

# NHS Pharmacy Education and Development Committee

## Pharmacy Support Staff Specialist Group

### Terms of Reference

#### 1. Membership

##### Full membership

These individuals will contribute to discussions, participate in working groups, represent the committee on external committees/groups and be able to vote.

- Representatives of each English NHS Region, Wales, Scotland and Northern Ireland. (*Representatives should hold posts that are concerned with the education and training of pharmacy support staff, and be able to represent the interests of their geographical area. They may be employed by the NHS or another body provided their main duties concern the NHS. One or two persons according to their staffing structure may represent each region or country.*)
- *The chairperson of the specialist Group will be a full member of the NHS Pharmacy Education and Development Committee.*

##### Honorary membership

These individuals will only contribute to discussions.

- *A representative from the Association of Pharmacy Technicians UK.*
- *A representative from the Department of Health (Office of the Chief Pharmacist),*
- *Representatives from City & Guilds, EdExcel awarding bodies.*
- *A representative from the Royal Pharmaceutical Society of Great Britain who has involvement in Support Staff issues.*

#### 2. Purpose

To focus and develop annual objectives in relation to education, training and development issues in respect of pharmacy support staff.

#### 3. Principal functions

- To exchange information in order to promote good practice in the commissioning, delivery and evaluation of pharmacy support staff education and training.
- To identify or anticipate developments within pharmacy and the NHS that affect pharmacy support staff education and training.
- To co-operate with other bodies in promoting evidence based national standards for pharmacy support staff education and training.
- To maintain and develop links with the Royal Pharmaceutical Society of Great Britain, the Pharmaceutical Society of Northern Ireland, the Qualifications & Curriculum Authority, further and higher education institutes, Government departments of Health and Employment and other educational organisations in order to inform and advise on policy and practice in respect of pharmacy support staff education, training and development.
- Report to the NHS Pharmacy Education and Development Committee as appropriate

Agreed date: 07.01.2008

Review date: January 2009