T programme, which included: (post meeting note)

- That an expert task and finish group should be established to carry out a review of the standards for the initial education and training of pharmacists.
- The development of specific proposals to respond to issues of risk identified with the pre-registration training year for pharmacists in England and Wales.
- That further planning work be undertaken to consider necessary longer term challenges and issues within pharmacist and pharmacy technician education and training with, a report to be presented to Council in Autumn 2013.

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

A Kemp reported that the Specialist Group did not hold a teleconference in January, therefore, there were no minutes to be circulated.

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

Notes of teleconference previously circulated.

### **Meeting with GPhC to discuss timeliness of registration**

Not discussed although mentioned briefly as part of discussions below.

### **Paper highlighting the need to review the pharmacy technician qualifications**

Discussed below

### **PIPC/ACPT transferability T&F group feedback – scoping exercise**

**Post meeting note:** Headline results from the scoping exercise.

- 116 surveys were started
- 79 responses were received from 11 areas (HEE local areas, HCS NI NES and NHS Wales).
- Highest no. responses received from N West, Y&H, London, KSS and SWMIT . NB: 1 Wales response was for ALL Wales.
- Low numbers received from Scotland/NI/East England – so may warrant further local exploration.
- PIPC Task and Finish group will provide regional reports to enable regional leads to examine their own data further.
- 27/79 Trusts/responders had Pharmacy Technicians carrying our dual roles – which equate to at least 72 staff (from the data received to date)
- This survey provided evidence that there is strong indication of need for the PIPC framework and that further work needs to be conducted to understand how all the ACT frameworks fit together. There were some interesting reflections within the data (e.g. who is using local training , regional schemes etc), which would be interesting for local areas, however the national project report will report on headlines only and provide anonymised data at this stage.
- Phase 2 of the PIPC T&F project will involve mapping of the underpinning knowledge requirements across the accuracy checking frameworks.

### **GPhC: Pharmacy Technician/Assistant Seminar feedback**

L Fidler reported that she attended the above seminar in February 2013 for an update on the current and future work of the GPhC.

The GPhC reported that the expiry for the current technician qualification has been extended to 2016. This raised concern as the existing qualification is not fit for purpose. It highlighted the lack of communication between the Awarding Bodies, SfH and the GPhC as concerns have been raised over the years by NVQ Centres. L Fidler has emailed her concerns about the qualification to Damien Day.

Following the meeting Damien Day requested information about the following proposed changes:

- removing the requirement for a two year period of qualifying work experience (but retaining the requirement to study for a knowledge and a competence qualification while working as a preregistration trainee pharmacy technician); and
- permitting pre-registration trainee pharmacy technicians to be supervised/tutored by (registered) pharmacy technicians.

L Fidler on behalf of the Specialist Group has responded.

### **MPC II: Communication and Consultation Skills T&F Group**

Discussed under item 11

### **APDAG: membership**

L Fidler reported that she was a member of the newly created APTUK Professional Development and Advisory Group.

## **16. Membership of the NHS PEDC**

To be discussed when Terms of Reference are reviewed

17. **Any Other Business**

R Kenward reported that the University of Nottingham was working to get the five year integrated pharmacy degree accredited. Although the course is marketed at overseas students there has been interest from existing students at the University.

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

Wednesday 17 July 2013

Tuesday 05 November 2013 (& followed by Focus Event on 06 November)