

Support Staff Specialist Group
Minutes of the meeting, 18th October 2010
50 Eastbourne Terrace, Paddington, London

1. Present

Vanessa Eggerdon (VE) chair, Helen Fawcett (HF), Kath Stride (KS), Sarah Wright (SW) secretary, Deborah Williams (DW), Tess Fenn (TF), Barbara Wendsworth (BW), Dalgeet Puaar (DP), Sally Kemp (SK), Ellen Bidwell (EB), BB, DB, Liz Fidler (LF),

2. Apologies

Gill Risby (GR), Tracey Burrows (TB), Julie Jordan (JJ), Karen Nash (KN), Melanie Boughen (MB), Val Fidler (VF), Diane Blunden (DB).

Vanessa wanted to say a big thank you to Tracey Burrows for her work and support as the groups Secretary over the last few years as she steps down from her post.

3. Minutes of meeting held 13th July 2010

These minutes agreed as correct

4. Matters arising

From Item 13 in Julys minutes: Support staff advisory group. As this no longer exists what support are they going to receive and where do they fit in the new structures? It was agreed that as a group we need to write to Duncan Rudkin from the GPhc and ask for clarification. VE said she will discuss this further at tonights main committee group meeting.

5. Discussion of important issues

- Skills for Health, Anglio Varetto is the key contact with Regards to amendments or addition to the new NVQ (QCF standards and NOS.
- SK asked whether we can consider renaming the group to: Pharmacy Technicians & assistant Pharmacy technicians specialist group. The question was also asked about pre registration technicians to ensure we incorporate them. A decision was agreed and will be discussed further at next meeting. VE will check with main group that this is ok to change our name.

6. SSG objectives

- **Regulations** – Concerns arose with registration for newly qualified technicians. Barbara and Tess said they believed it would work in a similar way to Pre registration pharmacists. Where a paper was sent ahead of time indicating they would be qualifying shortly and then once qualified the qualifying body would notify the GPhc.

Questions were asked around when does the 2 years work experience for students start for registration? was it when their contract started or when they registered onto the NVQ and Btec course.

APTUK feel that as mandatory regulation comes into effect just as the next cohort finish their qualifications, that they should be given priority for registration over Technicians who have left it to the last minute to register. Clarity needs to be sort form the GPhc on how we manage the transition period.

Annual subscriptions for the register are due by 30th November 2010. A fitness to practise form is to be completed on line and then payment given. If you wish to pay by DD a DD mandate needs to be sent in by once this is processed you can then fill in the fitness to practise form on line. Due to the high number of applicants going through at present the process is taking 7 to 8 weeks and new registrants are being asked for next years payment as a lump sum but not being asked for the final quarters payment for this year.

- **National Projects** – The MM framework is on track and going well. A draft format has been produced.
- **Funding** – Are SHA funding apprenticeships or not? Is everyone covering Travel costs due to cost cuts. It was felt this was a Equality and Diversity issue and statutory training study should be supported.
A1's are finding it harder to attend standardisation due to other work commitments this is overcome where E-Portfolios are as you can do virtual standardisation meetings.
Tracey Burrows was collating info on funding from around the country but one one has sent her any information do we still want her to do this. It was decided that this should be scrapped.
- **Accreditation** - Final accuracy checking. LF highlighted that there are differences on severity of errors as some reported a missed item as a serious error others didn't. Also a missing spoon is a serious error as the patient wouldn't be able to take their medication. If a staff member has time out and the re enters the scheme completes their portfolio etc. It was then discovered an error on their documentation which had been subsequently crossed out how should this be dealt with. It was felt that if person reflects and the trusts support them then this should be sufficient.
The end check frame work is up for review by the end of Oct 2011. Diane Blunden will start process in April 2011 and we will look at adding clinical Validation and missing item as an error. Other concerns and queries were: what is the number of days for traing before validation i.e. 2 days. London says theirs is 1.5 days.
Errors of missing BNF warning these should be serious if they were missing. It states in the framework that this is a serious error.
- **Support and Develop higher level qualifications** – Gill Risby would like to send in their templates that they use it. TF will then use this information for APTUK to signpost. Bradford is now running the Aseptic course which was at Derby University. Also they are doing the Clinical professional Development. Both will be up and running for Technicians by September 2011 staff from Derby are moving across.

- **Support Work based Facilitation.** – Vanessa still needs Figures for cohorts for this years in take. also the exit questionnaires form those completing their Qualifications this summer.
- **Pharmacy Support staff training in aseptic Services** – York and Humber say they have a 60% take up for the on line course and its improving their working practise. CPPE technical services training soon to be available. Kent has used This training very effectively and successfully.
BW will be sending out GRs Presentation.
- **Workforce Planning** - Please send Figures into Vanessa.
- There was a discussion on the numbers of staff and jobs available. London have vancancies

7. Modernising Pharmacy Careers Board - They have been working on work stream 1 and Work stream 2 has been on the backburner. Now they are looking at work stream 2 which is now back on track. They may be looking for technicians to come onto the group to look at this.

8. Update from Strategy Group - They are presently looking at work around Pre-registration Pharmacists. They have an exit questionnaire for the Band 7 and 7 pharmacists. how much does it cost to train staff to qualification. Vanessa is raising this with Suzanne.....

NPEC have done work with this in the past where has it now gone.

Dalgeet asked the question. What is the cost of such a big project and where does the data go and how useful is it? Maybe we should put this on hold until we've established our new standards.

9. Edexcel update - New Btec (Technical Certificate) and NVQ (QCF) are up and running.
BW is retiring from the NHS in March and her training in July 2011. What do we as a group want BW to do as far as replacing her after the end of July?
Group Felt BW had a lot of knowledge which would be irreplaceable. VE has asked BW to review her position next July.

10. City & Guilds update - They are working on more guidance for their awards. TF taking all other comments back to C&G . Roberta from C&G has left but there is a replacement. Please email TF errors you find within the new standards.

General - Departments around the country are not registering their students yet as paperwork and Guidance are not yet complete, even those using e-portfolios haven't started as they need to ensure that all paperwork is complete.

11. APTUK update - Next Conference is on 10 - 12 June 2011 at the Coppid Beach Hotel, Bershire. There will be 1 to 1 facilitation for APTUK members.

The Net Journal has just been released and TF has requested if you don't receive a copy, email into website to obtain your copy. They are presently sending out journals to all technicians they have addresses on.

APTUK has a new president _ Steve Acres. Steve is in talks with the Royal Pharmaceutical society whether pharmacy technicians can be part of the Royal Pharmaceutical Society.

APTUK is our professional body can we al please encourage membership.

UKCPA conference is cheaper for APTUK members.

Indemnity insurance - It was felt that as long as staff are working within the guidance of SOP the trust would support them. APTUK looking into how all the Precarious liability works and whether they can support members. UNISON does give indemnity but only for NHS staff.

TF asked for case studies anyone has to give them to look at.

If a technician is an ACPT is it on their job description. This need to be on al Job descriptions if its a task that the individual carries out.

The closing date for the AAH technicians of year award is There are 3 awards.

1. Primary Care 2. Secondary care and 3. professional award, this will be by nomination.

12. Any Other Business -

- **Medicine Management framework needs to be added to agenda.** - The project is going well and is on schedule. a draft has been sent out. This has some working outcomes with suggested tasks attached. At the Next MMG meeting they will be looking at issues around learning outcomes. Evetually link formats that are already out there and being used.
- LF asked if we need agenda items for nexts years agenda. We will look at refresh this come January as new objectives start in April and the drive for these will come from the top down.

A discussion was had around our start and finish time as many people have to leave to catch trains before the peak travel cost start. suggestions were:

- looking at best times to suit all.
- Proposal to change time and day we meet. perhaps two weeks after main group have met.
- Add in task a task and finish time. possibly start at 11 and finish at 3 or 3.30pm with an hour for business.
- Pre determine which task and finish group you would wish to work in, with the secretary before the meeting. These groups would be linked to our objectives.
- We need to be clear on our objectives and reduce the number of objectives we are working on at any one time to ensure they are achievable and completed.

New changes to take effect from April 2011.

We would have 4 objectives and the suggestions were: Frameworks, Pre and post qualifications, Specialist and workforce planning with an eye on consultations.

A brief synopsis from each mini group would be given backs to the secretary. Each group would need structure and a lead.

January will need nominations in for the Chair . the votes will take place at January's meeting .
Nominations by 1st December to Sarah Wright Secretary (email: sarah.wright@kgh.nhs.uk)
If you are unable to attend you must send in your vote with your apologies.

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