
TERMS OF REFERENCE FOR MAIN COMMITTEE (Oct 2009a)

1. Introduction

The NHS Pharmacy Education & Development Committee (NHS PEDC) is a network that functions at national, strategic and operational levels. It synthesises the expert and diverse perspectives of pharmacy education and training. This coalition influences the development of the NHS pharmacy workforce and informs the planning, modernisation and investment strategies for pharmacy education and training in the UK. The NHS PEDC oversees the action and activities of the Pre-Registration Trainee Pharmacists Specialist Group and the Support Staff Specialist Group and/or projects under its jurisdiction including pre-registration, post-qualification and continuing professional development.

2. Aims of Main Committee

- a) The overall aim of the NHS PEDC is to inform and influence the development of national strategies for NHS pharmacy workforce planning, education, training and development and respond to consultations. The NHS PEDC will work within the context of current national policies and priorities.
- b) The NHS PEDC will promote and support education, training and workforce development for all members of pharmacy staff in order to support the development of services to the NHS and the provision of world class pharmaceutical care.
- c) In partnership with employers, educational bodies and other stakeholders, the NHS PEDC will support proactively the NHS workforce planning process, with the objective that the pharmacy workforce has the capacity and capability to meet the modernisation agenda.
- d) The NHS PEDC will develop and maintain relationships with the current professional leadership body, the Royal Pharmaceutical Society of Great Britain (RPSGB) and its successor; the new professional regulator, the General Pharmaceutical Council (GPhC); the Modernising Pharmacy Careers Board (MPCB) of Medical Education England (MEE); the Departments of Health; and other pharmacy and NHS organisations in order to inform and advise on policy and practice in pharmacy education and workforce development.
- e) The NHS PEDC will ensure that it and its Specialist Groups establish appropriate ways of communication with and engagement of stakeholders in their work and that the commitment of stakeholder organisations / sectors is secured through consultation and agreements as appropriate.

3. Membership

- a) Members hold posts that are primarily concerned with the education, training and development of pharmacy staff and are able to represent the NHS interests of the geographical area in which they work.
- b) Members may be employed by an NHS organisation or another body provided that their main duties concern the NHS.
- c) Chairs of the Specialist Groups will be members of the Main Committee.
- d) NHS pharmacy in English Strategic Health Authority (SHA) areas, Northern Ireland, Scotland and Wales may be represented by one or two members as appropriate to their staffing structure / activity.
- e) Representatives of the Centre for Pharmacy Postgraduate Education (CPPE) in England, Northern Ireland Centre for Pharmacy, Learning and development, (NICPLD), NHS Education for Scotland (NES) and Welsh Centre for Postgraduate Pharmacy Education (WCPPE) respectively.
- f) Representatives from the Department of Health - England (Office of the Chief Pharmacist or equivalent); national Workforce Review Team; RPSGB; Association of Pharmacy Technicians UK (APTUK); Guild of Healthcare Pharmacists (GHP); and the NVQ national awarding bodies, City and Guilds and Edexcel.
- g) Other parties may be invited to attend meetings for specific items.

4. Links with Organisations

- a) Formal communication links are maintained between members representing Northern Ireland, Scotland and Wales and the Chief Pharmacists in the Departments of Health in each of these home countries.
- b) Committee members ensure that appropriate links with the various national organisations defined above are maintained.

5. Principal Functions

- a) Identify and anticipate developments and funding changes within pharmacy and the NHS that affect pharmacy education, training and workforce development. Interpret these developments and respond appropriately at national level.
- b) Support new or changing roles through appropriate pharmacy education and training, underpinned by suitable competency frameworks.
- c) Identify and anticipate developments within pharmacy and the NHS that affect pharmacy workforce planning and skill mix, and act accordingly.
- d) Monitor training capacity and funding for trainees against the needs of service and advise accordingly.
- e) Carry out annual pharmacy workforce staffing establishment and vacancy surveys to inform local and national NHS pharmacy workforce planning and NHS policy.
- f) Operate a National Recruitment Scheme for the recruitment of pre-registration trainee pharmacists into NHS posts in England and Wales.
- g) Share information in order to promote good practice in the commissioning, delivery & evaluation of pharmacy education and training, and facilitation of CPD.
- h) Participate in evaluation of pharmacy education, training and workforce development, and disseminate results.
- i) Support a cohesive and coordinated approach towards the delivery, quality assurance and enhancement of education and training for pharmacy services.
- j) Develop and maintain a work programme, the delivery of which is assessed against key milestones and/or objectives, using agreed performance indicators.
- k) Publish and disseminate Annual Reports covering the period from September to August.

6. Duties and Responsibilities of NHS PEDC Members

- a) Keep abreast of national workforce developments and emerging strategies for education, training and development in pharmacy.
- b) Attend meetings of the NHS PEDC, or if occasionally unavailable, make arrangements for their nominated deputies to attend.
- c) Play a full part in enabling the NHS PEDC to comply with its Terms of Reference.
- d) Balance the requirement to be a member of the NHS PEDC with the role of representing a particular group, region or organisation(s).
- e) Maintain links with various organisations.
- f) Identify a Chair, Deputy Chair and Secretary to the NHS PEDC with tenure of two years.

(Updated October 2009)