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**Pharmacy Technician & Support Staff (Pre & Post Qualification) Group  
Minutes 17<sup>th</sup> July 2013  
50 Eastbourne Terrace, Paddington, London**

**1. Present**

Liz Fidler (LF) Chairperson, Deborah Williams (DW) Secretary, Ellen Williams (EW), Wendy Penny (WP) from Wales CPPE, Gail Hall (GH), Gill Risby (GR), Rachel Kenward (RK) on behalf of Lyn Stark), Melanie Boughen (MB), Helen Fawcett (HF), Tracey Burrows (TB).

**2. Apologies**

Jane Pyatt (JP), Tess Fenn (TF), Jo Causer (JC), Karen Wragg (KW) from CPPE, Catherine Davies (CD), Diane Blunden (DB), Dalgeet Puaar (DP) Alison Pritchard (AP), Karen Nash (KN).

**3. Presentation**

- **Our experience with gaining NMMS approval –WP**

**Action: WP to email power point presentation to DW for circulation to group.**

**4. Responses from briefing papers for minutes**

**City and Guilds**

Briefing paper electronically sent to group prior to meeting.

With reference to apprenticeships, the paper included the link to access the Richard review of apprenticeships.

<https://www.gov.uk/government/consultations/future-of-apprenticeships-in-england-richard-review-next-steps>.

**APTUK**

Briefing paper electronically sent to group prior to meeting.

LF reminded that group that although we now have several members of the APTUK committee sitting on this group in other capacities, it should be remembered that Catherine Davies is the APTUK committee representative for this group and we should direct all APTUK matters through her.

At the AGM in June, it was announced that APTUK was to become a limited company and that as such, annual payments could now be made by DDM.

In order to drive up membership, it has been proposed that PTPTs will be allowed to join the APTUK free of charge during their training period. They will be sent electronic newsletters and will not be given a badge until they become full members.

**Pearsons**

Briefing paper electronically sent to group prior to meeting.

Just a reminder that Edexcel is now known as Pearson.  
Email addresses for staff at Edexcel now end with pearson.com.  
Queries should be sent to aarelations@pearson.com

**NHS TSET**

Briefing paper electronically sent to group prior to meeting.

A provider for the STP (Scientist Training Programme) route MSc Clinical Pharmaceutical Science has been chosen by HEE, subject to validation - a new DH funded science programme accessed by science graduates, with the potential for existing staff to have the opportunity to access, as appropriate to job role/local workforce planning. Further details will follow.

The PTQA programme. The University of Leeds are currently teaching their last cohort of MSc students. TSET are in the process of transfer to a new education provider. Further news about the next cohort will be circulated once a new provider is chosen.

Rachel Dixon – Technical Professional Portal (TPD) project manager has over 200 staff now registered across pilot/other sites, and is in the process of writing a report. The framework is open to use for any grade of NHS technical services staff to support their development:  
<http://www.tpdportal.org.uk/>

Revisions to PIPC framework: No objections were received from TSET committee regarding proposed updates to the PIPC framework.

**5. Update from Main Committee + Matters arising**

Helen Fawcett will send out the minutes from the main committee, which members of this group will be asked to read and comment on if necessary.

Two items relating to this group were discussed for action:

1. There is the opportunity for members of this group to attend a study day facilitated by Janet Flint (Health Education England); regarding the Francis Report and the impact the report has on pharmacy education. The date is 16<sup>th</sup> October 2013, venue to be confirmed.  
**Action: Please contact Helen Fawcett directly if you wish to attend ASAP.**
2. Maria is heading up a task and finish group regarding education outcomes framework, it was agreed that it would be beneficial for a representative from this group to join the task and finish group; this is initially a scoping exercise to investigate current outcomes and how embedded they are in training schemes. Gill Risby volunteered to be the representative and will contact Maria directly.  
**Action: DW to put as an agenda item for next meeting. GF to report back**

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## **6. Task & Finish Group Project Updates**

### **ACPT – sign off framework (LF)**

New framework approved and signed off within allocated time frame.

Liz will send a letter out to PEDC members that the new framework has been launched and will briefly summarise changes, especially regarding the change on any errors made during the collection of a minimum of 1000 accurately checked items. It is up to individual Providers/Trusts to decide how to implement and manage these changes. Members can disseminate as appropriate.

**Action: LF to send out letter to PEDC members before the end of July.**

### **PIPC – sign off framework (LF)**

New Framework has been approved and signed off together with TSET approval. Liz will send a letter out to PEDC members that the new framework has been launched and will briefly summarise changes.

**Action: LF to send out letter to Members before the end of July.**

Thank you to all involved with these new frameworks and for their hard work in meeting the deadlines. In particular Ellen Williams who reformatted the frameworks.

### **Available training for support staff (DP/TB)**

TB reported back to the group that a questionnaire had been sent out via email with deadline of 29<sup>th</sup> July and that only three responses had been received so far. It was agreed that there needs to be a greater understanding of the training available for support staff and the varied roles that support staff are undertaking in different trusts plus what roles will support workers undertake in the future. TB to send the questionnaire out again and all to let TB know what is happening in their individual trusts, in order for a draft document to be compiled.

It was suggested that others from this group should join this task and finish group and it was proposed that TB should include KN (SWMIT) and JP (Oxford). HF stated that their region was undertaking a similar project with deadline of September and that she would share their information with this T&F group (TB). GR stated that she would also be willing to share information previously collected in order to form a baseline.

#### **Action:**

**HF and GR to send TB relevant information as discussed.**

**TB to invite KN and JP to join task and finish group.**

**ALL to advise TB regarding support worker training that is provided in their individual trusts.**

**TB to send out questionnaire again**

### **PIPC/ACPT core training standardisation (GR)**

LF presented a project briefing to the main group. They supported the changes to ACPT and PIPC. The future proposal was noted for one overarching checking framework may be developed.

PIPC T&F group are pulling together common themes from both ACPT and PIPC to make a generic syllabus. Work is in progress and the group are at very early stages of discussing an indicative syllabus, which was tabled.

A core underpinning knowledge (UPK) and skillset is proposed, which is common to both, e.g. knowledge and skills, to allow trainees to demonstrate competency of practice in each area.

Pre course work and practice logs, specific to each area, may sit alongside core common practice. The potential for rotational staff to train across two frameworks will be discussed by the T&F, further to indicated need from the recent survey on dual roles.

**Action: All to send feedback on common syllabus and UPK suggestions within the briefing paper to [g.e.risby@leeds.ac.uk](mailto:g.e.risby@leeds.ac.uk) before 1st October.**

### **7. MPC2 – Communication & Consultation Skills Feedback (LF)**

At the last meeting LF circulated draft standards; now at the stage where competencies have been developed. A training program is being developed by CPPE,

There will be a stakeholder event in October where the vision and implementations will be shared.

A unique website is being developed with all organisations having the opportunity to access this.

There will be an E portfolio with assessments. Badged by CPPE, APTUK and RPS.

### **8. PTPT Outcome Data (LF)**

In September 2012, data was collected for a week to ascertain where PTPT, once qualified, had found employment. The data also highlighted the problem of delays with the registration process which caused difficulties with employers and new contracts as qualified pharmacy technicians.

LF proposed that a similar piece of work is carried out this year. LF will send out an excel spread sheet to capture data during week 23<sup>rd</sup> to 27<sup>th</sup> September 2013.

LF attended a meeting at the GPhC who confirmed that they were working on the turn around on registration. The GPhC also confirmed that they will be arranging to meet all awarding bodies to discuss registration processes and how/if they can be improved.

**Action: ALL to complete excel spread sheet by 30<sup>th</sup> September and return to LF. Please include all NHS trained PTPTs whether commissioned or apprenticeships.**

### **9. City & Guilds Seminar Feedback**

The use of existing standards has been extended until 2015 as an overall review of NOS needed. The GPhC will be facilitating this review of standards and will organise a stakeholder event. LF suggested a PEDC task and finish group around NOS should be formed in order to come up with a document to show what is fit for purpose and what isn't, with recommended changes.

A word of caution; if you are using these standards, please ensure that you are using the current, up to date ones which are available via the City and Guilds website.

## 10. APDAG Feedback (MB)

The first meeting held in May 2013 was an inauguration meeting where TORs, methods of communication and future projects were discussed and agreed. A concern was raised that currently there are no community representatives sitting on this group.

An example of a future project would be looking at the accuracy checking standards for non-NHS technicians e.g. dispensing doctors, etc. based on national framework in order to ensure transferability across all work areas. Date of next meeting is November 15<sup>th</sup>.

## 11. GPhC Tutor Standards (CD/LF)

Catherine Davies sits on the group as ATPUK representative. LF attended the last meeting. The standards have been developed to support the tutor role and will be available in January 2014. Providers will be responsible for implementing these. Tutors must be named pharmacy technicians and will have to meet the new standards; there will be a clear line of responsibility and tutors must

Also show how they will support the students, such as monitoring performance and attendance at college, pastoral etc. Others can be responsible or involved with carrying out assessments with the students. The group is looking to further the responsibilities of the tutors; one of the proposals currently being discussed is whether pharmacy technicians as the named tutor could sign off PTPTS to go on the GPhC register.

## 12. Actions and Deadlines from meeting

- WP to email power point presentation to DW for circulation to group.
- All to contact Helen Fawcett directly if you wish to attend study day on 16<sup>th</sup> October regarding the implication of the Francis Report
- DW to put the education outcomes task and finish group as an agenda item for next meeting
- LF to send out letters regarding new ACPT and PIPC frameworks to PEDC members before the end of July.
- Available training for support group: HF and GR to send TB relevant information as discussed.  
TB to invite KN and JP to join task and finish group.  
ALL to advise TB regarding support worker training that is provided in their individual trusts.  
TB to send out questionnaire again
- PTPT outcome data: ALL to complete excel spread sheet by 30th September and return to LF. Data to be collated 23<sup>rd</sup>-27<sup>th</sup> September. Spreadsheet will be sent to PEDC members 16<sup>th</sup> September 2013. Please include all NHS trained PTPTs whether commissioned or apprenticeships.
- All to send feedback on common syllabus and UPK suggestions within the briefing paper to [g.e.risby@leeds.ac.uk](mailto:g.e.risby@leeds.ac.uk) before 1st October.
- **All deadlines within two weeks from receipt of final minutes.**

### Date of next meeting

Tuesday 5<sup>th</sup> November

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