
**Support Staff Specialist Group
Minutes of the meeting, 7th January 2008
50 Eastbourne Terrace, Paddington, London**

Present:

Diane Blunden, Tracey Burrows, Dalgeet Puaar, Vanessa Eggerdon (chair), Liz Fidler, Jennifer Harris, Julie Jordan, Lesley Morgan, Karen Nash (sec), Gill Risby, Alison Simpson, Kath Stride, Barbara Wensworth.

Apologies:

Beth Barrett, Ellen Bidwell, Tess Fenn, Sally Kemp, Val Findlay.

Minutes of meeting held 8th October 2007

The minutes of the last meeting were read. It was requested that some of the detail and figures were removed from the "Discussion of important issues" section on pages 1/2.

The title of the first bullet point under "Objectives for the SSSG" was amended to read – Support and develop higher level qualifications.

Matters arising

GR discussed progress with the production training she has been working on. She will circulate more information to the group after January 14th when more detail will be available. The Production training group have been given some money in order to design some technical services modules.

Pharmacy Careers leaflet. This issue had been raised at the morning strategy group meeting; LB currently liaises with the NHS regarding this leaflet. It was agreed that VE and JH would work on the new pharmacy leaflet. VE stated that she had already circulated the dentistry leaflet for the group to see.

Objectives from the SSSG

There was a lengthy discussion around the wording of the objectives etc. VE to update the Objectives document and circulate. Group members should email the lead for the objective they wish to be involved with.

Objective 1- registration.

It was felt that there was currently a one way channel of communication regarding registration issues via LM. LM now has new role as head of WCPPE and so may not always be present at group meetings. DP asked what the minimum was that we should do regarding this in LM's absence. It was agreed that the group should anticipate and participate in consultations and feedback on them. It was pointed out that the objectives were for the whole group not just the named lead. LM suggested that "lead" was changed to "key contact".

Objective 2- NOS.

The general consensus was that this was all moving to fast. The response deadlines to consultations were very short. DP felt that we should find out who was attending relevant meetings and ensure they gave feedback to the group.

Objective 3- Funding

LM pointed out that the group also needed to consider devolved issues.

Objective 4- ACT

There was a discussion about adding a FAQ section. LF asked if it would be worth having an ACT working party, who could email each other queries etc.

It was also felt that Pre and in process checking should be included as many other areas are now trying to get this up and running.

Action: VE to ask SK to take lead on this and to write objectives for this area by the end of Jan.

Action: These objectives will be included on future agendas. All groups should decide how to proceed with their objective in order to report back to next meeting.

Discussion of important issues

No items were put forward for discussion

Correspondence

No correspondence had been received

Policy update from Strategy Group

VE stated that the Annual reports for 04/05 and 05/06 were now completed and available on the website.

There had been a discussion in the morning meeting regarding the new ACT band 5 profile which looks for degree level or equivalent in the knowledge section. A trust in the south west has had problems banding staff as a result and had asked how other areas were dealing with this issue. Le asked if this was the same as technicians not being able to achieve a band 5 through lack of available posts. It was clarified that this was a different issue altogether.

April meeting will consist of some "blue sky" thinking regarding themes for the October meeting. The question had been raised as to whether there was still a need for a two day meeting.

VE stated that she still needed the figures regarding technician training and retention numbers from some areas ASAP.

ACT framework. Scotland does not want their logo on the Framework. There was a discussion about changing the document to ACPT. It was agreed that there should be a statement about the fact that Pharmacy Technician would become a registered title. LE to send VE a non PDF version for final amendment.

Pharmacy Practice Framework Consultation

LM is a member of the strategy group. She stated that it had been re-drafted in a different format and was more like function mapping. The Pharmacist framework should be signed off at the council meeting in April. The Technician framework will need further consultation.

Edexcel update

Barbara Wensworth reported that Sarah Harrison had moved on so there is currently no pharmacy contact. BW would be interested to hear comments on the new qualification. She is aware that they are thinking about a Distance Learning version.

City and Guilds update

No report in TF absence.

APTUK update

No report in TF absence. VE stated that the annual conference would take place on 5th -8th June 2008 at St Andrews, Scotland.

Skills for Health/ Support Staff Advisory Group

BW reported that at a recent meeting those present had re-written 4-5 of the NOS's. They had been promised overheads etc from the day but nothing had been forthcoming.

It was felt that it was moving too fast, with the response dates being far too short causing quite a bit of concern. There is no reference regarding what level the NOS are at. However they had identified the need for NOS regarding POD's.

BW and LM will be attending a NOS Practice Framework meeting on the 29th Jan and will report back at next meeting.

Any Other Business

VE is to look at the groups Terms of Reference which it appears were last amended in April 2002.

DP asked if we could talk to Janet Flint about a representative for the group from the RPSGB. It was discussed that the problem would be that they may want a fee. LM and BW thought we should progress with this carefully and felt that at present the group should use them as contacts.

It was agreed that an agreed by date and review by date would be added to the Objective document.

VE is thinking of drafting a timeline which explains each persons role and when things are done. DP thought it would be good to think about succession planning so that people are more prepared for taking on the role of chair etc. LM suggested that the group has a vice chair who then moves to chair. The vice chair could observe at a few meetings prior to taking on the role of chair. The chair is due to change in 2009, GR is currently vice chair so will think about whether she can move to chair at this time and inform the group at the next meeting.

Secretary role is due to change in April this year.

Action: All nominations for secretary to VE by the end of Jan.

LM stated that Section 60 1b extends Technician registration to Scotland. Consultation is due to end on the 22nd March. More information is available on the DOH website. It could go to parliament in April 2008.

GR wished the group to congratulate LM on her recent appointment to head of WCPPE.

Date of next meeting

7th April 2008

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