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**Pre-registration Trainee Pharmacists Specialist Group (PTPSG)**  
**Minutes of the meeting held on Monday 19<sup>th</sup> January 2009**  
**50 Eastbourne Terrace, London**

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**Present:**

**Committee Members:** Amanda Kemp (Chair), Alison Littlewood (Secretary), Jill McDonald, Helen Middleton, Beth Gormer, Clive Moss-Barclay, Lyn Hanning, Janet Gilbertson, Kathryn Hodgson, Helen Fawcett, Margaret Allen

**In Attendance:** Observer Sue Taylor

**Apologies:** Julie Sowter, Maria Christou, Rosalyne Cheeseman

**1. Minutes of the last meeting: 6<sup>th</sup> October 2008**

Pg 3, Point 4.5 insert "not" included in the budget.....  
Accepted as a true record.

**2. Matters arising**

i **Nomination of Chair** – A Littlewood reported that she had not received any nominations for the post of Chair and, therefore, A Kemp offered to continue with support if necessary. This was agreed. A Kemp nominated by H Middleton, seconded by J Gilbertson.

ii **Criteria for RPSGB exam resources** are not yet complete, item deferred to April meeting. .

**Action:** Add to next agenda. R Stretch to liaise with R Shah. List will be circulated in Interim and members to send comments. .

iii **UKCPA Clinical skills weekend.**

Promotional material has gone out by Email. The decision whether to endorse the programme to preregistration trainee pharmacists is for individual regional leads and Tutors.

**4 Report from Main Committee meeting - A Kemp** (Agenda item brought forward)  
Members asked to receive an agenda for the Main Committee as some do not attend.

**Action:** A Littlewood to circulate agenda when received from H Fawcett

A Kemp reported that she has agreed to contact NHS Careers on behalf of the Committee to suggest improvements to Pharmacy links.

**Follow up from the Focus Event (October 2008)**

Four broad strategic objectives were identified with a series of tactical tasks under each. The document was discussed at the Main committee and will be revised and recirculated.

**Strategic objective 1. To contribute to pharmacy workforce planning in general and in particular to plan for and secure adequate numbers of pre-registration pharmacy trainees.**

The PTPS will lead on the 1<sup>st</sup> task: to report on NHS retention of 2007/08 PRTP and reasons for career choice.

**Item 5 - Exit survey Destinations data 2007-08** (brought forward for discussion)

R Stretch commented that there were difficulties for larger Regions in collecting accurate information. Data were incomplete or supplied by Tutors not directly from trainees.

Some of the Exit survey headings were considered to be ambiguous and were revised. Bradford 1<sup>st</sup> placements and split posts will be included as individuals not WTE.

**Action:** *B Gormer will produce final update by end of January. Copies will be sent to members, Dave Thornton (Guild) and David Webb.*

*Post Meeting Note* (completed and distributed).

The Main Committee decided that it would be useful to include the pre-reg information from the preceeding year in the NHS Pharmacy Staffing Establishment & Vacancy Survey in order to provide a more complete picture. S Sanders will include the destination data in future survey reports

A request was made for a member to take over data collection in September 2009. J Gilbertson agreed.

**Strategic objective 2. To improve the quality of basic, pre and post-registration pharmacy training and accreditation in the NHS**

The PTPS will lead on the task: Establish QA programmes for regional pre-reg programmes and work-based pre-reg training.

Several members commented that they have developed QA frameworks for their own region. A starting point would be to collect the examples and use them to identify minimum standards as a basis for co-ordinated assessment across UK.

Members agreed to wait for the final report to Council on the Section 60 order before proceeding.

**Action:** *A Littlewood - Regional SED document to be put on website and recirculated*

**Strategic objective 3. To provide leadership for NHS commissioned pharmacy training by anticipating and contributing to future developments**

PTPS will lead on task 2 'Develop ideas on integrated PRTP'. However this will depend on the progress of pathfinder sites. Members suggested rewording 'integrated PRTP' using 'meaningful clinical experience' as included in the "White Paper".

**Strategic Objective 4. To maintain and develop mutually beneficial and effective links with key stakeholders**

PTPS group will link with the Main Group.

**Terms of reference** – To be reviewed after the objectives of the Committee have been finalised.

**Delivery of National Recruitment Scheme**

The contract with NHS London Education and Training for the management of the National Recruitment Scheme is due to expire November 2009. To be discussed after Main Committee discussions at next meeting

**Action;** *add to next agenda*

**3 National Recruitment Scheme** (Return to agenda order)

H Middleton noted that agenda time is taken up at each meeting by matters that require decisions relating to the scheme. An annual recruitment scheme review meeting, to be held in late November, would solve this. Agreed

**Action** – Venue and date to be organised.

**H Middleton**

**i. Recruitment Scheme. Booklet update** – the designer has received the updated information. The contract has been awarded to a new Printing company. Printing and distribution of booklets should be completed by mid March. New points based system for Immigration has been put on the website. The Shortage Occupation list is now under review .

**ii. The 'great code debate'.**

H Middleton discussed all options and consensus agreement was made.

Summary:

- Keep 3 codes that will be used at the shortlisting stage only
- Change the names of 2 of the codes to 'Invited for Interview' and 'NOT Invited for Interview'.
- 'Under Consideration' will remain as the default code
- The codes will be fixed so that once someone is coded as 'invited for interview' it cannot be changed.
- Communication between hospitals and students following the interview will be directly from the hospitals.
- Codes will not be used to communicate the outcomes of the interviews

*Post Meeting Note: Following this meeting a detailed summary was circulated)*

**iii** Review of profile questions on Application forms.

The 4 questions on the 2009 format do not produce sufficient distinction between good or weak candidates and better quality information is required from the application forms at interview.

Questions used by NES (as circulated previously) were considered.

Members agreed that the NES questions be used for 2010/2011 applications with some modifications and rewording.

Section on previous employment.

Changes to the Previous Employment section of the application form for the 2010 intake of trainees were discussed. The following were agreed:

- An additional section of the application form to specifically write about placements would **not** be created.
- The title of this section would be changed to read 'Previous Employment and Work Experience'.
- Applicants would be encouraged to write about non-pharmacy related employment and voluntary work (as well as or instead of pharmacy-related work experience) and placements.
- The language used in the 2009 intake application form would be changed to include work experience.

**Action:** H Middleton to amend wording and send out draft for further comments.

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- 5. Exit survey data 2007-08**  
Discussed earlier
- 6. National Exit Questionnaire**  
The Main Committee has requested additional information to be collected.  
**Action:** *B Gormer requested comments on the sample questionnaire (circulated) to be sent to her by 3<sup>rd</sup> Feb.*
- 8 Pfizer awards**  
Deferred to next meeting in absence of M Christou  
Margaret Allen requested information on how Regional Project presentation events run.  
**Action:** *Members to send details to Margaret for collation of information by end of Feb. A Littlewood to circulate collated final document.*
- 9 Future Quality Management for Pharmacy Pre-registration Training**  
Action: A Kemp to contact Nicola Tyers for full report and ask if opportunity to comment will be given to PTPS group.  
Comments will be collated by A Littlewood.
- 10 Any Other Business**
1. J Mc Donald, on behalf of M Christou, reported that a project to evaluate the usability and usefulness of the new Education, Training and Workforce Framework would be starting. Members wishing to be involved should contact M Christou.
  2. Open Days/Careers Roadshows  
Clarification was requested on who attends which SoPs. Agreement has been reached on which SoPs are covered by each Regional person
  3. NHS PEDC Website –an area for members for sensitive/private documents has been created.  
**Action:** *let A Kemp know of any documents at next meeting.*
  4. Tutor Standards from Tutor Managers Meeting.  
The work has been approved to be taken forward but this group has no report of further progress  
**Action;** *A Kemp to request update from N Tyers.*
  5. DoH Stakeholder Group Meeting  
A Kemp attended as representative of the group. More meetings are to follow.  
A Kemp to keep updated.
  6. J. Gilbertson asked if there was any information on open book texts for the Registration examination as Drug Tariffs are no longer available in Wales.  
**Action;** *A Kemp to request update from N Tyers.*
  7. M Allen request information on content of regional programmes and study days.  
**Action:** *members to send to M Allen*

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**Dates of future meetings-** *50 Eastbourne Terrace, Paddington*

Monday 27 April 2009

Monday 20 July 2009

Monday 19 (& possibly Tuesday 20) October 2009

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