
**Pharmacy Technician & Support Staff (Pre & Post Qualification) Group
Tuesday 7th January 2014
50 Eastbourne Terrace, Paddington, London
Minutes**

1. Present

Liz Fidler (LF) Chairperson, Deborah Williams (DW) Secretary, Karen Wragg (KW), Alison Pritchard (AP), Wendy Penny (WP), Diane Blunden (DB), Melanie Boughen (MB), Dalgeet Puaar (DP), Dan Grant (DG) on behalf of Jane Pyatt, Tess Fenn (TF).

2. Apologies

Karen Nash (KN), Nicky Ody (NO), Gail Hall (GH), Cath Davies (CD), Joanne Causer (JC), Tracey Burrows (TB), Heather Bell (HB) on behalf of Julie Jordan (JJ), Jane Pyatt (JP), Ellen Williams (EW), Gill Risby (GR).

3. Responses from briefing papers for minutes

City and Guilds (TF)

Due to proximity of the last meeting (28th November 2013), there were no briefing papers to submit.

APTUK (CD)

Due to proximity of the last meeting (28th November 2013), there were no briefing papers to submit.

Pearsons (GH)

Due to proximity of the last meeting (28th November 2013), there were no briefing papers to submit.

NHS TSET (GR)

Due to proximity of the last meeting (28th November 2013), there were no briefing papers to submit.

Action: All briefing papers to be sent to group to read before each meeting.

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

Terms of Reference and membership of NHS PEDC

Please read the main committee minutes

Meetings management and different ways of working:

The purpose and function of the main committee will remain as agreed in the updated TOR, including the two day focus event which will include the sharing of best practice.

LF proposed that all members of the group should attend the two day focus event. She reported back that the main committee were happy for the group to meet on a different day to the main committee. After discussion, it was agreed that the group should meet after the main committee minutes had been circulated and agreed in order to address any matters that had been raised which would affect the group.

It was decided by all present to meet for a full day twice a year in order to set objectives and work on task and finish group agenda, with WebEx meetings in between if necessary. Members of task and finish groups to meet in between these meetings if necessary in order to complete their objectives. All were reminded to support and cooperate with the T & F group leads and keep within time frame allocated.

LF also fed back to the main committee that the group didn't feel that it was necessary to split into pre and post qualification groups, but would work with the main committee and set direction for the task and finish groups on issues such as these. Please see main committee minutes for further information.

All present agreed to the above proposals and agreed to review the dates of the future meetings at the next meeting in April, if accepted by the main committee.

LF will propose this to the main committee at the April meeting – to be added to next agenda

Annual Report

LF reported that the annual report for 2013 for this group is due. During this time period the group have:

- reviewed the national frameworks
- collected outcome destination data (of which the GPhC would like to thank the group for as it included data regarding registration times)
- approved medicines management schemes
- Attended GPhC link/ stakeholder events
- Advised on level 2 Signposting document

The group agreed that the agenda for 2014 shall include the qualification review and the foundation pharmacy framework.

Action: All to agree meeting dates and ways of working for the remainder of the current year at the next meeting in April.

5. Rebalancing Update Presentation (TF)

Presentation attached to these minutes.

Further information can be found on:

<https://www.gov.uk/government/policy-advisory-groups/pharmacy-regulation-programme-board>.

A consultation which will be sent out by DH to organisations, the members of the group were asked to ensure that they completed it and also encouraged all technicians in their workplace to respond too.

TF reported that the APTUK/RPS will be running a day on pharmacy skill mix on 16th January 2014 at the RPS.

6. Task & Finish Group Project Updates

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

Signposting is now ratified and can go on to website.

LF proposed that this would be reviewed in October for any changes, in the same way the PT signposting document is. Responsibility lies with individual organisations to inform the secretary of any changes during the review period. It is not the Secretary responsibility to chase. Group agreed.

Action: DW as secretary to email each group member for any amendments in October.

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

GR to email group with update.

New Task and Finish Groups

LF proposed two new task & finish groups for this year, following the focus event:

- Foundation framework
- Apprentices and qualification review

Action: Group members to volunteer to led and take part in these groups with agreed deadlines. Emails of interest to Secretary by 1st February 2014.

7 GPhC Tutor Standards (LF)

Carried forward from last meeting.

LF reported that this is now in final draft stage and should be launched by GPhC by end of January. The GPhC are developing a communications strategy.

8. APTUK Education Strategy Group Feedback

APTUK Foundation Pharmacy Practice Framework (MB)

The draft framework has been produced and has been sent out for comments. MB has to collate feedback from all groups involved by 17/1/14. LF has to present the draft framework to the board on 1st February 2014 (APTUK) before going through FOG with a deadline to be set by the RPS.

After which, development groups will be formed to produce handbook, case studies, etc.

For background information please see the main committee minutes.

Action: DAW to resend draft framework to MB and all to send comments directly to MB by 10/1/14.

9. Actions and deadlines from meeting (All)

See under individual agenda points for actions and deadlines.

10. Any other business

DP - shall resend questionnaire regarding different funding streams for PRTPT to group for comments.

DW - will be on annual leave on 22nd April (date changed from 15th April) and will need a volunteer to take the minutes. Please contact DW if you can cover for her. Email by 1st February 2014

LF – the position of chair of this group is due for renewal in October 2014 and would like nominations. Anyone interested can shadow LF; please liaise with her.

KW – There will be advertisements shortly for CPPE Tutors in certain areas for the UK; KW will this group updated.

Date of next meeting: Tuesday 22nd April 2014 (please note change from original date of April 15th)

Venue: 50 Eastbourne Terrace, Paddington London

Time: 1.15pm to 3.30pm

**Future dates: Monday 14th July 2014 (could be subject to change)
 Wednesday 22nd/23rd October 2014**

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