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**Pre-registration Trainee Pharmacists Specialist (PTPSG) Group Meeting  
Unconfirmed minutes of the meeting held on Monday 17<sup>th</sup> January 2011,  
50 Eastbourne Terrace, London**

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**Attending:** Amanda Kemp (Chair) , Alison Littlewood (Secretary), Helen Middleton, Janet Gilbertson, Jill McDonald, Julie Sowter, Emma Wright, Samantha Hlambelo, Margaret Allen, Andrew Campbell, Roisin O'Hare.

**Apologies:** Andrea Hollister, Helen Badham, Clive Moss-Barclay, Helen Fawcett, Trevor Beswick

Prior to the agenda the group agreed that they would continue to invite a GPhC representative to attend from 3.30pm onwards and also invite an RPS representative. The purpose being to give an update on any ongoing issues.

**1. Minutes of last meeting**

4.1 The information relating to the use of Tier 1 and Tier 2 visas was correct at the time of the meeting; however, further updates now mean that the information is incorrect. It was agreed to keep the minutes as an accurate record of what was discussed but to highlight in red that the information is no longer applicable and make reference to the current information on the Pharmed website. Minutes then accepted as an accurate record.

**2. Matters arising – Not on agenda**

None noted.

**3 National Recruitment Scheme**

Timetable for 2012.

The Company Chemists Association and Association of Independent Multiples have been informed that the agreed NHS date (for hospitals in England & Wales) for students to accept or decline offers will be 7<sup>th</sup> October 2011. They do not wish to incorporate this date into the guidelines for their applicants. Members suggested that the RPS website should include a link to the guidelines for acceptance of offers. The date should be promoted as good practice to the BPSA.

**Action** H Middleton to check RPS website for link to National Recruitment Scheme.

The schedule for 2012 recruitment in Scotland has already been set and is closing applications one week earlier. The deadline for acceptance is 30<sup>th</sup> September 2011. Members to note this if they have applicants who have applied to training sites in Scotland. NES would like to set the same date as the National Recruitment Scheme for 2013.

Academic References

The current format will be retained but the reference only released once an offer to interview has been made.

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The online system has been modified to indicate the status of the academic reference, whether it has been provided or not.

Pilot for submitting online entries

The project has not been started due to pressure of work.

National person specification – an exemplar has been produced and circulated to the nominated training site managers for incorporation and/or adaptation into the 2012 entries.

Equality monitoring and Equality Impact Assessment

TBeswick has asked for a final report for DH Task and Finish Group to pull all the data together. It will include narrative to explain various data points. HMiddleton is working on this. Regional Leads and Trusts can access their own data.

Updates have been made to information about PCTs and Vacation placements.

The Recruitment Scheme report has been circulated.

Immigration guidance has been updated as a consequence of Tier 2 consultation decisions.

The limits apply to those people applying from outside UK. If a pharmacy student is switching from a Tier 4 student visa whilst in the UK there should not be a problem.

The Pharmed website has been updated and all Hospital Leads informed by Email.

The UKBA policy will be updated in April before the 2012 recruitment round starts and before the students need to apply for their visas for the 2011 intake.

A consultation is ongoing on student visas which includes a proposal to remove the Tier 1 – Post Study work route.

Ranking :- HFawcett raised the issue that a consistent message regarding ranking should go out to applicants. Trusts that use ranking should declare this. Guidelines on recruitment are available on the website and short listing panels must follow good HR practice.

Members supported the suggestion to move ranking to the end of the application form and remove the column indication the ranking of trusts from the list of applicants in order to reduce its impact on selection to interview.

**Action:** Members to make applicants aware of local preferences of Trusts using ranking.

For example “Hospitals in this Region prefer if you rank your applications” may be included on Regional entry page.

**4 Medical Education England/Modernising Pharmacy Careers update**

Discussion around progress to date.

Dates for the commencement of pre-reg pilots for an integrated course will not be agreed until other processes have taken place. The report paper will go to MEE in April for agreement then to DH for consultation.

Pre-consultation engagement activities are planned.

The group agreed that another meeting should be scheduled before May to discuss the consultation.

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Action: JGilbertson to contact Sue Ambler for a dates of the pre-consultation.

**5 Outcomes and destinations data – post September examination**

A Kemp reported that figures will be finalised as soon as she has received all data. A decision was made at the meeting of the main group against collecting further data on Band 6 advertising nationally .

**6. Main Committee Report**

As all members had been present for the Main Committee meeting a report was not made.

**7. AOB**

1. A query was made as to whether Vacation experience students received payment. Response from members indicated that this was variable from one Region to another.
2. Jill McDonald requested clarification on which members were attending Open days and roadshows at Schools of Pharmacy on behalf of the group. It was agreed that the member in the area local to the University should be nominated to attend but any other members could attend to represent their Regions.

**Action:** Jill McDonald to circulate list for members to indicate where they usually attend.

3. Closed Bulletin Board facility for the group discussed:

**Action:** A Kemp to discuss the functionality with CMoss-Barclay before a trial period is undertaken.

4. i) J. Sowter raised the question as to whether the group can work together to produce a mock exam. Members indicated their interest. J Sowter to follow up Scotland produces a mock paper that may be a resource.

ii) Applications for Band 6

Problems have arisen with applicants being rejected from the on-line application system on NHS jobs by answers entered at the pre-application section. HR departments may include criteria in this section, without the knowledge of the employing department.

Members are advised to notify Trusts advertising Band 6 posts of this problem and ensure that pre-registration trainee pharmacists will be eligible to apply.

5. BPSA Conference Portsmouth. Group invited to exhibition. .

**Nominations for Chair/Vice Chair –** A Kemp to continue as Chair.

J Gilbertson accepted as Vice Chair and will Chair meeting on May 3<sup>rd</sup>

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May 3<sup>rd</sup> meeting: Apologies noted in advance H Middleton, J Sowter, A Kemp. M Christou

Presentation by N Tyers on Fitness to Practice  
AML to circulate amended slides.

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

- Tuesday 3<sup>rd</sup> May 2011
  - Wednesday 13<sup>th</sup> July 2011
  - Monday 17<sup>th</sup> October & Tuesday 18<sup>th</sup> October 2011