

MAIN COMMITTEE

Minutes of the meeting held on Wednesday 17th July 2013 50 Eastbourne Terrace, Paddington, London

Present:

Main Committee Members: Gail Fleming (Chair), Helen Fawcett (Secretary), Margaret Allen, Maria Christou, 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, Alison Sampson, Julie Sowter, Karen Wragg (CPPE), Susan Sanders.

Apologies: Sue Ambler, Trevor Beswick, Roselyn Cheeseman, Cath O'Brien, Laura O'Loan, Michelle Sehrawat, Ann Watson.

1. Minutes of the last meeting: 2nd May 2013

Minutes accepted as an accurate record.

2. Matters Arising

2.1 – Annual Report

A draft Annual Report was circulated prior to the meeting. Following a discussion a number of suggestions were put forward.

Action:

- *G Fleming to feedback to T Beswick comments from the meeting.*
- *Members to email any further comments directly to T Beswick.*

2.2 – Circulation of the slides of a presentation given by Keith Ridge to LETBs.

At the last meeting S Ambler had agreed to ask the LETB Directors of Education and Quality to circulate the slides of a presentation given by Keith Ridge to the LETBs. It was noted that only a few members present had received it.

Action: *G Fleming to follow up.*

2.3 – HEE support for an event to support PEDC to look at the implications of the Francis Report for pharmacy workforce and education.

A Kemp reported that S Ambler had passed this request onto Janet Flint who had replied that she would be pleased to facilitate an event. She has provided three dates and following a discussion it was agreed to proceed with 16th October 2013. It was also agreed to open the event to members of the two Specialist Groups.

Action: *A Kemp to liaise with J Flint in the organisation of the event.*

3. Modernising Pharmacy Careers Programme Board

Consultation skills project:- L Fidler provided an update on this project. Competencies for all pharmacy staff have been developed, which will support career development; however, there is still a debate whether the final document will be set as standards or a framework. A programme to facilitate learning is being developed, which will be badged under RPS, CPPE, and APTUK.

A specific website will host the resources, and will have an electronic portal to support the assessment process.

A stakeholder event will take place in the Autumn.

Action: *L Fidler to circulate a draft copy of the competencies when available.*

In the absence of S Ambler and T Beswick, J Gilbertson reported on a meeting of the MPC Board England that she attended as an observer on 6th June. This included:

- A discussion on the CfWI's 'Future Pharmacist Workforce' report (yet to be published).
- Presentation by C Duggan about the RPS Faculty.
- Work stream I: a Curriculum Group is being set up with A Kemp and S Sanders being put forward as representatives of PEDC.
- Work stream II: a paper about the Clinical Academic work stream was circulated at the Board meeting. The Group is currently looking at research funding, which is accessed by other professions.
- David Noyce (HEFCE) attended the meeting and informed the Board that a consultation on the MPharm will take place in August.

J Gilbertson provided an update on the work of the MPC Board Wales. A second meeting of the Board has taken place. A pharmacist workforce planning model (based on MPC England's model but with greater information on community) has been developed.

Work stream II – have to decide what is needed in Wales. This will be linked to work on clinical academic pathways.

MPC Wales has emphasised that the work streams need to include all the pharmacy workforce.

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

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

- The user functionality is being updated following feedback from last year's recruitment. The system will be tested in August with approximately a 1000 mock applications.
- It is believed that application numbers will be up on last year.

S Sanders had previously circulated an email to clarify the situation about the recruitment of pre-registration trainee pharmacists by the NHS hospitals in the King's Health Partners (KHP). The hospitals in this partnership have assured S Sanders that they wish to support King's College, London and KHP in their development, and the national recruitment scheme; however, the hospitals have agreed to commit approximately a third of their pre-registration places to students at the College.

Further discussion with the hospitals has identified that offers have already been made against some of these ring-fenced places even though these students will continue to apply via the national recruitment scheme.

A number of concerns were expressed by Committee members including issues around equity and fairness for applicants, and also the possible destabilisation of the national system as other Schools of Pharmacy may seek to ring-fence posts with local hospitals. This is especially important in the light of MPC Work stream I recommendations for a national recruitment scheme.

Action:

- *H Middleton to ensure that the ring-fenced posts are not included in the advertised numbers on the recruitment website.*
- *G Fleming to write to S Ambler highlighting the issue and emphasising the reasons why the national scheme is important and request support from HEE.*
- *Members to raise the recruitment scheme with their local LETB and ensure that it is*

included in future SLAs.

5. NHS Pharmacy Staffing Establishment and Vacancy Survey 2013

S Sanders provided an update on the 2013 Survey.

NHS providers – on track to provide data to HEE by end of July.

Commissioning services – identifying appropriate contacts has been challenging. The survey has been sent to the known contacts, whilst work is being undertaken to identify the gaps.

HEE have asked to meet with T Beswick and S Sanders in September to discuss the collated data.

6. LETB Stock take

A document highlighting the recent developments within the LETBs on a regional level and specific to pharmacy was circulated prior to the meeting.

Following a discussion it was agreed that the 'stock take' paper would be circulated prior to each meeting for members to provide an update.

Action:

- *Stock take paper to be circulated prior to the next meeting for members to update.*
- *G Fleming to ask S Ambler if there are any specific areas she would like to be included.*

7. HEE Mandate

The HEE Mandate was circulated prior to the meeting. G Fleming informed members that HEE were running two sessions on value based recruitment on 1st August (Leeds) and 8th August (London). Although aimed at HR Directors it may be possible to attend. Further information can be found on the website

<http://www.nhsemployers.org/Aboutus/Events/Pages/Valuesbasedrecruitment.aspx>

A discussion was held to identify the key messages from the Mandate, which included:

- The agenda is massive, therefore, need to look at the bigger picture and direction of travel rather than focus too much on specifics.
- Giving equal priority to quality of care to quality of treatment.
- Mental health has equal priority to physical health
- Career development
- E learning and simulation.

Under this agenda item a discussion was held about whether we can prove that our programmes are delivering excellent educational outcomes, and about embedding soft-skills into training.

Action:

- *M Christou to lead on a sub-group to look at developing pharmacy indicators against the Education Outcomes Framework.*
- *Members to ensure that Chief Pharmacists are made aware of the Mandate.*

8. Royal Pharmaceutical Society

Advanced Pharmacy Framework and Education Expert Practice

G Fleming reported on a meeting that was held on 1st July. Notes to be circulated. The main aim of this work is to support specialists in education and training (where this is their main role). Next meeting is due September.

Partnership Agreement: Update on teleconference held week beginning 6th May

G Fleming reported that the Partnership agreement between NHS PEDC and RPS has been signed. It has been agreed that representatives from the two bodies will meet to discuss progress against the agreed outcomes every four months.

Future Pharmacy Workforce Group

G Fleming reported that T Beswick had attended a sub-group meeting of the RPS Education Advisory Panel and RPS Future Pharmacy Workforce Group to produce a position statement on managing the number of entrants to the register. A number of options were produced which are being considered further. Due to the confidential nature he was unable to share the paper at this stage but he did comment that he thought the recommendations were reasonable.

Action: G Fleming to seek clarification from RPS on when the paper will be available for circulation

RPS Hospital Standards

R Kenward thanked members on the comments sent about the circulated document providing examples for each of the supporting statements for standard 10. She will circulate the collated responses.

It was reported that at the RPS Conference in September they will be launching examples of good practice based on the experiences from the early implementers. Three domains had not been populated (standards 8, 9, and 10), which included the areas that PEDC has developed types of evidence. As PEDC was not an early implementer site the RPS would not include the information.

Action: R Kenward to circulate the final evidence document to members, and to the RPS informing them that input had been made into this document by two implementer sites.

9. General Pharmaceutical Council

Tutor guidance

Draft GPhC's 'Guidance on tutoring for pharmacy professionals' was circulated prior to the meeting. This Guidance will be accompanied by guidance on education and training for tutors and is due to be launched in January 2014.

Action: members to send any comments to E Fidler.

E&T standards outcome review

A Kemp provided an update. The standards for the E&T of pharmacists are being rewritten with a view of having simplified standards with expectations behind them. Written with the view of meeting outcomes of MPC I. Domains will include:

- Pharmacists as professionals
- Managers and leaders
- Clinical and prescribing
- Science and research.

Action: A Kemp to share documents after final meeting next week.

10. Pre-registration Trainee Pharmacists Specialist Group

Minutes previously circulated.

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

Minutes previously circulated.

National ACPT Framework sign off

The final copy of the Framework was circulated prior to the meeting. Members approved the Framework.

ACPT/PIPC core training update

L Fidler reported that a working group was looking at the transferable skills between the two frameworks to avoid duplication in training for rotational staff. The Group has proposed that further work is carried out on merging the two frameworks. This was agreed.

PTPT outcome destination data

L Fidler reported that the outcome data collected last year had helped to identify issues with registration. She proposed that it was repeated again this year and this was agreed.

12. Terms of Reference and Membership of the NHS PEDC

G Fleming reported that she had contacted 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. They had replied that they believed that there was still a place for PEDC in its current form. S Ambler had asked for PEDC views on the development of a LETB Pharmacy Business Forum.

After a discussion it was agreed that PEDC supported the concept of a Forum but that it should be led by HEE with the representatives agreed by the LETB. It was also important to look at how PEDC linked in with this Forum, and vice versa.

Action:

- *G Fleming to feedback to S Ambler on the above discussions*
- *Latest Terms of Reference to be circulated and comments to be sent to G Fleming prior to next meeting.*
- *Terms of reference and membership to be discussed at the Focus Event.*

13. Focus Event

G Fleming confirmed that the Focus Event will take place on 5th and 6th November.

A number of ideas were suggested for the programme and it was agreed to include:

- An MPC update
- Review of Terms of Reference and membership
- Quality of placements

Action: *H Fawcett to circulate the other suggested ideas for members to identify the top three areas they would like to be included in the programme.*

14. Any Other Business

L Fidler reported that the expiry of the pharmacy technician NVQ qualification has been extended to 2016. Work is due to start to review the existing standards. A Task and Finish Group is being set up to look at the roles and skills required, with a formal review of the qualification (including the appropriateness of the level) starting 2014. the GPhC is facilitating the review but they don't own the qualifications. The suitability of this will also be looked at.

H Fawcett reported that the Manchester Academy for Healthcare Scientist Education has been awarded the preferred provider status (subject to accreditation by Health Education England)

for the MSc in Clinical Pharmaceutical Science for the Scientist Training Programme. Further details to be forwarded in an email.

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

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

Tuesday 7th January 2013

Tuesday 15th April 2013

Monday 14 July 2014

Wednesday 22nd/23rd October 2014