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Pharmacy Technician & Support Staff (Pre & Post Qualification) Group  
Minutes of the meeting, 13<sup>th</sup> July 2011  
50 Eastbourne Terrace, Paddington, London

**1. Present**

Liz Fidler (LF) Chairperson, Sarah Wright (SW) Secretary, Deborah Williams (DW), Dalgeet Puaar (DP), Catherine Davis (CD), Melanie Boughen (MB), Ellen Williams(EW), Sally Hall (SH), Tess Fenn (TF), Julie Jordan (JJ), Barbara Wendsworth (BW), Gill Risby (GR), Helen Fawcett (HF).

**2. Apologies**

Tracey Burrows (TB), Diane Blunden (DB), Kath Stride (KS), Jane Pyatt (JP)

Requests for all amendments to the minutes are to be emailed to the Secretary within 3 weeks of the date the minutes are emailed to members. Previously agreed at April meeting.

**3. Responses to briefing Papers for minutes**

APTUK Briefing papers: Circulated prior to the meeting (and included with these minutes). Discussion arose on suggestions for a post nominal to reflect professional body membership. RegPharmTech is no longer required as registration is confirmed by using the protected 'Pharmacy Technician' title. A suggestion from the group was MAPTUK. Any other suggestions to be sent directly to C Davies.

City and Guilds: Circulated prior to the meeting (and included with these minutes). No further discussion from the Group.

Edexcel: No briefing supplied. B.Wensworth will be standing down as the Edexcel Representative. B.Wensworth will inform L.Fidler of who the new representative will be

TSET: minutes not circulated to Group- G.Risby will action

L.Fidler requested that briefings submitted on behalf of other organisations should be on own organisational headed paperwork and not NHS PEDC paper.

**4. Update from Strategy Group + Matters arising - L.Fidler**

L.Fidler asked S.Hall to report progress on the South West Accuracy Check as this was reported in the strategy group. S.Hall reported that the South west to run 1<sup>st</sup> product approval training course after this a paper will be presented on views on how it was run. This is to be feedback at the January Pharmacy Technician & Support staff Group meeting.

The strategy group would like clarification on the processes and membership of the accreditation panel with regards to the National Medicines Management Framework – S.Hall to lead on this

Suggestions for project work the Group would like to undertake are to be presented at the Focus Group in October – see AOB.

**5. National MM project – progress update - S.Hall**

A summary of progress so far was presented to the Group.

- MM framework has been signed off by morning group.
- Next stage is to look at schemes of work which are already there.
- Next meeting will be mid August.
- First Scheme is to be signed off by end August 2011.
- Plan at next MM meeting how to review schemes in the future.
- Produce a document for the process for the signing off of the scheme of work for the Strategy group and for future scheme applications.
- Plan to publicly launch at Christmas 2011.
- Publicising to go to Martin Stephens, will then go to MPC agenda.

**Feedback on the framework from the PTSSG**

- The group will look at reducing learning outcomes a suggestion of 3 modules was given.
- Morning group congratulated the project team and all involved.

**6. Task and Finish Group (ACPT) – Final Draft for sign off -DB**

S.Hall presented feedback on behalf of D.Blunden.

Questions from the updated framework were sent by email to all members of the group for clarification today.

*Question 1. In section 5 should the current qualification requirements be removed and just stipulate they must be registered where it is mandatory as there will only be one qualification now?*

All present agreed yes

*Question 2. Should it stipulate the composition of an appeal panel or is it still each regions/sites requirements?*

All present agreed this should remain a local decision and publicised locally.

*Question 3. Please can I have confirmation that it was decided by the group that a candidate could sit the assessment before the 1000 item completion and was a minimum of 700 items agreed?*

It was agreed that candidates can sit the assessment at any time deemed appropriate by the candidate and trust. No minimum number of checks is required. Publicising the purpose of the assessment (to test checking procedure) and the Diary log (demonstrate competence in the workplace) is to be done locally. This model follows the Pre and In Process Checking Framework for Technical Service staff.

*Question 4. Request to have the minimum competency requirement reduced to 8 hours a month for part time workers?*

It was agreed to reduce this to 8 hours.

J.Jordan asked about the possibility of a Ward Technician having to check something at Discharge that they may have dispensed or labelled at a previous time, due to service requirements. The Group discussed and agreed that it was down to local SOPs to support this as this would be likely to occur. The Group felt that the Checking Pharmacy Technician would make a professional judgement on whether it was safe to check as a period of time had lapsed within agreed local SOPs. The Group supported the rule that a trainee ACPT should not check an item they have dispensed or labelled as part of a continuing process.

D.Blunden will include these changes and circulate as a final copy within 2 weeks off this meeting. Copies will be sent to Strategy Group, GPhC and APTUK.

#### **7. Modernising Pharmacy Careers Work stream II visit - LF**

L.Fidler reported that there was a tight deadline for members to respond and that some members were on the MPC panel however only 2 regions responded. L.Fidler reported it is difficult to give a 'national' or Group view with such limited feedback. It was agreed by all that everyone is to contribute to proposals of briefing documents- even if it is to say all ok/no comment.

T. Beswick and L. Fidler presented the Groups findings and produced a briefing paper for the MPC panels.

L.Fidler to send out briefing document.

#### **8. Reporting – Trainee Figures, annual report - HF**

H. Fawcett discussed how trainee figures had been collated during previous years. Unfortunately incomplete data on cohort for 2008 – 2010. Discussions arose around **if** this data was useful to everybody. What is the data used for? Should we gather it at the end of the financial year or academic year?

The following was agreed and a Task and Finish group will take ownership of this, including developing reporting mechanisms and procedures. Collating the following was agreed

- Outcomes for Technicians, how many Qualified / Studying.
- Only want NHS data not all students

Deadlines

Collection of Data – 2008 to 2010 template by end of September 2011

Collection of Data – 2009 to 2011 template by end September 2011.

All present agreed to share data. Those not present to confirm.

L.Fidler and H.Fawcett to set up a Task and Finish Group

## 9. Issues for GPhC - LF

L.Fidler reported that she had seen various emails being circulated within the group regarding issues that had arisen within registration and Level 2 trainees. L.Fidler agreed to take these concerns and write to the GPhC. Following issues were raised

- Level 2 –. It was reported in some areas the UPK programmes weren't being completed and some trainees were only completing the competency part of the award.
- GPhC publicise that Level 2 trainees need to complete qualification within 6 – 12 months but the policy states trainees have 3 years. This has led to conflicting advice. The Group felt that the requirements need defining as Apprenticeships must complete their level 2 within 12 months.
- The Group felt that clearer guidance regarding levels 2's which should be available on the GPhC website.

### Level 3

Mixed messages were being given from the GPhC advice line due to new members of staff. B.Wensworth reported that Diane Meech would welcome feedback on real life examples to help train new staff.

Feedback and examples to be sent directly to Diane Meech

Janet Flint is leaving the GPhC.

It was felt that a formal letter of thanks needs to be sent from our group for her dedication and support during technician registration – L.Fidler to action.

## 10.Task & Finish Group proposal - Scoping Post Qualification Pathway

T.Fenn proposed that a group be formally set up to look at Scoping Post Qualification Pathway. A proposal was circulated prior to the meeting and agreed by the Strategy Group. This work will be completed in January 2012. The Task and Finish Group will update us on progress at October meeting.

Group membership– C. Davis, E.Williams, G.Risby, T.Fenn.

## 11.Any other business-

- L.Fidler asked for proposals on work the group wishes to achieve next year. Proposals were agreed by the group to look at
  1. Task and finish group. Sign posting post qualifications- T.Fenn
  2. Task and Finish group – Defining roles of the Pharmacy Technician – E. Williams
  3. Exit work data – L. Fidler.

Leads for the task and finish groups were agreed. Proposals are to be submitted in writing by Leads to L.Fidler to present at the Focus group to gain approval from the Strategy Group.

- D.Puaar asked for Passwords for PTSS (pre and post Qualification) Group website as she was unable to access it. S.Hall said she would investigate this.
- L.Fidler – reported that she was going to meet with the executive officers of the APTUK to discuss formalising collaborative working in light of registration and APTUK becoming the professional leadership body for Pharmacy Technicians. L.Fidler will report back at the next meeting
- B.Wensworth circulated information on the following course.  
Morpeth Course.
  - 25<sup>th</sup> – 30<sup>th</sup> March and 16<sup>th</sup> – 21<sup>st</sup> September 2012.
  - All ex courses that used to be at Derby are now at Bradford College.

## 12.Actions and deadlines from meeting

- a. Respond with amendments to minutes within 3 weeks to enable sign off.
- b. TSET minutes to be circulated ASAP.
- c. S.Hall information on Passwords for website
- d. L.Fidler to update and distribute email distribution list.
- e. L.Fidler to send out Thank you letters to B.Wensworth, S.Hall and J.Flint.
- f. Proposals from task and finish group leads.
- g. National framework finalised and sent out within 2 weeks.
- h. L.Fidler to send MPC briefing.