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

Present:

Committee Members: Amanda Kemp(Chair), Alison Littlewood (Secretary) Janet Gilbertson, Julie Sowter, Maria Christou, Andrea Hollister, Clive Moss-Barclay, Gail Fleming, Helen Middleton, Andrew Campbell(WMSHA), Siobhan Burke-Adams (SE Coast) Helen Badham (SW)

Apologies: Margaret Allen, Laura O'Loan, Helen Fawcett, Rachel Stretch

Observers: Robert McCartney (GHP) Trevor Beswick

Invited: Susan Sanders

1. Minutes of last meeting

Amendments

3.4. Post meeting note to read "A Kemp sent 07/08 and 08/09 interim figures" ..

Training Capacity Survey for NHS in Wales to be acknowledged to a project undertaken by Lynne Bollington

3.5 Action point: removed

Accepted as a true record

2. Matters arising

2.1. M.Christou agreed to calculate registration examination success rates for hospital trainees when all results for the 2008-09 cohort have been returned for the Outcomes and Destinations Report. The hospital preregistration trainee pass rate could then be compared with national figures. The Longitudinal study indicated that exam success was a factor in choosing a training placement.

Action: M Christou to feedback to group

2.2. Additional meeting will be organised on Nov 2nd, following the Stakeholder meeting to discuss the GPhC *Education and training standards for pharmacists*

Action: A Kemp to arrange with venue and confirm with members

3 Work of NHS Pharmacist Numbers Task & Finish Group

S Sanders gave a presentation on the work completed by the NHS Pharmacist Numbers Task & Finish Group. Also presented to the PEDC Main Committee (Presentation circulated following the meeting)

The Task and Finish Group report will go to SHA contacts. The main recommendations are to:

- Appoint to all commissioned preregistration trainee pharmacist places
- Set targets to improve retention
- Share good practice on how to improve retention

Members discussed the findings of the group and agreed to follow up on outstanding issues and make recommendations locally.

4 **National Exit Questionnaire – destination data 2008-09.**

Members discussed the data captured in the interim report and identified areas where clarification or more detail is required before the final report is produced.

Action: A Kemp and S Sanders to produce a revised outcomes and destinations form incorporating all suggestions discussed.

Members need to send updated data including September exam results to A Kemp by Monday 26th October

5 **Survey on “Reasons for first job post registration”** A Kemp – Pilot survey

The results of the survey were circulated prior to the meeting

A Kemp outlined the main themes that were noted.

Members agreed that the electronic format was valuable and that the survey should be refined and repeated for the 2009/2010 cohort. Other electronic survey tools are available and should be considered.

Ranking of choices could be used to determine key drivers.

Members may wish to carry out paper-based surveys locally to obtain more quantitative data for their region.

Action: Alternative electronic formats to be looked into for next meeting **All**

S Sanders reported that S Ambler had requested more information on aspects relating to commissioned places vs demand i.e. to understand how demand is identified in the SHA and how this translates to commissioned places.

Action: S Sanders to send questions to members regarding the 2009/10 cohort.

6. **National Recruitment Scheme**

I) Report from 1st round

Document circulated by H Middleton. Amendments will be made prior to the report going on the website. H Middleton will correct any discrepancies and recirculate the data.

Members discussed the following points:

- Late applications – several were allowed to proceed after the deadline. H Middleton will emphasise to Pharmed that this should not occur.
- Ways by which the numbers of undergraduates applying for hospital pre-reg training can be increased.

II) Equality Impact Assessment and equality monitoring data.

H Middleton reported that the system implemented for the 2010 recruitment will be revised and extended to capture all the data required by regional leads and individual hospitals.

There will be changes to the application form to avoid any discrimination.

The full report has not been published yet.

Action: H Middleton will circulate the report to members for comment.

An additional document on the remit and scope of the National Recruitment Scheme will be produced.

There is a need to reinforce to hospitals that those involved in short listing and interviewing are appropriately trained in good recruitment practice and have up-to-date knowledge of Equal Opportunities legislation.

The report will emphasise Trust responsibilities regarding equality monitoring. Members agreed that the development of codes to show who has been offered posts will improve the collection of data regarding equality monitoring.

III) Monitoring of Tier 1 Post Study Work and Tier 2 general.

H Middleton will produce a report from the experiences of the 2010 recruitment round. This will provide general advice and tips for applicants and employers.

IV) Date for acceptance of offers 2010 – Training Managers meeting.

Members agreed that preregistration hospital trainee pharmacist recruitment would continue to specify a date on which acceptance of offers should be made. This would be at the same point in time i.e 1st October 2010.

Action: A Kemp to inform J Martin at RPSGB of the group decision.

Members discussed what options were available to deter applicants from unprofessional behaviour relating to holding offers or giving back word.

It was agreed that professional behaviour applies to recruitment and this should be reinforced at the point of application. Unprofessional behaviour of applicants may be reported to the School of Pharmacy.

7 Quality Assurance Frameworks

Members agreed to address this item after the outcomes of the National Pilot of Pre-registration Trainee and Tutor Survey Stakeholder Meeting (Monday 2nd November) were known

Action: to remain on agenda and discuss at next meeting

G Fleming commented that a new Quality Assurance (QA) system for Non-medical pre-registration contracts is being applied by NHS education commissioners. Members may be required to apply parameters in this document to their programmes.

8. Morning meeting

The Focus group will discuss a project brief from the Professional Leadership Body on pre-reg tutor training and support.

Action: A Kemp to contact Carol Evans to ask to be invited to the meeting to ensure that NHS PEDC PTPS group is represented

9. AOB

A Kemp gave a brief summary of the key points discussed at the Training Managers Meeting 15th October 2009. A meeting report will be circulated from RPSGB.

Dates of Next Meetings: 50 Eastbourne Terrace, Paddington

Wednesday 13 January 2010
Monday 26 April 2010
Tuesday 13 July 2010
Monday 18 (& Tuesday 19 for Focus Event) October 2010