
MAIN COMMITTEE

Unconfirmed Minutes of the meeting held on Tuesday 7th January 2014 50 Eastbourne Terrace, Paddington, London

Present:

Main Committee Members: Gail Fleming (Chair), Helen Fawcett (Secretary), Margaret Allen, Sue Ambler (from item 5), Helen Badham, Maria Christou, Liz Fidler (Chair of the Pharmacy Technician & Support Staff (Pre and Post Qualification) Specialist Group), Ray Fitzpatrick, Andrea Hollister, Amanda Kemp (Chair of the Pre-registration Trainee Pharmacists Specialist Group), Roisin O'Hare (GHP, from item 5), Rachel Kenward, Jill McDonald, Helen Middleton, Susan Sanders, Michelle Sehwat, Karen Wragg (CPPE).

Apologies: Trevor Beswick, Roselyn Cheeseman, Clive Moss-Barclay, Janet Gilbertson, Kath Hodgson, Alison Sampson, Julie Sowter, Ann Watson.

1. **Minutes of the last meeting: 5th November 2013**

Minutes accepted as an accurate record.

2. **Matters Arising**

2.1 – Report on the 'Implications of the Francis Report for pharmacy workforce and education'.

A Kemp reported that with the help of M Sehwat the outcomes from the October Event have been organised into the five Francis themes. Will need to identify areas that members wish to develop further or share best practice. To facilitate progress with this work A Kemp has investigated the use of a wiki website (Blackboard) to enable members to update live documents. A Kemp is currently organising access.

2.2 – HEFCE Consultation – Ensuring a sustainable supply of pharmacy graduates

G Fleming confirmed that she had submitted a response on behalf of the Committee. The HEE Pharmacy Advisory Group has organised a meeting in a couple of weeks to discuss the results.

2.3 - Community Pharmacy Workforce Mapping – update

G Fleming reported that there was an increasing interest from LETBs in the community workforce. Pharmacy Voice had previously expressed concerns about the possibility of all the LETBs developing their own surveys to collect data about the community workforce.

In November HEE convened a working group to discuss this further as part of a wider project looking at workforce. It is anticipated that there will be two pieces of work; a high level project looking at workforce numbers, and a survey. A further meeting has been organised for the 14th January.

2.4 - NHS Pharmacy Staffing Establishment and Vacancy Survey 2013 report

S Sanders confirmed that the Survey has been circulated. Members to ensure that the survey is disseminated within their region.

Agenda item 3 deferred until after agenda item 7.

4. Annual report 2013-14

A discussion was held about the content of the next Annual Report. Following a question G Fleming clarified that the report would cover the financial year 2013/14.

S Sanders stated that the report should look forward to future work plans rather than just covering the previous year. This was agreed.

Action: G Fleming (with the support of L Fidler and A Kemp) to draft the Annual Report and circulate for comment prior to the next meeting. To be signed off at the next meeting.

5. Comparison of hospital pharmacy staffing establishments

A report comparing hospital pharmacy staffing establishments between 2008 and 2012 was circulated prior to the meeting. R Fitzpatrick outlined the main points. The workforce numbers have decreased in the acute trusts, whereas activity has increased. Mental Health trusts have seen an increase in workforce numbers. Further analysis work is taking place. S Sanders questioned the decrease in workforce numbers and R Fitzpatrick agreed to check the data.

A discussion was held about whether 'specialist' hospitals e.g. orthopaedic, children's' hospitals should be included in the report, and also the impact on the data by hospitals that have outsourced pharmacy services. R Fitzpatrick offered to send the raw data to individual members for their particular region if required.

Action: R Fitzpatrick to circulate the data to members and to request which 'specialist' hospitals should be removed from the collation.

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

H Middleton reported that she had collected feedback on the 2014 recruitment to identify if the recruitment website needed amending. There are fewer amendments than last year because teething problems for the first intake have been resolved.

She informed members that the 2015 recruitment was the last year covered by the existing SLA with Webstar Health, which would end on the 31st October 2014. The Committee would need to ensure that something was in place by November 2014 for the 2016 intake.

Webstar Health are looking for a three year agreement. If the SLA was extended only for a year it would be more expensive.

Discussed further under item 7.

7. HEE Advisory Group (Modernising Pharmacy Careers Programme Board)

Meeting to discuss national recruitment of pre-registration pharmacists:

G Fleming reported that she and S Sanders and T Beswick had met with S Ambler and J Flint to discuss the national recruitment of pre-registration pharmacists. This included exploring linking in with the Medical and Dental Recruitment Scheme (MDRS), and aligning with HEE timelines.

S Ambler stated that there is a willingness on the part of HEE to explore the inclusion of pharmacy in the MDR scheme especially as HCS are coming on board.

J Flint is drafting a paper consolidating the discussions from the meeting, which will be sent to LETB leads for comment before sending to Directors of Education and Quality (DEQ) for review and agreement to take forward. A full options appraisal will be required and employers will need to be involved as key stakeholders.

A discussion was held about the governance of the recruitment data and who has ultimate responsibility for the integrity of the recruitment.

Following a question S Ambler advised that if a new recruitment system was introduced then it would be necessary to double-run the two schemes for a period of time.

Action: H Middleton to ask Webstar Health for pricing options and circulate to members for final agreement.

HEE Pharmacy Advisory Group feedback

L Fidler reported that the Advisory Group had a wider representation than the previous MPC Board e.g. the group included training providers, trainees, newly qualified staff, academia, and specialists. An additional meeting to those planned has been organised for this Group to discuss the HEFCE consultation responses.

S Sanders expressed concern about the communication coming out of HEE AG e.g. updates, minutes etc and S Ambler agreed to take this on board.

3. Terms of Reference and membership of NHS PEDC

Meetings management and different ways of working:

G Fleming reported that initial discussions about the ToR had started at the Focus Event and it was agreed to discuss it further at this meeting. A draft document had been circulated prior to the meeting. She stated that the Main Committee should be more strategic with better use being made of the Specialist Groups to take work forward.

The ToR were discussed and a few changes to the principle functions were suggested.

S Ambler reported that HEE's networking, governance arrangements etc are becoming much clearer over the past few months. DEQs and workforce planners meet regularly. The purpose of this is to get a national perspective from local views, and to identify key people to be involved in project work. Increasingly requests are being made to involve pharmacy representatives for specific projects. There was a NHS PEDC representative on the previous MPC Board but not on the new HEE AG. Following discussion with K Ridge it was proposed to develop a LETB Pharmacy Leads Group. Invitations to be sent to LETBs requesting a LETB pharmacy lead to attend this new Group.

Members were supportive of the creation of this new Group and saw many benefits.

Action: S Ambler to inform G Fleming when she invites to the LETBs have been sent.

Need for an NHS PEDC qualified staff sub-group:

H Middleton had previously circulated a request for information to identify if an additional sub-group was required to cover the education and development of qualified pharmacy staff. The responses showed that although qualified staff had to be considered there was little interest in setting up another group due to additional time out, cost etc. It was proposed that a standing agenda item for 'Qualified staff' was added to the Main Committee's agenda.

A discussion was held about the different ways of working, meeting frequency, greater use of task and finish groups (including the use of external members) etc with a number of proposals put forward. This included the possibility of the use of teleconference facilities, reducing the number of face to face meetings, and increasing the Main Committee meeting to a full day. It was agreed to hold an annual Focus Event, open to members of the Main Committee and

Specialist Groups to share UK wide policies, and to focus on sharing of best practice.

Action;

- *Specialist groups to consider how often they need to meet, format of meeting etc and feedback to G Fleming.*
- *G Fleming to prepare an options paper and circulate to members for comment. Format to be agreed at next meeting.*

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8. Development of Pharmacy Indicators against the Education Outcomes Framework Task & Finish Group – update

M Christou explained that the objective of the T&F Group is to populate the indicators in the 'Technical Guidance' document with examples from Pharmacy education & training.

A draft document was circulated prior to the meeting by M Christou. She stated that this was an ongoing piece of work. A discussion was held about the differing approaches used by the LETBs for the implementation and adoption of the EOF with concern being expressed that LETBs may decide to use their own quality indicators.

Action: *M Christou to raise the issue of the adoption of the EOF with S Ambler.*

9. Royal Pharmaceutical Society

Advanced Pharmacy Framework

On behalf of T Beswick, G Fleming reported that the first batch of faculty members has been announced and the deadline for the next phase of applications based on prior experience closes mid Feb.

T Beswick attended a meeting in November that looked at the GLF and its transformation to a "foundation" level framework. Work on this is progressing to plan.

L Fidler provided a further update on the development of the frameworks. MPC Work steam II identified the need for an early years development framework akin to the General Level Framework. Development of this framework is being led by the RPS, overseen by the Framework Oversight Group (FOG). FOG provides professional guidance and advice on the framework development and implementation.

APTUK, through representation on FOG and engagement with RPS have inputted into the framework and supported the contextualisation for pharmacy technicians.

The draft framework has been reviewed by APTUK's Education Strategy Group (ESG) and APTUK nominal and focus groups. APTUK have engaged with a wide range of stakeholders including community pharmacy, dispensing doctors etc. APTUK Education Strategy Group report to the APTUK National Board of Officers.

The PTSSG through membership of APTUK ESG have had the opportunity to comment. The corporate APTUK version of the framework is currently in development and the aim is to test and evaluate this in practice in 2014. Launch of the APTUK version of the framework is planned for summer 2014.

Committee members were unaware that there would no longer be a single framework for use by both professions.

Action: *add advanced and foundation level frameworks to the next agenda*

10. Partnership agreement : Faculty E&T specialist curriculum

It was agreed to review the partnership agreement at the end of the year. G Fleming reported that the E&T Specialist curriculum was on hold pending RPS discussions.

HEE cost collection exercise – training vs service time

Due to insufficient time available this item was not discussed. Members to raise any issues electronically, if required.

11. General Pharmaceutical Council

No update.

12. Pre-registration Trainee Pharmacists Specialist Group

Minutes previously circulated.

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

Minutes previously circulated.

14. Any Other Business

- S Sanders reported that in the recently published HEE Workforce Plan there were a number of errors re the pharmacy data. It was agreed that this Committee should offer to support the data for next year.
- S Sanders reported that on the 16th January there is a joint RPS / APTUK 'Optimising the Skill-mix' meeting to support the Now or Never Agenda. A representative from the Association of Teaching Hospitals will take the vacancy survey data. Concern was expressed that there was no representation from the Future Pharmacy Working Group or PEDC.

Action: *G Fleming to contact Chris John (RPS) re representation at the meeting.*

Post meeting note: *TB has been invited to attend this as he attended the last meeting of the FPWG.*

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

Tuesday 22nd April 2013- **please note change from original date of April 15th**

Monday 14 July 2014

Wednesday 22nd/23rd October 2014