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**Pre-registration Trainee Pharmacists Specialist Group (PTPSG)**  
**Minutes of the meeting held on Monday 27<sup>th</sup> April 2009**  
**50 Eastbourne Terrace, London**

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**Present:**

**Committee Members:** Amanda Kemp (Chair), Alison Littlewood (Secretary), Clive Moss-Barclay, Janet Gilbertson, Jill McDonald, Helen Fawcett, Rachel Stretch, Andrea Hollister, Helen Middleton Maria Christou, Nick Hooker, Kathryn Hodgson, Sue Taylor,

**Apologies:** Julie Sowter, Gail Fleming, Margaret Allen,  
**RPSGB** - Suzie Ankrah, Joanne Martin

1.30pm **Briefing** - Quality Management of Pre Registration Training,  
Alison Blenkinsopp, Professor of the Practice of Pharmacy,  
Medicines Management, Keele School of Pharmacy

Members discussed the documents circulated prior to the briefing. A Blenkinsopp made note of comments regarding the questions proposed to be included in the Pilot National Survey.

**Action:** Members to send any further comments to A Blenkinsopp. Members should also indicate if they wish to participate in the national pilot.

**1. Minutes of the last meeting: 19<sup>th</sup> January 2009**

Amendment: page 3, Summary-" the great code debate" bullet point 5 "automatic e-mails" to be deleted as not definite  
Accepted as a true record.

**2. Matters arising**

2.1 Criteria for RPSGB resources - taken off agenda.

2.2 Strategic Objective 2 – minutes 19<sup>th</sup> Jan 2009

**Action** – add to next agenda.

Members to send Quality Assurance frameworks, if available, to A Littlewood for circulation and discussion at next meeting.

**3. Report from Main Committee meeting - A Kemp**

Matters discussed at the Main Committee but on PTPS agenda were reported on in agenda order.

**3.1 NHS Pharmacy Staffing Establishment & Vacancy Survey**

S Sanders had agreed to undertake an additional survey to compare more closely the data obtained by the Information Centre and that obtained by the Main Committee. Two hospitals from each SHA area will be asked to repeat the national survey. The data can then be compared with the Information Centre's data.

**3.2** All documents from NHS Pharmacy Education and Development Committees will be produced on the official templates.

4. **National Recruitment Scheme for Pre-registration Trainee Pharmacists in the NHS**

H Middleton had circulated a report providing an update on the Scheme prior to the meeting.

She summarized the key changes from the Border and Immigration Agency. Some of these changes impact on the use of Tier 1 (Post Study Work) and Tier 2 general for pre-registration trainee pharmacists.

The main changes are as follows

**a. Tier 1 (Post study work)** – This option is no longer available for OSPAP graduates (since 31st March 2009).

**b. Tier 2 (general)** – Because NHS pre-registration trainee pharmacist is on the shortage occupation list graduates will be allocated points on the basis of the job being a shortage occupation rather than being allocated points for their qualification. Therefore provided the job stays on the shortage occupation list graduates will not need to provide proof of their qualifications to the BIA when making an application for a grant of leave under Tier 2 general.

**c. Concerns about the time to process applications** - Students (due to start their pre-registration training in 2009) had expressed concern that postal applications for a grant of leave under Tier 1 (post study work) or Tier 2 general take approximately 6 weeks to process. An academic transcript is needed for Tier 1 (post study work) as proof of qualification (as the degree certificate will not have been issued at the time of application). The need for an academic transcript is by-passed for Tier 2 (see above) because NHS pre-registration trainee pharmacists are included on the shortage occupation list and therefore claim points for shortage occupation rather than qualification. Students can use one of the public enquiry offices (PEO) to make an application in person. To use a PEO they will need to make an appointment in advance. The PEO option is more expensive but may mean that they obtain their grant of leave quicker than postal applications.

<http://www.ukba.homeoffice.gov.uk/contact/applyinginperson/beforeyouarrive/>

The Recruitment website has been updated with these changes.

**Action:** Members to circulate the details locally and recommend to training bases that they discuss with HR what route they will recommend to newly appointed pre-registration trainees. H Middleton agreed to be the contact to take queries from students and employers.

**4.2 Future management of National Recruitment Scheme**

The agreement between London Pharmacy Education and Training (LPE&T) and the NHS Pharmacy Education & Training Committee for the management of the National Recruitment Scheme is due to expire November 2009. The Main Committee have agreed that this agreement should be renewed for two years. Once this agreement is renewed the SLA between LPE&T and Webstar Health (also due to expire on 01 November 2009) for the provision of the online Pharmalife application system can be renewed. It was also agreed that the committee needed to document reasons why they did not use NHS jobs for the recruitment of pre-registration trainee pharmacists.

**Action:** A Kemp will produce a briefing document to support the reasons why we have a

National Recruitment Scheme and use the Pharmalife system for the recruitment of NHS pre-registration trainee pharmacists in England & Wales.

**4.3 SHA Equality Impact Assessment** (raised by G Fleming (*in absentia*))

Members discussed whether the National Recruitment Scheme Application form may need to be modified to enable data required for SHA Equality Impact Assessment to be captured and to be comparable with NHS Jobs.

It was agreed that modifications will be included as a service development - to be discussed at the next SLA review. Questions may be standardized to match those used by NHS jobs. The current use of codes relating to interview status will enable a data set to be provided for applicants and a second set for those invited to interview to satisfy the SHA Equality Impact Assessment.

**4.4 Marketing materials**

Examples of posters and banners produced by UEA for M Christou were displayed. Members discussed the cost and suitability of the formats. Costs incurred were for high definition photography and design. H Middleton commented that she could arrange and pay for the designer's time from the National Recruitment Scheme budget but wouldn't be able to pay for each region to have one of the banners printed.

**Action:** H Middleton to confirm the options and costings.

**5. National Exit Questionnaire**

PTPS group members will continue to collect exit and destinations data in the format updated for 2007-08.

**6. New Survey**

In addition to the above a more detailed exit questionnaire asking for information on career choices will be developed in collaboration with A Jennings. (Aintree hospitals and GHP)

**Action:**

- A Kemp to speak to A Jennings
- R Stretch and J Gilbertson to liaise on collation of destinations numbers
- Regional leads to ensure that destinations data is complete and career choices information is as complete as possible.

**7. Pfizer awards**

No update to report.

At the January meeting Margaret Allen requested information on how Regional Project presentation events are organised and run.

**Action:** Members to send details to Margaret for collation of information.

A Littlewood to circulate collated final document.

**8. Pre- Reg Liason Group Meeting**

A Kemp reported on points from a recent meeting of the Pre-registration Liaison Working Group:

- Student registration recommendations – M Pharm students will not be registered. Pre-Reg pharmacists and technicians to be registered with regulator
- Code of conduct for undergrads has been developed and will go to RPSGB Education

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Committee in May, followed by a 3 month consultation period, to be in place for 2009-2010.

**Action:** PTPS to make a response to the consultation at July Meeting – **add to agenda.**

- Tutor standards - no developments to report.

Head of pre-registration training (while N Tyers is on mat leave) will take comments on the original document and forward them to GPhC.

- Presentation by a member of the Transitional Working Group, which is working on 10 work streams. One of these was 'professional development and education', which includes CPD, services to advanced and specialist practitioners and the support to pre-registration trainees (and tutors).

Post Meeting Note: Following this meeting A Kemp has emailed the Prereg work stream to offer our input and will keep members informed of any response.

AKemp stressed the importance of this Committee inputting into these streams of work and providing representation at all meetings relating to preregistration training. E.g  
Medical Education England – Modernising Pharmacy Careers Programme Board  
GPhC Regulatory Standards Development  
Transitional Working Group

**9. RPSGB Sample papers**

Those distributed with the Spring 2009 bulletin were the same as in 2006 with some changes to wording.

**10. Any Other Business**

The passwords for the protected website area of the PTPS will be sent to group members

**Action:** A Littlewood

Opportunity to contribute to pharmacy education - University of Bath. Details circulated by H Middleton prior to the meeting. PTPS members may be interested in participating.

Nick Hooker announced that he was leaving and the SW contact would be Trevor Beswick

J Gilbertson raised the topic of RPSGB Submission of Training programme Section B submissions and if regional programmes could make an entry under multiple sites

**Action:** add to next agenda

Monday 20 July 2009

Monday 19 (& possibly Tuesday 20) October 2009

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