
Support Staff Specialist Group
Minutes of the meeting, 17th January 2011
50 Eastbourne Terrace, Paddington, London

1. Welcome

Vanessa Eggerdon (VE) chair, Helen Fawcett (HF), Kath Stride (KS), Deborah Williams (DW), Tess Fenn (TF), Barbara Wendsworth (BW), Dalgeet Puaar (DP), Ellen Bidwell (EB), Liz Fidler (LF), Gill Risby (GR), Melanie Boughen (MB), Jane Pyatt (JP)

2. Apologies

Sarah Wright, Tracey Burrows, Diane Blunden, Beth Barrett, Val Findlay, Sally Kemp

3. Minutes of meeting held 18th October 2010

- Point 6 - Remove details of discussion between Tess Fenn and Barbara Wendsworth

4. Matters arising

- Signposting Pharmacy Training courses – VE
The Royal Pharmaceutical Society of Great Britain is planning to develop a signposting resource for pharmacy training courses. Both GR and the Association of Pharmacy Technicians UK have also completed work in this area.
It was suggested that in order to remain politically neutral, the Support Staff Specialist Group could collect the same information from the group members and publish on the NHS website.
- City and Guilds restructure – TF
Tess Fenn advised that due to the City and Guilds restructure, there are now a number of people overseeing the pharmacy awards. For information or guidance it is best to contact your External Verifier.
- Medicines Management credentialisation – LF
The question was raised how we will link regional accreditations to the new Medicines Management framework. Could certificates say that the accreditation meets the national framework?
GR suggested that a certificate template could be developed listing the modules.
- ACPT framework review – VE
Volunteers are required to review the Accredited Checking Pharmacy Technician framework. This will be completed in a task and finish group before the next meeting.
DB, JJ, LF, JP, TF and KS will undertake the review. DB will arrange the meeting.

5. Discussion of important issues

▪ **Nomination of Chair - VE**

One nomination was received for the position of Chair.

All present agreed to appoint Liz Fidler to the position of Chair of the group.

On behalf of the group, Liz voiced her thanks to Vanessa Eggerdon for her time as Chair.

Terms of reference review

See TOR document

▪ **Future meetings & their structure**

Membership

The group agreed that members should attend all meetings or send a representative if they cannot attend.

HF advised that the main committee have removed Honorary Member status and made all representatives full members. This reflects the amount of work they contribute.

Current honorary members are representatives of Edexcel and City and Guilds. The group discussed whether there would be a conflict of interest if these bodies had full membership representation.

All agreed that there was no conflict of interest and that all intellectual property developed by the group would remain the property of the group as a whole.

However, Edexcel and City and Guilds will not have voting rights.

Honorary membership status will cease and all committee members will have full membership. This will be reviewed in January 2013

It was agreed that there was no cause to invite other training bodies to the group unless the agenda item was appropriate for their attendance.

DP suggested that the General Pharmaceutical Council should be offered membership.

HF will ask Trevor Beswick to discuss this with Bob Nicholls.

Meeting Structure

It was suggested that task and finish groups could meet in the morning to complete specific tasks. The afternoon meeting will then be structured around main business and reports from these groups.

DP will check the availability of meeting rooms for morning sessions.

LF will discuss the proposed structure with Trevor Beswick.

HF suggested that the group could merge with the morning meeting for the last hour as many agenda items are repeated.

LF asked if previous meeting minutes could be signed off electronically. It was agreed that this would need to be done in person during the meeting.

After discussion the group agreed to trial task and finish groups with the ACPT group before the next meeting. The afternoon meeting will then start at 13:15pm.

▪ **Review/change of Support staff groups title**

It was agreed that the group should be referred to as the Pharmacy Technician and Support Staff (pre and post qualification) Group.

The name needs to reflect the people we are representing and all agreed that we should keep both NVQ Level 2 and Level 3 Pharmacy staff within our remit.

▪ **Guidance booklet – review**

VE- The guidance booklet is a good support for the Terms of Reference. It has been circulated so that we can consider using it in the future. All agreed that it is a good idea to revise the guidance booklet.

DP, MB and GR to review and feedback at next meeting.

▪ **Update on Medicines Management Framework version 2b**

SK to feedback on Medicines Management framework at next meeting.

The group discussed the practicality of using the Level 4 QCF units to support Medicines Management and Accredited Checking Pharmacy Technician frameworks. This would cost a lot to implement as the awarding bodies would need to structure knowledge to support the units, centres would need a quality assurance, assessment and verification structure in place and the employers would have to pay for training and certification.

TF suggested we could give a statement that the frameworks and regional accreditations meet the QCF standards.

VE will ask SK to advise on this for the MM framework.

6. SSG objectives -review

- Registration LM
This was discussed at the morning meeting with representation from the support staff committee. Northern Ireland has notification that they can only register if they intend practising in Scotland, England or Wales. It is still being decided as to whether the PSNI will change function or remain as it is.
There is still a backlog with the application process.
TF has suggested to the GPhC that they need to issue guidance on fitness to practice.
- National projects DP
None ongoing
- Funding TB
NPET funding is being reviewed. This will impact on college funding in England unless Modern Apprenticeship funding is available.
- Accreditation in final accuracy checking DB/KS
To be reviewed by next meeting

- Support & develop higher level qualifications GR
GR has developed an overview which she will e-mail to members. This will be on the agenda for the next meeting.
- Support work based facilitation VE
Not discussed
- Checking in technical services SK
KS informed the group that a pilot final release checking project was being developed jointly in the South West and Wales. Further information will be available in future meetings.

7. Update from Strategy Group

VE

- The White Paper – Developing the Healthcare Workforce
- Technician registration

As discussed and minuted during morning meeting.

8. Edexcel update – BW

The GPhC have not yet approved the new pharmacy qualifications. City and Guilds are in the same position.

GR – The Process Technology qualification is no longer being run by City and Guilds due to lack of candidates. Edexcel may pick up this qualification.

9. City & Guilds update – TF

The City and Guilds assignments for the QCF qualification will be ready in March.

10. APTUK update –

TF distributed flyers for the 2011 APTUK conference. It will be held in Bracknell on the 10th – 12th June. There is a call for poster submissions.

11. Any Other Business -

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