
Support Staff Specialist Group
Minutes of the meeting, Wednesday 13 January 2010
50 Eastbourne Terrace, Paddington, London

- 1. Present** Vanessa Eggerdon (VE) chair, Gill Risby, (GE), Barbara Wendsworth (BW) and Sarah Wright (SW)
- 2. Apologies** Alison Pritchard, Tracey Burrows, Dalgeet Puaar, Tess Fenn, Julie Jordan, Kath Stride, Alison Sampson, Melanie Boughen, Diane Blunden, Samantha Mitchelson, Ellen Bidwell, Deborah Williams, Beth Barratt, Karen Nash, Sue Gibbons, Jane Pyatt, Helen Knipe, Helen Wilmar, Val Findley, Liz Fiddler
- 3. Minutes of meeting held 19 October 2009** Not reviewed as so only 4 present, will review

4. Matters arising

Checking Clinical Trials – VE raised the question -who in your department carries out this role – a pharmacist or an accredited checking technician? Is there a local accreditation process they have to complete or do they complete as part of their ACT course?

Action: VE to compile a short questionnaire and email to the group about checking of Clinical Trials.

5. Discussion of important issues

Nomination of NHS SSSG Secretary: Tracey has been nominated as secretary VE to send an email for acceptance. – Action VE

Evaluation of learning: Most learning is evaluated only by 'Happy sheets'. If a course is selected, prior to attendance, managers and potential attendees need to be looking at the learning outcomes and evaluating how their role will change once they have attended the course? E.g.. - a discharge tech on a MMT course. There should be planned outcomes for a participant rather than retrospectively looking at the value of the course the candidate has attended then extend their role according to use their skills learnt. Do we need to be tailoring the training according to the feedback? This should all form part of the IPR at Appraisal. To be discussed further.

Progress with the new qualifications for pharmacy technicians and dispensing

assistants: This is still on track for September 2010 delivery. The NOS have been mapped with the underpinning knowledge.

All PTPTs will do the same underpinning knowledge for the whole award at level 3.

City & Guilds and Edexcel are working together on the qualifications however there will be differences in grading criteria, for example C&G have a pass as their pass mark but Edexcel have a pass, merit and distinction.

The Units will be smaller (as there are no 'elements'), but there will be more units. The qualification has a total of 720 learning hours. Not sure what the competency-based qualification will be called yet.

All the academic units will need to be ratified by the Support Staff Advisory Group and the next meeting for this group is 16th February.

Funding of NVO 2 is not straight forward - On 21st January BW is going to a meeting – looking at problems around funding especially for NVO 2 as the LSC will only fund a full award. If funding is required for level 2 awards it needs to be accredited and a technical certificate needs to be done as well.

If someone does the whole award of an NVO 2 including the UPK (which will be a formal course), if they want to move to level 3, Edexcel have other science units from other awards, eg Biology and Chemistry etc. for them to do as a link up instead of going off and doing extra GCSE.

BW commented that some of the Generic NOS are already out of date as these were written in 2007. The Environmental NOS for level 3 will be hard to achieve.

6. SSG objectives

Regulation

Deferred to next meeting

National Projects/consultations

Submitted a response to the consultation on the General Pharmaceutical Council (GPhC) standards. VE to circulate the copy sent to the group.

Next consultation is GPhC consultation on new education procedures and registration criteria closing date 15th February 2010.

Funding

Deferred to next meeting

Accreditation in final accuracy checking

Deferred to next meeting

Support High-level Qualifications

To discuss at next meeting.

Support work based facilitation

Work still on going.

Pharmacy support staff training in aseptic services

In process and final accuracy checking

SK to send in information. A working group is putting together a more comprehensive package, with training resource, which they can share around the country.

A new **Aseptic processing programme** has been launched. This has been mapped to NOS, KSF and RPSGB competencies. It comprises of four modules designed to provide a basic understanding of

- Aseptic Principles
- Preparation of CIVAs
- Preparation of Parenteral Nutrition
- Preparation of Cytotoxics

Each module will be accessible in different formats for example , via the web, CD Rom and paper-based downloads, in three parts:

Part One: Training manual – detailed descriptions and tasks

Part Two: Interactive programme – visual and interactive tutorials

Part Three: Assessments – workplace assessments at different levels

This programme can be used in many ways to support in house training programmes, C&G Level 2 Process-Technology – Pharmaceutical production (0603), NVQ 2 & 3 Pharmacy Services, BTEC NC in Pharmacy Services, Pre-registration pharmacists, Nationally agreed accreditation in Pre-Process and In Process checking in aseptic services.

In the package will be an interactive CD plus a paper copy and once you complete the on line course you can then print off your own Certificate. It will be available by the end of March at the latest. Flyers will be coming out shortly via email. The cost will be £60 just for the package or £90 for the package plus a training day (to be organised by regions).

For further information visit – www.medslearning.leeds.ac.uk

Workforce planning

VE has now got a full set of figures for 2007 to 2009. VE will update and send out. VE is also compiling the PTPT questionnaire results.

7. Modernising Pharmacy Careers Board –There has been one meeting since 19th October 2009. This meeting focused on three areas:

Training – Undergraduate/Pre-registration training of both Pre-registration Pharmacists and Pharmacy Technicians – the focus at the moment being pre-registration pharmacists and the undergraduate course i.e. content and make up – currently a 4year +1 Year practice model. What happens to registered pharmacy professionals after registration? – This applies to both Pharmacists and Pharmacy Technicians.

Workforce planning – not focusing on this at the moment.

There will be a meeting on Monday 18th January and 6 members of the NHS PEDC will be attending.

8. Update from Strategy Group

Following discussion around recruitment and retention of band 6/7 pharmacist posts a small group will convene to look at the questions from both the SSSG and the PTPSG questionnaires that have asked around gaps that arise in recruitment and retention of these bands. The group will work on devising an overarching questionnaire so that all NHS PEDC committees can ask their pharmacy staff in their patch. The answers can be collated in a format to establish qualitative and quantitative data. This in turn will inform the SHA to understand our data.

VE to circulate the PTPT questionnaire for members of the SSSG to add any further questions not captured so that the main committee sub group can put a questionnaire together for summer 2010.

QIPP analysis & annex – see attached papers for feedback.

Committee members would have an opportunity to add to the annex with details of any further relevant schemes

- We should include a paragraph listing any projects or schemes that are currently in place that support QIPP eg the national ACT scheme
- The report recommendations are largely accepted
- TB, CC, VE and GF are asked to finalise the paper and propose an action plan

Can you please therefore let VE have

- Any other schemes you would like to include
- Any issues that you think can be included as already supporting the aims of QIPP
- Any examples of where the roles of pharmacy assistants are being expanded/stretched

9. Pharmacy Practice Framework Consultation

To be removed from further agenda's.

10. Edexcel update

Nothing new to report

11. City & Guilds update

TF not present – deferred to next meeting

12. APTUK update

TF not present deferred to next meeting

13. RPSGB Support staff advisory group –BW raised that questions had been asked around NVO 2 no longer mandatory for ATO's as of April/May 2010. RPSGB feels this should be the responsibility of the PCTs. The role of the assistant has changed and will continue to change as the roles of technicians change. No practise framework for ATO's once the devolution of the RPSGB to GPHC. As a group VE will write to Sue Ambler raising our concerns on this matter.

DONM: **Monday 26th April 2010**

Any Other Business

VE will be circulating a new members handbook for us all and future members with all acronyms and other info in.

For next meeting can everyone please make and bring a plaque that will sit in front of them on the desk. Please put on your name and job title / region that you represent. VE to make this a template in the members handbook.

NHS PEDC Works Programme 2009/10 – 1.5 – under sharing intelligence on forthcoming problem areas for recruitment to specialist and senior posts and propose suitable actions to address these...

Questions raised at the Main Committee meeting that reflect our staff group are –

Succession Planning: How many chief technicians have we in our regions? How many band 7's have we got. How far are all these people off from retiring and what sort of planning is in place for succession?

Action: GR has offered to put together a template to collate this information.

The Operating Framework for the NHS in England 2010/11 is a document looking at a tariff to fund both pre-registration trainee pharmacists and pharmacy technicians

http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/@ps/@sta/@perf/documents/digitalasset/dh_110159.pdf

Look at chapter 3 section 3.56 - 3.58 inclusive. This relates to education, training and professional regulation.

Receipt of these minutes prior to the date of the next meeting implies that they are unconfirmed minutes.