
**Preregistration Trainee Pharmacists Specialist (PTPS) Group Meeting
Monday 8th October 2007, 50 Eastbourne Terrace, London
Minutes**

Apologies: Anne Watson, Julie Sowter, Sue Ellis, Sue Bamford, Nicola Tyers (RPSGB)

Attending:

Amanda Kemp (Acting Chair)	Alison Littlewood (Secretary)
Lynne Bollington	Samantha Hlambelo
Kate Davis	Andrea Hollister
Helen Fawcett	Dave Millett
Helen Middleton	Clive Moss-Barclay
Maria Christou	Beth Gorner

RPSGB: Jill Watt

New members were introduced to the group: Beth Gorner representing SEMMED and Helen Middleton as the Lead for the National Recruitment scheme.

Deputy Chair – Andrea Hollister agreed to act as Deputy Chair up to and including the July 2008 meeting.

Nominations for position of Secretary to be sent to A Littlewood by end of October 2007
Margaret Allen will attend future meetings as Preregistration Training Pharmacist Lead for Wales.

1. Minutes from last meeting

Amendments

Pg 3 - Society's Practice Framework Consultation ending **October** 2007

Pg 4 – S Sanders not "Saunders"

Accepted as an accurate record.

2. Matters arising (not on agenda)

None identified.

3. Report from Main Committee Morning meeting

AKemp

National Recruitment Scheme report – L Bollington discussed the paper that had previously been circulated. (See Item 4 for further discussion)

The Strategy group agreed that Helen Middleton is to be a full member of the group.

The PTPS group agreed to extend membership to Helen also.

Webstar Health have proposed an increase of fees by 4%. The increase may be Retail Price Index related and not linked to inflation as expected.

Discussion: L.Bollington outlined the previous costings and discussions to date.

Action: *further clarification of why the 4% increase was proposed is needed before the group can decide if it is acceptable.*

H Middleton

Suggestions for improving aspects of the service were raised and will be negotiated with Webstar Health by H Middleton

Action: *Members to send any suggestions or comments to H Middleton for collation and feedback to Webstar.* Email – Helen.middleton@chelwest.nhs.uk. **All**

Exit survey The Strategy group had agreed that the survey had provided useful information in previous years and should be repeated They had requested that the PTPS group collate the destinations data for the 2006-07 cohort.

Action: *K Davis to send proforma to A Littlewood to circulate to the group Members to complete and return to Kate.*

CPPE : Chris Cutts had provided an update including information that preregistration trainee pharmacists can order CPPE materials online, download learning and undertake assessments.

It was commented that this now makes information relating to CPPE in the RPSGB manual incorrect and needs to be updated.

J Watt said that this would be addressed for the new printing and requested any similar amendments be notified to her by Email.

Action: *Members to direct Trainees and Tutors to the CPPE website for the current information.*

4. Preregistration trainee pharmacists 2008 intake - report on National Recruitment Scheme and statistics

L Bollington identified the areas of concern following the first round of recruitment:

- There were a large number of late applications at and after midnight on the 31st August that Webstar allowed to proceed
- For > 100 candidates the academic reference was missing and Webstar had not requested references after Aug 8th deadline
- There was a lack of information on the 2nd referee e.g. relationship to applicant and no contact was made with them.

The group needs to consider availability of references and the position relating to strict application of the deadline for notification of the referee and the closing date.

It was agreed that the **30th June** should be indicated as the deadline for receipt of details of the academic referee. Applicants will be told that references will not be chased after the deadline.

Closing date for applications to remain at 31st August with no applicants accepted after midnight.

There is a need for closer links to University academics to explain the recruitment system in general and regarding references. There was discussion on which schools receive a visit from a group member and it appears that most SOPs receive a visit from one of the PTPS group.

H Middleton agreed to look at the 'Help' and 'FAQ' tabs on the website to see if the information could be improved and to update the content of the presentation that had been prepared by David Scott.

It was suggested that there needs to be clear way to identify OSPAP applicants on the electronic application form.

Webstar Health needs to improve communication with the Lead around any issues arising but also need to respond to applicants in a timely manner.

Concerns were raised over the grouping of hospitals into regional admissions panels as it was felt to be unfair to the applicants who did not apply to that system.

It was agreed that all future applications will be to individually coded Trusts, even if shortlisting and/or interviewing is done centrally.

It was agreed that measures should be in place to ensure that the website is accessible to applicants with a disability.

Action: Any matters relating to the scheme to be sent to H. Middleton

Email – Helen.middleton@chelwest.nhs.uk.

All

It was requested that the interpretation of the RPSGB guidance to applicants on the date on which they should respond to offers be made clear.

Action: J Watt to have the item added to the agenda of the Training Managers Meeting on Nov 7th 2007

5. **SED tool – discussion on implementation**

Final document to be circulated by ALittlewood

Members agreed that the document should be used for peer review once in a three year period. New members may request earlier peer review using the "buddy system"

Members are to choose their own reviewer from the group and make the arrangements. Once agreed, the timescale is to be notified to the Chair of this group.

L Bollington commented that Margaret Allen (Wales) is leading the group from RPSGB that is to set Tutor standards. She may be able to contribute to the discussion on peer review at the January meeting.

6. **Decision Aid for Criminal convictions.**

J Watt provided information on web pages that support Fitness to Practice operations at the Society

<http://www.rpsgb.org/protectingthepublic/investigatingcommittee/>

ftp – referral criteria can be found at the bottom of the page

<http://www.rpsgb.org/protectingthepublic/disciplinarycommittee/>

Disciplinary Committee, Indicative Sanctions Guidance

<http://www.rpsgb.org/protectingthepublic/healthcommittee/index.html>

Health – Health Committee Indicative Sanctions Guidance

It was brought to the attention of the group that a consultation 'Student Registration' is taking place, to be completed by 9th Nov 2007.

<http://www.rpsgb.org.uk/pdfs/educstudentregistcons.doc>

It was agreed that the group should make a response.

Action: *Members to send comments to A Kemp by 26th October who will collate a response.* **All**

7. **Pharmacy Practice Framework consultation**

Closing date 31st October 2007 <http://www.rpsgb.org.uk/pdfs/practiceframeworkcons.doc>

It was suggested that to aid working with the document, readers should remove "indicators of good practice."

Action: *Members to send comments to L Bollington by 29th October.*

8. **Any other business**

- Prereg Interview Book

Comments have been collated

Action: J. Sowter will liaise with H Middleton and A Kemp to write a letter to the author and a letter will also be sent to the Pharmaceutical Journal

- Fit for the future Education reform programme part 2.

<http://www.rpsgb.org.uk/pdfs/educpolfitforfutcons2.doc>

A letter has been sent out from RPSGB detailing seminars to be held in October. The consultation closes 30th November 2007. Comments to A Kemp by 16th November who will collate a response on behalf of the group.

Following the consultation an expert group will be set up to revise the MPharm and pre-registration systems. There will be 6 "pre-registration education experts" included in the membership of the group. The PTPS group are invited to nominate a member to join the expert group

Meetings of the expert group are scheduled 17/18th Dec 2007 and 21st/22nd Jan 2008

Action: Group agreed Julie Sowter to be nominated.,

- Skills for Health Conferences

Dates for local consultations and a national meeting have been announced.

Representatives of the group will be attending the meetings and will feedback

- Workplace assessment skills – progress report J.Watt

900 responded to the WPA survey and many of this group applied for a place on the WPA pilot course, There are 90 places. Invitations have been sent out. Allocation of places has been directed to achieve a random mix of participants considering hospital and community, new and experienced Tutors and geographical area of working. Evaluation will be fed back after the pilot.

-
- NHS Careers – a nomination was requested for a member to maintain links with NHS careers. It was agreed that the representative should come from the Strategy group.
 - Clinical placement schemes – K Davis requested information on what arrangements are in place between University SoPs and hospitals with respect to payments for clinical placements. Members to respond to K Davis.

L Bollington had previously announced that she was taking a two-year work break.

A Kemp thanked Lynne Bollington for all her work with the group and presented her with a signed card.

Dates of Next Meetings:

07 January 2008
07 April 2008
07 July 2008
06 October 2008