

Pharmacy Technician & Support Staff (Pre & post Qualification) Group
Minutes of the meeting, 17th October 2011
50 Eastbourne Terrace, Paddington, London

1. Present

Liz Fidler (LF) Chairperson, Sarah Wright (SW) Secretary, Beth Barrett (BB), Tracey Burrows (TB), Steve Acres (SA) President of APTUK rep for Cath Davies, Ellen Williams (EW), Cath O'Brian (rep for Cath Stride), Ros Cheeseman (RC) (East Midlands SHA), Jane Pyatt (JP)

2. Apologies

Tess Fenn (TF), Cath Davies (CD), Julie Jordon (JJ), Karen Nash (KN), Dalgeet Puaar (DP), Diane Blunden (DB), Deborah Williams (DW), Helen Fawcett (HF), Gill Risby (GR)

3. Responses to briefing Papers for minutes

APTUK: Submitted. No further questions.

City and Guilds: Submitted. Concern was expressed about the lack of communication from City and Guilds, especially around the diploma. There seems to be no product updates e.g. information on how assignments will be assessed. This reflects badly on Pharmacy, if guidance is not provided. When updates have been added users aren't informed of the changes.

The Group questioned who is heading up Pharmacy Qualifications at City and Guilds, and who is managing the Pharmacy side of City and Guilds?

Please supply actual problems/issues/concerns to M.Boughen whom will collate and discuss with T.Fenn.

Action: Issues to M.Boughen within 6 weeks. (Deadline 28th November 2011)

Edexcel: Nothing to report. No attendance since departure of Barbara Wensworth
L.Fidler to chase

Post meeting note – B.Wensworth has suggested Gail Hall from Bradford College. L.Fidler to discuss with Gail Hall and report back.

TSET: minutes not complete

Minutes from Meeting on 13th July 2011 agreed and signed off.

4. Update from Committee + Matters arising

CPPE

- Training programme / course on Leadership and Facilitating. Open to Pharmacists and Pharmacy Technicians. Distant learning plus Face to face sessions on Sundays. It is open to NHS and Private sector workers. Further info from CPPE website.

Medicines Management Project

- Medicine Management National Project: Sue Ambler DH has expressed interest in this work and is sharing it with MPC work stream 2 (post qualification). The Main Committee are interested on how we are going to accredit training and assessment programmes. Discussions are timetabled for the focus event. L.Fidler will feedback.

MPC Update

- MPC 2 – There was a lot of information to digest with this work stream and at present it is at the 'pause and reflect' stage.
- MPC 3 – Work force modelling - This work stream model is almost ready, just needed to sort out the projects.

Royal Pharmaceutical Society (RPS)

- No one from the RPS currently sits on the Main Committee. Various RPS working groups have representatives from the Main Committee who provide feedback.
- Hospital Pharmacy Standards have been written by a working group. The focus is on Medicine Optimization use. The standards will affect whole workforce. A consultation period has begun and L.Fidler asked for people to respond. Details will be sent from the Main Committee. The completion date for this work is February 2012.

Main Committee

- Chair and Vice Chair for Main Committee up for nomination.

Please note more detail of Main Committee discussions and actions can be found in the minutes.

5. Feedback from APTUK meeting – The Pharmacy Technician & Support Staff (pre & post Qualification) Group is working collaboratively, where appropriate, with APTUK. Everyone agreed that a strong relationship with our professional body is an important move. Discussions on collaborative projects are defined in the task and finish group updates. A discussion for the future would be to look at APTUK, **using the national frameworks to** accredit / approve training and assessment programmes. Currently this is not workable but all agreed this would be a good long term aim. For the present the Groups will continue to work collaboratively.

S. Acres expressed that he feels we are already moving in the same direction. APTUK is a small growing organisation and it is mutually beneficial to learn and grow alongside each other.

6. National MM project – progress update

E. Williams. Last meeting of Steering group looked at grand parenting arrangements, and a mapping document. Programmes will be approved rather than accredited. Schemes that meet the national framework standards will be approved could be grand parented provided their current programmes have been approved by NHS PEDC and the grandparent criteria has been met.

Training Providers to submit evidence on how they met each standard. Feedback will be provided if they are not met on how they could meet it. Pilot programmes were SWest, LPET and NEast. 2 out of the 3 schemes are going to be approved; these will be signed off shortly.

E. Williams to let S. Wright know of progress with these sign offs within 3 weeks of today.

E. Williams gave a presentation on how local programmes will be approved and the process to be used. Discussion around some of the presentation is bullet pointed below.

- The Group indicated that training providers are to map their own schemes against the framework and only submit local framework once the learning outcomes have been mapped and met.

Post meeting note: This was agreed at the focus event

Panels for approval: They will hold 3 meetings a year. Members include: A member of PEDC, A member from APTUK, and a representative from a practise base. Need to nominate a chairperson. Plus the chair will then nominate local chairs.

Post meeting note: This was agreed at the focus event, with a discussion on time and travel commitment on the panels (see below on costs)

- The question was asked if there would be a charge for Approving programmes: nothing at present, so initially the group is taking the suck it and see approach. At the present time they are just approving NHS programmes.

Post meeting note: The main committee support a charge of £150 per course to be approved. Further details will be shared by project group.

- Should the PEDC logo be on the certificates issued to candidates to demonstrate approval of the programme they have undertaken? This will assist employers and raise the profile of PEDC. The current recommendation is for a statement to say programme meets framework competencies. It was discussed that this statement is used by private training organisations for the ACPT national framework and they have not been approved by PEDC. L.Fidler to raise this at the focus event.

Post meeting note: The main committee would like to keep with the current statement.

7. Task and Finish Group (ACPT) – Final Draft for sign off

This task and finish group has now been completed. Main Committee was sent a briefing paper and the final framework by L.Fidler This item will now be removed from the agenda. Any ACPT framework queries can be picked up as a proposed agenda item or under AOB.

8. Task and Finish Groups for the next coming year

Proposals that were discussed in July have been presented to the Main Committee and agreed. The following task and finish groups need to have project briefs and a lead and be planned into the years work.

- Signposting post qualifications work.
- Exit Data
- MM project
- Defining Roles of Pharmacy Technicians.

MM Project: January 2012 Completion

Due to be signed off at the Focus event so therefore will not require a Task and Finish Group. E.Williams will remain as project lead and update the group when required.

Post meeting note Both the NE and SW schemes have now been awarded national approval. LPET are currently working on their resubmission and we should know the outcome of this by the January approval panel meeting.

Signposting Qualifications: Proposed and Agreed in July 2011. April 2012 completion.

Task and Finish Group Leads TF and GR, EW and CW will be given an agenda item at next meeting. An Update is required as this group was due to complete in April but this is not feasible. A room has been booked for the morning of the next meeting for this T&F group. TF/GR/EW/CW to feedback at next meeting.

Plan:

- Draft a survey looking at the scope of roles, what training is currently available and the engagement and completion rates of these schemes/programmes
- Survey to be circulated to regional training providers via survey monkey
- Survey to be written and completed during the January task and finish group meeting
- 檫 GR/TF/EW/CW to collate any existing information available in the meantime
- 檫 Need to be aware of the reviews being undertaken of the existing competency frameworks and potential outcomes and how this could also impact on this piece of work

Defining Roles of Pharmacy Technicians

The group agreed this was an important piece of work to do. Due to the project size and interest from those present it was agreed that this T&F group be put on the next agenda for further discussion to aid a project plan. 30 – 45 minutes will be allocated. APTUK expressed an interest in working collaboratively on this and a suggestion to seek funding was made. It was also suggested that the work was done in 2 phases.

Phase 1- To Look at
Technician.

Phase 2- Headed up by APTUK for looking at PCT, community etc.
E.Williams will lead on this work.

Action Project plan to be developed after January meeting

Exit work data: October Proposal, Deadline TBC at next meeting

L.Fidler and H.Fawcett to lead on this work. Project brief to be presented at January meeting. The data needs to focus on the following retention in NHS and numbers of trainees registering. Members of the group wanting to work on this are:
M. Boughen and S. Wright.

Action Project plan to be developed after January meeting

9. Induction Pack (carried over from July Meeting)

D.Puaar emailed the group with a draft induction pack. T.Burrows asked for feedback on the pack. All present felt this was a useful to pack for new members to the group. Most information could be located on the website but the induction pack informed you of where to find information. Comments are required directly to D.Puaar by 25th October. This pack is to be signed off and on the website ASAP. The group felt that as D.Puaar had led on this work they support the decision for D.Puaar to launch when ready. No further agenda time required. The group wants thank D.Puaar for all her hard work.

D.Puaar to liaise with L.Fidler once pack is completed.

10. Actions and Deadlines from Meeting.

L. Fidler - Email anything that comes out of tomorrows meeting. *(This has been picked up in these minutes)*

E. Williams – Feedback at next meeting how many MM programme mapping applications they have

E. Williams – email S.Wright with progress of mapping and sign off for the 3 Pilot sites within 3 weeks from today's meeting

D.Puaar Notify L.Fidler when Induction Pack completed

Task and Finish Group Leads to present feedback at January meeting

11. Any other business-

E.Williams – Requested time on January's agenda to discuss SWMT product approval for accredited technical Services framework.

B.Barrett – Asked if a candidate completing their 100 items competency exceeds the error rates, what do other regions do? How many attempts are they allowed? It was agreed that this has to be managed locally.

T. Burrows – T. Burrows is presently in the process of setting up the apprenticeship scheme for London Pharmacy Education & Training to deliver. T. Burrows would like information on any

pharmacy apprenticeship success stories. Please feedback to T. Burrows. She is keen to be able to market positive information about apprenticeships to stakeholders.

Post meeting note: L.Fidler has been asked by the main committee to write a paper on apprenticeships advantages and disadvantages. L.Fidler will email group late November for views

T.Burrows raised a question about DCA??? – Home learning. A qualification is being provided by DCA without a job for the candidates and at the end and the qualification isn't recognized.

Is there anything that can be done about it? The reply was that as the assistant level 2 post is not registered there is nothing we can do to stop this qualification being offered.

S. Acres informed the group that next years APTUK conference is being held at the pharmacy show in October at the NEC in Birmingham. More details to follow shortly.

Date of next meeting: Monday 23rd January 2012