
**Pharmacy Technician & Support Staff (Pre & Post Qualification) Group
Minutes Thursday 28th November 2013
Guys Seminar Room, Pharmacy Dept., Guys Hospital, London**

1. Present

Liz Fidler (LF) Chairperson, Deborah Williams (DW) Secretary, Ellen Williams (EW), Gail Hall (GH), Gill Risby (GR), Melanie Boughen (MB), Tess Fenn (TF), Dalgeet Puaar (DP), Diane Blunden (DB), Alison Pritchard (AP), Nicki Ody (NO), Daniel Grant (DG) representing JP.

2. Apologies

Jane Pyatt (JP), Jo Causer (JC), Karen Wragg (KW) from CPPE, Catherine Davies (CD), Karen Nash (KN), Wendy Penny (WP) from Wales CPPE, Helen Fawcett (HF), Tracey Burrows (TB), Val Findley (VF).

3. Responses from briefing papers for minutes

City and Guilds (TF)

Briefing paper electronically sent to group prior to meeting.

The L2/3 Pharmacy Services NVQ (5355) and L2/3 Pharmaceutical Service (QCF) (5356) qualifications have been extended to December 2015. This was presented at an EV briefing which was attended by TF.

The L2 Pharmaceutical Science units are now individually assessed via the City and Guilds online platform, *e-voive* since November 2013. A second version of the L3 assignments (5356) has been through the moderation phase but has not been piloted.

Concerns were raised by the group that there were problems obtaining a certificate if you did not use *e-voive*. TF agreed to investigate and report back.

APTUK (CD) (TF covering)

Briefing paper electronically sent to group prior to meeting.

APTUK now on twitter.

Membership is now free of charge for all PTPTS; so far 159 have joined (only 11 PTPT members prior to the Pharmacy Show in April 2012). The group discussed the need to encourage senior pharmacy technicians to lead by example and to become full members. The question was raised whether full membership of the APTUK could be 'desirable' or 'essential' criteria on job descriptions.

The date for the conference has now been released (June 13th and 14th 2014) and you can now register your interest to attend. The programme is being worked on at the moment and shall be a

mixture of best practice and study sessions with representation from RPS, etc. PTPTs will be able to attend free of charge on Saturday and there will be special workshops for them. The group discussed the possibility of having a 'student of the year' award at future conferences.

Pearsons (GH)

Briefing paper electronically sent to group prior to meeting.

GH couldn't confirm that Pearsons have definitely have been given the extension on the L2/L3 qualifications, but was not overly concerned they would not.

NHS TSET (GR)

PTQA.

TSET have been actively seeking a new education provider for the MSc PTQA programme. Arrangements for the transition are underway and information will be circulated as it is available. NB: PTQA Short CPD Courses are continuing at Leeds – see programmes and dates.

<http://www.engineering.leeds.ac.uk/short-courses/pharmaceutical/index.shtml>

GCP training for pharmacy

The project work undertaken has now been transferred to NIHR developers and an online pharmacy specific programme should be available in the New Year. In the meantime, there are resources and a generic online package for those currently needing a GCP certificate. GR to advise when thenewpharmacy package is ready.

http://www.crncc.nihr.ac.uk/workforce_development/learning_and_development/gcp/gcp_resource/

4. Matters arising from Main Committee relating to meeting (LF)

Please read the main committee minutes

The focus event discussed the future of NHSPEDC and whether it should become a LETB membership group linked to HEE. The main committee is concerned about the governance of NHSPEDC. LF is concerned that if NHSPEDC became a LETB group, the majority of members couldn't continue to be part of the group as NHSPEDC is UK; HEE is England. GR discussed the merits of being affiliated to HEE. The group decided that the function of the group needs to continue especially with regards to accreditations and destination outcome data. This is to be reviewed once the main committee has decided direction.

Terms of reference

Points 2 and 5 discussed – Purpose and Principal Functions

Missing from TORs is reference to HEE and APTUK.

LF stated that this group cannot sit on its own for sustainability and credibility and felt that the group should continue to function as before; feeding into main committee, who continue to show their support of this group. The group recognises that the authority of the main committee is vital to sign off and endorse what is being achieved by this group.

Fundamental issues such as funding, purpose, links, UK wide, as well as whether the group should be split into pre and post qualification groups need to be considered and discussed in order to avoid the risk of the group becoming fragmented with the possible loss of valuable work achieved within the task and finish groups as well as accreditations and destination outcome data.

The group felt that the above needs to be considered and further discussions with the main committee. All present would like to ensure the group continues and will work hard to align itself in the correct way to ensure its sustainability.

Actions:

- All to send views to LF before the next PEDC meeting.
- LF to feed back to the group any developments from the main committee.

New ways of working

The group discussed different options regarding the future meetings of the group, including the potential use of WebEx, as well as different venues and locations outside of London. Traditionally the meeting is held on the same day as the main committee meeting. The chair of this group (currently LF) attends the main committee meeting in the morning with the secretary of the main committee (currently HF) attending the group meeting in the afternoon.

In view of the fact that the agenda for the quarterly meeting is quite often too large to cover in the time allocated in the afternoon, LF put to the members in attendance the possibility of holding the meeting on a different day from 11am to 3pm, in order to address all matters arising, with the additional benefit that any task and finish groups could meet and use the time if the agenda happened to be small. However, it was raised that although members of the group would be able to travel outside 'peak' times, there would be a full day's charge levied for the use of a room instead of half a day.

LF raised the point that as both meetings were held on the same day, it was quite often difficult for both LF and HF to get to the afternoon meeting on time; she therefore proposed for the group to think about meeting two weeks after the main committee meeting, this would also give the

secretary from the main committee time to send out their draft minutes to the group to discuss any action points. From the chair's viewpoint (LF) this would be more beneficial for the group, but was aware that HF would have to travel to two meetings every quarter (therefore two days out of normal work activities) instead of one day per quarter.

The group also discussed the practicalities of splitting the group into pre and post qualifications; the advantages of having more task and finish groups and using the quarterly meeting as more of a 'board room' meeting.

The members present decided that any decisions could not be made until the TORs had been confirmed (see above).

Action: LF to take above suggestions to main committee for their views.

Task & finish group future work

LF presented to focus group. Proposed Task & Finish projects for 2014 are:

- The implications of apprenticeship and the new qualifications. (TB)
- The foundation framework and its implications. (MB)
- 'Rebalancing' – TF to give presentation at the next meeting of this group.

The main committee agreed that this work should be undertaken alongside the management of accreditations and destination reporting.

5. Task & Finish Group Project Updates

Available training for support staff (DP)

Questionnaire sent round to group, thank you to all who completed it so promptly.

Two week deadline (12/12/13) for any amendments or changes before publication by the end of December.

Action: TB to let LF know when final draft is available so that it can go to the main committee.

Proposal to scope current and future roles of pharmacy support staff

TB, JP and KP have developed on line survey based on North East and North Cumbria and Yorkshire and Humber. Project brief sent out for comments by end of November, only one comment back. LF suggested that deadline be extended to the 12/12/13. Following some discussions about priorities, it was agreed that members should be given the choice of whether to participate. TB to resend the project brief and survey to everyone again and ask whether they will be participating. Members to collect their own data.

Action: Group to reply to TB by 12/12/13

PIPC/ACPT core training standardisation (GR)

A Summary work to date was tabled (attached with minutes): Pre and In-Process checks Version 3 now on website: <http://www.nhspedc.nhs.uk/supports.htm>.

EW has updated all checking frameworks now, and they all follow the same format. 10 responses from the PIPC/ACPT Survey were reported to date, with the deadline extended to 12/12/13.

Transferable practice/underpinning knowledge of final checking across both – varying responses from regions. A Common Framework for underpinning knowledge is required, and the group want to also look at commonalities in skills, which should be informed by the survey – we need a good understanding of issues from those on the ground. From this a model will be produced for guidance. NB: Will not replace the two frameworks, but will complement them. T&F group to also undertake guidance notes to help trainers support their trainees.

Actions:

- **Whole group to reassess the review work to date.**
- **GR to resend email with survey link to whole group for final response by 12/12/13.**

PTPT outcome data (LF)

Destination data – 100% return – thank you!

Headlines: Comparable data with last year.

Throughout the Country there were 43 fewer training places this year with 25 less PTPTs registering. Last year 77% of PTPTs remained employed by the NHS compared to 70% staying in NHS this year – don't know reasons why; no capacity to explore this further currently.

LF reported that the key point to note was the significant improvement with registration times with GPhC.

Next step to send this information to the main committee, then to ACPT and GPhC.

TF reported that City and Guilds are going to provide e- certificates but not sure whether GPhC will accept these for registration and for apprenticeship funding.

Action: TF to investigate whether GPhC will accept the e -certificates form the awarding bodies.

6. MPC2 – Communication & Consultation Skills Feedback (EW)

Set of standards out for comment with a formal launch 18th March 2014 – sit on a website hosted by HEE but badged by APTUK, CPPE, RPS, etc.

The group are also developing tools to assess developmental needs etc. Standards are best practice but aspirational in that individuals may self-assess at a certain level with additional criteria to work towards depending on experience, training, scope of practice, and so forth. Standards should therefore be used to map against where you are on the standards and then progress. Some summative assessments in development for future.

MMT framework is under review but waiting to see if any changes are needed to complement these standards.

This framework is not just a pharmacy framework; it is a HEE framework delivered by CPPE and is for anyone who has patient facing contact (60,000 registered professionals). Framework will be for both pharmacist and pharmacy technicians and medicines counter assistants. This will be part of foundation framework for pharmacy technicians. APTUK agenda looking at guidance notes and mapping across for pharmacy technicians.

7 Product Approval approvals National Framework update (EW)

Update on product approval/release under section 10 exemption. Now have established scheme that has approval from national aseptic groups. Course established with two residential 2 day courses each year both for pharmacists and pharmacy technicians.

South West scheme to be adopted as the national framework – launch early 2014. This will replace the existing national framework for Final Accuracy Checking in aseptic services. New framework will allow local decision of using pharmacy technicians to final accuracy check or product approval but ALL product approvers will be expected to train to the national standards.

The Beaney book is being updated in 2014 with a chapter dedicated to product approval, definition of supervision as well as national training and assessment standards.

Audit standards are also being updated to include standards/ measures for PA training.

The NHS Pharmaceutical Quality Assurance Committee is publishing a yellow cover document to include a definition/model of supervision.

The NHS Aseptic Services Accreditation Group will act as oversight/approval panel for training providers who wish to develop programmes; they will check QA, governance infrastructure and resources before approving new programmes.

8. EER workbook (HF)

HF had contacted Skills for Health to discuss concerns over implementation plans. Please contact HF if you require further information. All present agreed that they liked the new format.

- <http://www.skillsforhealth.org.uk/getting-the-right-qualifications/apprenticeship-frameworks/apprenticeship-frameworks-england/>
- <http://www.skillsforhealth.org.uk/getting-the-right-qualifications/apprenticeship-frameworks/apprenticeship-frameworks-wales/>

9. GPhC The regulation Pharmacy Technician education seminar feedback

Apprenticeships/Qualification (LF)

It has been proposed that a new qualification be scoped and developed for implementation in September 2017. Damian Day (Head of Education) will be proposing to the Council. It is recognised that the two current qualification systems may not be fit for purpose.

The review of apprenticeships through the Richards Review also presents some issues regarding the pharmacy qualification.

The GPhC is planning to employ two pharmacy technicians for education policy and quality management in the New Year.

Research on initial education and training of pharmacy technicians (AP)

AP reported that Manchester University are proceeding with a project researching initial education and training of Pharmacy Technicians. The research team will be contacting newly qualified Pharmacy Technicians and other key stakeholders (e.g FE Colleges, Training Providers, Employers) to explore their perceptions of training delivery. The report will be fed back to GPhC in 2014. AP has requested for research project details for distribution purposes to inform the group further as existing material was deemed confidential.

10. APTUK Education Strategy Group Feedback (MB)

Leading on from APTUK ESG (formerly APDAG) update from Cath Davies.

MB attended the first meeting in November. Things have started to move swiftly on the education development front. APTUK have changed their strategy and has moved forward with a "STRATEGY" group ESG. There will also be a development aspect that will form the required task and finish groups. The ESG membership has a wide remit and includes: Academia, Dispensing Doctors, & employer representation who work at a strategic level.

The aim is to work in partnership with stakeholders to influence national strategies & policies to support professional standards for education. PEDC will be involved representing NHS Trusts with the likelihood of a requirement of a task and finish input.

Priority will be the development of an Early Years/ Foundation Pharmacy Practice framework for PTs. Work completion by spring – to be launched at the APTUK Conference in June 2014.

11. Education Expert Practice for APF (EW)

Developed from a partnership agreement from RPS and NHSPEDC but is up for review for 2014. One objective is to look at supporting the advanced pharmacy framework. Not specifically for pharmacists but also for pharmacy technicians. NHSPEDC tasked at reviewing cluster 5 of APF and developing a curricula for education as expert practice in cluster 1. NHSPEDC aiming to ensure education experts will not be lost.

The RPS has formed a new group, curriculum panel; now unclear whether new curricula will be launched as curricula/syllabus or guidance. The curriculum panel will be meeting on December 19th; future of work will be outlined after this meeting.

The APTUK are looking to launch own resources for pharmacy technicians to map against framework by June 2014.

12. GPhC Tutor standards (CD/LF) C/F to next meeting

13. Actions and Deadlines from meeting (ALL)

See under individual agenda points for actions and deadlines.

14. Any other business

AP – The ACPT National framework states that if a technician has a two year break, they have to re-enter scheme. AP has had requests that Chief Pharmacists complete a declaration confirming competency instead. This is not stipulated in MMT framework but only in ACPT framework. If a Chief Pharmacist signs a declaration form but the job description states that a national framework is essential, then this would affect vicarious liability and the pharmacy technician would not be covered. The group felt that there should be a form of 'return to practice' scheme with an option for technicians to attend the underpinning modules.

EW – Signposting document for pharmacy technicians was due in October, expect it to arrive via EW.

EW – Clinical Pharmacy Congress 2014 – flyer to be distributed.

TF – How many pharmacy assistants band 3 dispensers are undertaking level 3 for dispensing module only? The group didn't know of any regions that were doing this.

Date of next meeting: 7th January 2014.

Venue: 50 Eastbourne Terrace, Paddington London

Time: 1.15pm to 3.30pm

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