
PRE-REGISTRATION TRAINEE PHARMACISTS SPECIALIST (PTPS) GROUP
Monday 7th April 2008 , 50 Eastbourne Terrace, London
Minutes

Present: Amanda Kemp (Chair), Alison Littlewood (Secretary), Dave Millett, Kate Davis
Samantha Hlambelo, Beth Gormer, Andrea Hollister, Sue Ellis, Jill McDonald
Margaret Allen, Clive Moss-Barclay, Maria Christou, Janet Gilbertson, Julie Sowter

In Attendance: Helen Middleton (Lead for National recruitment scheme), Nicola Tyers (RPSGB)

Apologies: Helen Fawcett

1. Minutes of last meeting

Item 2; Expert Group - addition of Nicola Tyers to RPSGB staff attending
Accepted as an accurate record

Matters arising not on minutes

July meeting: Secretary to be Maria Christou or Dave Millett. A Kemp to Chair.
H Middleton to act as Deputy Chair. Rachel Stretch due back from Mat leave in September
and to take up Chair in October (subject to confirmation)

Workplace assessment skills for Tutors – no further developments.

2. Matters arising

Fit for the Future update by J Sowter.

A recap was given of the key elements from the December 2007 meeting and the 2nd
meeting 21-22 January 2008. Further meetings were required. A 3rd meeting was held on
22nd February 2008. J Sowter could not attend the 4th meeting in March and was awaiting
feedback from Nicola Tyers about this, which was provided at this meeting. There will be a
5th meeting in June. The date has yet to be confirmed.

JS agreed to circulate a report summarising the discussions over the meetings and add key
questions to be answered to reflect views of the group at the next meeting. (Report and
questions have been circulated)

Final document will go out for consultation, probably later this year.

Action: Group members to send feedback to Julie Sowter by April 23rd

3. National Recruitment Scheme – report circulated from Helen Middleton

All work is on schedule. The job description and person specifications have been
incorporated into the Trust entries.

Discussion took place around improving the system by revising how the status of an
application was described post interview. H Middleton agreed to revise the terminology and
possibly use additional terms such as "declined" "alternative offer" "offered elsewhere".

The group discussed ways by which the administration of Regional recruitment panels could be made simpler.

L Bollington offered the Welsh database for adaptation by other Regions.

Action: H Middleton will arrange to have it copied to CDs for circulation and review by other regional administration teams.

Action: Members to test and feedback prior to July meeting.

The value of the current format of the printed booklet was queried and whether it could be slim-lined as production is time consuming, expensive and published too late for recruitment roadshows. Possibility of a glossy promotional booklet to be released earlier, followed by specific information on each training centre on the website

N Tyers commented that an RPSGB survey to undergraduates had shown that they do not prefer a total electronic approach to communications.

It was also noted that new Tutors wanted to see it.

Action: It was agreed that an options appraisal using a questionnaire to current applicants could be carried out via Webstar to assess if the format is meeting the students needs.

H Middleton

Decision by October meeting on whether a condensed version needs to be produced.

4. Exit survey – Kate Davis

It was agreed that the same exit questionnaire headings would be used for the next cohort and an empty table would be sent out for members to complete the columns and add comments.

It was noted that the Bradford sandwich data was not captured accurately on the current form. Bradford trainees will only be included for those completing in the year for future data collection.

Action: Kate Davis to produce final version and circulate.

5. TOR and annual report.

TOR for Main Committee will be revised at October 2008 Focus Group and this group accordingly. The Focus group will discuss the status of the RPSGB representative with respect to the PTPS group, "member" or "in attendance".

Action: A Kemp to update the current terminology for the PTPS group and include the Webstar manager in the membership.

The final draft of the Annual report will be circulated when amendments from the Main Committee are finalised.

It was agreed that items to be added to future annual reports should be indicated in the margin of the minutes.

6. Objectives for 2008-2009

Objectives for 2008-9 are to be fed into the focus event in October

The following topics were suggested but are dependent on revised TOR at October meeting.

Recruitment. Overseas and work permits – clear guidance produced for all stakeholders
List of FAQ on website for employers.

Commission films to be shown at SOPs possibly giving case studies and testimonials from current pre-regs about experiences in hospital pharmacy

Group to support funding for better NHS promotion.

Tutor trainer support Collate and update materials already available. Signpost people to this on NHSPEDC website.

Applet network are keen to share their work

Action: group to send A Kemp further ideas before July meeting for further discussion before sending to the Focus group in October.

7. Report from Main Committee

Minutes to be circulated.

It was suggested at their meeting that each sub-group should have their perspective fed into the Focus event in October including views on where we want to be and what we want from the group.

Action: Members to consider ideas for July meeting

Come prepared to construct a SWOT analysis at July meeting

8 Website Procedure

Document previously circulated. Main Committee approved document with an amendment A password protected area for the PTPS group was discussed. It was agreed that it would be beneficial for certain documents to be available in a protected area, eg. Assessment materials, Presentation from Webstar

Action: password protected area to be set up and reviewed after 12 months. A Kemp to sort out the logistics with website administrator.

9 Policies procedures around filling pre-reg places left vacant

(This item was brought forward and discussed after item 3)

H Middleton circulated a printout of the homepage for 2008 intake and 2009 intake showing that applicants can register for a notification list to receive information on any posts arising all year round.

Regional co-ordinators needs to access this information quickly in order to inform students.

Action: H Middleton to contact Webstar to include this in FAQs and add a comments box for repeat occurring questions

10 Mat leave cover update

Action: A Littlewood agreed to collate information on dates and cover for those members currently on or about to start Mat leave.

11. Any other business

1.Shortage Occupations List

H Middleton circulated a document summarising the key points. If Pharmacy remains a 'Shortage Occupation' then it is easier to get a work permit.

S Sanders has agreed to send a response on behalf of NHSPEDC to the Migratory Advisory Committee (MAC) to support all pharmacy staff being on the list.

Standard Occupational Codes (SOC) include pharmacists and pharmacologists together and this should be clarified with evidence. The MAC list will be implemented in late 2008.

Border and Immigration Agency (BIA) list will apply for 1st intake of 2009 pre-reg trainee pharmacist recruitment. MAC list for clearing. This is an ongoing situation.

MAC to produce report by June.

Border and Immigration Agency are the body to liaise with.

Action: Inform stakeholders to send responses to MAC up to 25th April and encourage employers to do so.

2. J Sowter BMJ are running pharmacy registration revision course for £50 for 2 months or £70 for 4 months. www.onexamination.com Tutors can get access for timed period to log on. M Allen to send info. Discussion whether a license for corporate bodies is a possibility.
3. Registration exam. N Tyers requested that members check that trainees received 'Professional standards and guidance' document with Autumn bulletin and let her know if they have not.
4. Books: Supporting Self Care, NPA [OTC/ R to S book]
NPA could offer a significant discount on the usual price of £30 per booklet for a bulk order. However, it was pointed out that the book was not referenced so not clear if information given is evidence based. Contact Raj Nutan r.nutan@npa.co.uk if interested.

Pharmaceutical Press are looking for reviewers of the proposal to produce MCQs in calculations

5. K Davis requested any information on cut off numbers for supervision or facilitation of different class sizes.
Action: Feedback to K Davis.
6. For info
Thames Valley asked to deliver training by Reading University to academic tutors on writing academic references. A Hollister to share materials.
Suggest better guidance on website.
7. Update on RPSGB – N Tyers
Sian Hunger has resigned as Facilitator for Wales, the Midlands and South West, following the end of her maternity leave.
Dave Millett will be finishing his secondment as Facilitator for Wales, the Midlands and South West at the end of April.
It is hoped that the RPSGB Pre-registration education & training manager post will be advertised soon. In the meantime J Watt is acting up.
There are new administration staff in the Division: Marie (senior administrator), Emete, and Madelina.
The next meeting of the PPLG is on 19th May. Please send agenda items to Julie Sowter as the representative on this group. The NHS pandemic document and planning will be discussed.

Registration Examination and the Drug Tariff – This year trainees from England and Wales are to use March 08 edition. Trainees in Scotland are to use the April 08 edition. As of March 2008, free paper copies of the Drug Tariff will no longer be distributed in Wales. Copies can be purchased and a fee of £3 has been suggested – please see:

www.pjonline.com/editorial/20080308/news/p268drugtariff.html

Nicola asked for comments on what worked and what didn't in the organisation of CSE for this last year.

Dates of Next Meetings:

07 July 2008 06 October 2008
