

MAIN COMMITTEE

**Unconfirmed Minutes of the meeting held on Tuesday 22nd April 2014
50 Eastbourne Terrace, Paddington, London**

Present:

Main Committee Members: Gail Fleming (Chair), Helen Fawcett (Secretary), Margaret Allen, Trevor Beswick, Kath Hodgson, Rachel Kenward, Alison Littlewood, Jill McDonald, Helen Middleton, Alison Sampson, Susan Sanders, Michelle Sehwat, Julie Sowter.

Apologies: Roselyn Cheeseman, Maria Christou, Liz Fidler (Chair of the Pharmacy Technician & Support Staff (Pre and Post Qualification) Specialist Group), Janet Gilbertson, Amanda Kemp (Chair of the Pre-registration Trainee Pharmacists Specialist Group), Ann Watson, Karen Wragg (CPPE).

In Attendance: Gill Shelton (for M Christou)

1.	<p><u>Minutes of the last meeting: 7th January 2014</u> Minutes accepted as an accurate record.</p>
2.	<p><u>Matters Arising</u></p> <p>2.1 – Community Pharmacy Workforce Mapping – update G Fleming reported that there was an increasing interest from LETBs in the community workforce. HEE have convened a working group to look at this on a national basis. It has been agreed that Health Education Kent, Surrey, Sussex will undertake a pilot to map the community workforce. A meeting has taken place with the large multiples. They can only provide data on HC and FTE for each staff group and are unable to provide any skill set information. CCA will collate the information and break it down by CCG area. HEKSS have appointed a collaborative of Universities and market researchers to collect similar data from the independent pharmacies via an electronic survey. This will be followed up with telephone calls. It is expected that the final report will be ready by September for circulation to LETBs and national roll out.</p> <p>2.2 - Annual Report 2013-14 G Fleming stated that the draft Annual Report was circulated prior to the meeting for comment. Members identified a few minor amendments. Action: <i>G Fleming to update the Annual Report and circulate the final copy.</i></p> <p>2.3 - Comparison of hospital pharmacy staffing establishments No update provided Action: <i>Add to next agenda</i></p>
3.	<p><u>Terms of Reference and membership of NHS PEDC</u> G Fleming reported that a LETB Pharmacy Leads Group (England only) has been created and has had one meeting so far. Terms of Reference are being developed. She proposed that no</p>

	<p>major changes are made to the Committee's ToR until the role of this new Group is better understood. This was agreed by members.</p> <p>Meetings management and different ways of working: G Fleming reported that she had circulated a paper to outline options for future meetings; however, feedback showed that there was no consensus of opinion. It was agreed to wait until the ToR had been finalised to identify how often the Committee should meet.</p> <p>It was agreed that the Focus Event should continue in October and a proposed programme included: Day 1 – What is the purpose of the Committee? Day 2 – Development of a work programme.</p> <p>Action: <i>H Fawcett to email members to request ideas to include at the Focus Event, and to ask for volunteers to prepare the programme.</i></p> <p>Under this agenda item concern was expressed about the lack of clarity around the purpose of the Pharmacy HEE Advisory Group and the lack of communication coming from this group. Action: <i>S Sanders to take forward with S Ambler.</i></p> <p>Need for an NHS PEDC qualified staff sub-group: To be discussed along with the ToR.</p>
4.	<p>LETB Pharmacy Leads Group Discussed under item 3.</p>
5.	<p>NHS Pharmacy Establishment and Vacancy Survey 2014 S Sanders reported that HEE have agreed to support the Survey for one last year. In future the data will be taken from ESR and, therefore, it is essential to ensure its accuracy. HEE have compared last year's ESR data against the survey results and identified a number of discrepancies. John Stock (Head of Workforce, HEE) has written to LETBs requesting that they review their ESR data. Action:</p> <ul style="list-style-type: none"> • <i>Members to update contact list for trusts, CCGs etc and send to S Sanders.</i> • <i>To be raised at the next Pharmacy Leads LETB Group to identify if and how narrative would be provided to support future collection of ESR workforce data.</i>
6.	<p>National Recruitment Scheme for Hospital Pre-registration Trainee Pharmacists H Middleton reported that the SLA with Webstar Health would end on the 31st October 2014. She stated that Webstar Health have to negotiate a three year deal with external companies to provide support to the scheme e.g. server support and therefore, most of the cost is related to this. After a discussion it was agreed, in principle, to extend the SLA for three years. This would be the most cost effective option. It would also allow time for the proposal of pharmacy to be included in the Medical and Dental recruitment scheme to be taken forward, if agreed. Action: <i>to be discussed further at the LETB Pharmacy Leads Group in order to seek approval of the DEQs to commit to a three year deal.</i></p>

7.	<p><u>Advanced and General Level Framework</u></p> <p>T Beswick reported that the Foundation Level Framework has been published; however, there is no assessment or guidance available to support staff through the process. The option of applying for accreditation of prior learning against the Advanced Level Framework is still open for experienced pharmacists.</p> <p>T Beswick stated that he had given a presentation about the Frameworks to his local chief pharmacists and varied range of views were held.</p> <p>A discussion was held about the support that was being provided with respect to use of the Frameworks including:</p> <ul style="list-style-type: none"> • Membership of RPS being added to job descriptions • Development of mentors • Mapping clinical rotations to ALF • Local Clinical diplomas, prescribing course (and other qualifications) being mapped against the Frameworks • Webinars and peer support for development of portfolio. <p>The Technician Foundation level Framework was due to be launched by APTUK in June.</p> <p>It was identified that a potential piece of work for the Committee would be to map at what ALF level staff should be at for each AfC band.</p>
8.	<p><u>Royal Pharmaceutical Society</u></p> <p>Faculty Support:</p> <p>G Fleming reported that a Task and Finish group had been set up to develop a curriculum guide to cluster 1 (expert practice), and to comment on cluster 5 (education and training). As the Faculty developed, this work was put on hold; however, in March the Group reconvened. Specialist curriculum guides are on the RPS website; however, there is a lot of variation between them, therefore the aim is to standardise them and house more 'generic' curriculum guides. These will need to be tested for usability and usefulness.</p> <p>M Sehrawat has volunteered to keep a record of anybody who is interested in testing the guides.</p> <p>Action: <i>members to contact M Sehrawat with names of any staff that may be interested in testing the guides.</i></p> <p>Partnership Agreement</p> <p>G Fleming reported that it had been nearly 12 months since the Agreement was signed. She was due to meet with Catherine Duggan (date to be confirmed). The Agreement will need to be reviewed before the next Committee meeting.</p>
9.	<p><u>General Pharmaceutical Council</u></p> <p>G Fleming highlighted the email that she had circulated prior to the meeting about the GPhC's review of the new standards for E&T and associated timescales.</p>
10.	<p><u>Pre-registration Trainee Pharmacists Specialist Group</u></p>

	<p>Minutes previously circulated. A Littlewood reported that the mock exam had been updated and circulated. An article on 'How to get the most from an interview' was to be published in August in 'Tomorrow's Pharmacist'.</p>
<p>11.</p>	<p><u>Pharmacy Technician & Support Staff (Pre and Post Qualification) Group</u> Minutes previously circulated.</p> <p>H Fawcett asked if there were any comments to be fed back to the afternoon meeting about the two papers circulated previously by G Risby. None were made. Action: <i>members to contact G Risby directly with any comments about the papers.</i></p> <p>G Fleming reported that L Fidler had been asked to write a paper for HEEAG about the use of apprenticeships in pharmacy. This has been discussed at HEEAG with the end result that a request will be made to the HEE Board to ask that a Task and Finish Group be set up to assess the impact and risks associated with the apprenticeship model for the E&T of pharmacy technicians.</p>
<p>12.</p>	<p><u>Any Other Business</u> S Sanders reminded members that the correct title was 'pharmacy technician' and not just 'technician' and should be used on all written communication.</p> <p>S Sanders reported that she had attended a 'Call to Action' event facilitated by Clare Howard. Following discussions with C Howard it had been agreed that the two of them would meet to discuss the new LETB structure. S Sanders stated that it would be useful if the LETB stocktake paper was updated prior to this. Action: <i>G Fleming to request that the LETB Stocktake paper is updated by the LETB Pharmacy Leads Group.</i></p> <p>A Littlewood reported that a replacement was not in post yet for C Moss-Barclay, therefore, any requests for information could go through her and she would identify the most appropriate person to deal with it</p>

Dates of future meetings- 50 Eastbourne Terrace, Paddington

Monday 14 July 2014

Wednesday 22nd/23rd October 2014