
**Pre-registration Trainee Pharmacists Specialist Group (PTPSG)
Minutes of the meeting held on Monday 20th July 2009
50 Eastbourne Terrace – London**

Present:

Committee members: Amanda Kemp (Chair), Alison Littlewood (Secretary), Janet Gilbertson, Margaret Allen, Helen Fawcett, Rachel Stretch, Andrea Hollister, Helen Middleton, Maria Christou, Julie Sowter, Kathryn Hodgson, Lyn Hanning,

Apologies: Colin Adair, Anne Watson, Sally Greensmith, Gail Fleming, Lisa Smith
Rosalyne Cheeseman/Sue Bamford,

Invited: Joanne Martin (the interim Head of Preregistration) attended from 3pm to discuss item 6

1. Minutes of the last meeting 27th April 2009

Accepted as true record.

2. Matters arising (not on agenda)

2.1 Consultations on Code of Conduct and Fitness to Practice closed on 19th June 2009. A response was not submitted from the group due to time constraints.

A Littlewood and J Gilbertson each attended one of the Consultation seminars.

A legal seminar will be held in late 2009 for staff in all SoPs. Implementation will be supported by an interactive website, incorporating illustrations of Code of Conduct transgressions. An information pack will also be produced by RPSGB.

2.2 Audit of Audits – Responses were circulated prior to the meeting with some omissions.

Members requested that the final collation and marking schemes be put on the password protected part of the website.

J Sowter asked members how they catalogued and disseminated the project work for use by future pre-regs and Tutors. It was agreed that it would be useful to have this information.

Action: *A Littlewood to send Audit of Audits template to members to complete missing data.*

A Kemp to put on password protected part of the website with the marking schemes when complete.

A Kemp to circulate a template to collate details of how regions keep a record of what has been done in the past projects.

2.3 Transitional Working Group

Members of PTPS group are now involved and will keep members updated.

3. **Report from Main Committee Morning meeting**

AK

- 3.1 Update on membership contacts was requested. H Fawcett to contact PTPSG members
- 3.2 CUHOP meeting 22 June (Susan Sanders attended) Power point presentation has been circulated.
- 3.3 TOR main group were discussed. :PTPS group TOR to be revised when main committee changes have been agreed.
- 3.4 In the the main committee Sue Ambler described a Task & Finish Group at the Department of Health, which will look at how the numbers of pre-registration trainee pharmacists in the NHS can be increased, to feed future workforce requirements. The Group agreed to send S Ambler details of training capacity & capability issues by **30TH July**. Sue.Ambler@dh.gsi.gov.uk

Post meeting note: Following the meeting S Sanders circulated a brief set of capacity questions to be answered by members and returned to S Ambler (copied in to S Sanders).

S.Ambler also requested the pre-reg exit data and the reasons for choice of first job post registration. See items 6 and 7 below.

Post meeting note A Kemp sent 0708 and 08/09 interim figures to Sue Ambler

J Sowter commented that a training capacity survey has been completed in her area and offered to circulate the survey tool for the group to consider its suitability to produce more useful data in the longer term.

J. Gilbertson noted that a Training Capacity Survey for NHS in Wales has been completed as part of a project undertaken by Lynne Bollington. It was suggested that members could contact their training sites to have them indicate their capacity issues.

3.5 Modernising Pharmacy Careers

Discussion took place around undergraduate interest in Hospital Pharmacy and if more information should be provided across all years of the course to dismiss “myths”. The number of hospital places has increased and this should be emphasised.

The Longitudinal Cohort Study of Pharmacy Careers may provide more information on applicants to hospital pharmacy.

<http://www.pharmacy.manchester.ac.uk/cpws/publications/cohortstudyreports/>

Members agreed to source more information around this item.

M Christou agreed to work with statistics from registration examination pass rate to see if a positive link between hospital training and success could be demonstrated.

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4. National Recruitment Scheme – Update H Middleton
 - a. New coding system on Pharmalife website – not demonstrated
 - b. Orders for generic banners – costing £186+vat (includes banner and canister.)
PTPS members to confirm order quantity with Helen.
 - c. Equality Impact Assessment and equality monitoring data.
This issue was not raised during planning for 2010 but improvements will be made for this intake with a plan to fully comply for next year. (Details circulated post meeting)
 - d. Monitoring use of Tier 2 – general and Tier 1 – Post Study Work for 2009 intake.
Overseas students are currently applying. Helen is still receiving many queries on the process.
Action: PTPS members to collect information from overseas applicants on which route they have taken and any problems to inform process for next year.
 - e. Agreement for the National Recruitment Scheme arrangements
SLA with Webstar Health and fees for 2009/10
Documents have been circulated. Signing of SLA. will follow when agreement is received from all regions

Members were informed that more advice should be given to applicants concerning second references. References have to come from “last 3 years of employment” if they have been employed.

5. South Central potential research project title:- *"A national Survey to consider whether pre-registration training delivers what the NHS needs in a band 6 pharmacist"*.
A Hollister requested participation from members. The project appears to be similar to a RPSGB commissioned project.
Action: South Central project overview to be circulated to PTPS members to see if there is overlap

6a. June 2009 Registration Examination sitting

Joanne Martin outlined the background to this year's proceedings on the missing question. A root cause analysis has been carried out and the process for proof reading the paper will be changed in future.

Pharmaceutical Journal July 23rd will contain details of the statistics around the pass rates.

http://www.pjonline.com/news/registration_pass_rate_nudges_90_per_cent

The nullification process was explained. There have been a number of requests to pass for “personal circumstance” and other reasons.

Appeals will be considered in 6/52 . Anyone who has had a “request to pass” rejected can appeal.

Effective communication of the events to trainees, tutors and Regional leads was felt to have been variable. Communication of the impact of the error could have been released earlier to tutors. J Martin informed the group that the release was made as soon as possible and the myRPSGB site will be used in future. RPSGB are looking into improving distribution lists

b.Premises approvals

Applications for reaccreditation of training sites had been rejected because training programmes had incorporated non approved specialist sites and rotations for incorrect periods of time. This is due to the current byelaws

The following points were clarified:

Mental Health Trusts can be included in rotations but they are considered as a separate site and have to be approved as a specialist training site for any trainee to spend more than one week there.

CSE cannot take place in non-approved sites for longer than one week. CSE should take place in approved sites for periods of two – four weeks.

Programmes that are currently accredited can continue until re-accreditation is processed, then time frames and use of multiple sites or non-approved sites will be reassessed.

Foundation trusts can allow rotation around multiple sites within the Trusts for up to four weeks.

Trusts based on more than two locations can present rotations split between two main sites with additional rotations linked to a 3rd site.

Action: J Martin to send out request for feedback as to what needs to be done to update the byelaws for GPhC.

Individuals should contact J Martin individually on any aspects raised.

6. National Exit Questionnaire

Action : A Kemp to resend template to all. Data to be completed and interim results sent back as soon as possible. Full results to be sent after Sept examination results i.e.i.e. by end of October. Final data set to be put on website

All

7. New survey of pre-registration trainee pharmacist career choice

All

(Circulated as word document and survey

A Kemp requested comments. Some regions have already collected this data in their own format.

Post meeting note: Following the meeting A Kemp circulated an updated version of the survey. A test link was sent to PTPS to test the system. Survey sent to Pre-Regs on PTPS circulation lists on Friday July 24th or members to report their own results directly to S Ambler.

8. Quality assurance frameworks – High priority on next agenda

Members should assess submitted SED frameworks and QA documents for local training sites in each region

All

It was agreed that the information should link in with RPSGB/Keele project

Action; Send to A Littlewood for circulation before next meeting

9. **Update on Fit for the Future** – update of the final meeting May 2009

A report providing an update on the work of this Group had been circulated by J Sowter prior to the meeting.

The RPSGB's Education Committee has agreed to complete the development work, which will then be handed over to the GPhC prior to consultation.

NB Is a starting point to reflect the current situation and will need to be adapted for future developments. Assessment can only go as far as clinical practice currently allows.

A Kemp outlined time scale for the papers. Which should be enforced and approved by April 2010

10. **Any other business**

H Middleton raised the issue that the agenda is always very full and the meetings need more working time to deal with the items satisfactorily

Suggestions put forward were :

- An annual focus group meeting like that of the Main Committee.
- Smaller task and complete groups to work on agenda items.
- Increasing the number of meetings.
- Prioritize agenda items in advance of the times of the year when they are most urgent.

It was agreed that an additional meeting would be appropriate when the Consultation on the Education rules is announced in autumn 2009. The date could be linked to the meetings of the RPSGB Training Managers and Pre-Reg Liaison group.

Group membership updates

SW – Kate Davis to return until 3rd November 2009 and then replaced by Helen Badham.

L Hanning to remain on mailing list.

Oxford – Andrea Hollister to job share with Jill McDonald. Either may attend PTPS meetings

K Hodgson announced this was her last meeting. Beth Barrett is lead contact in interim E Midlands (S and N) new title is East Midlands, Amanda Kemp will represent.

Dates of Next Meetings: *50 Eastbourne Terrace, Paddington*

Monday 19 (& possibly Tuesday 20) October 2009

Wednesday 13 January 2010

Monday 26 April 2010

Tuesday 13 July 2010

Monday 18 (& Tuesday 19 for Focus Event) October 2010