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**Pre-registration Trainee Pharmacists Specialist Group (PTPSG)**  
**Minutes of the meeting held on Monday 17<sup>th</sup> October 2011**  
**50 Eastbourne Terrace – London**

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**Present:** A Kemp (Chair), Janet Gilbertson (Vice Chair), Alison Littlewood (Secretary), Helen Middleton, Roisin O'Hare, Julie Sowter, Laura O'Loan, Maria Christou, Rachel Stretch, Emma Wright, Margaret Allen, Helen Fawcett, Jill McDonald, Andrea Hollister, Helen Badham.

**Apologies:** Clive Moss-Barclay, Gail Fleming  
**Observing:** Rachel Kenward

**Presentation and Demonstration on the Redevelopment of the NHS Recruitment Website by Gianpiero Cellino**

The presentation detailed the background to and issues with the current website and intentions for its redevelopment. Reviewing the current functions and agreeing the development is running as 3 phases .

Phase 1 concerns the advertising of posts and is to be ready for March 2012.

Phase 2 is the student application part that will need few modifications.

Phase 3 concerns 'functionality' to process the information and extract data.

The design concept is applying a set of standards and refining the preferred design options.

The group discussed design, layout and look of the website pages. Suggested alterations to titles, colours and use of photographs were noted.

Examples of new automated functions to improve the applications offer/acceptance process were suggested.

- Strict requirement to rank on submission by student.
- Automated "fail safe" where if a student does not respond to offers within 48 hours they have an offer with the lower rank removed.
- Student dashboard to allow student management of offers made available via Smartphone "apps".

**Phase 3 - Functionality**

The group discussed ranking and the "failsafe" proposal. Reservations were expressed concerning timescales and how many offers could be held before the automated process was activated. G. Celino explained that the concepts can be agreed and the details be decided as an ongoing issue.

**Action:** - H. Middleton and G. Celino to meet and decide options to be put to the group by December.

Ranking '\*' hospitals on agenda for January meeting.

1. **Minutes of last meeting 13<sup>th</sup> July 2011**

Confirmed as an accurate record

2. **Matters arising**

**2.1. SoP response to what information required from PTPSG .**

J McDonald reported that she has received responses from most areas. Wolverhampton is not covered currently.

**Actions**

Report to be recirculated – AML

Peter McKay is new NI contact to be added to mailing list.

A. Kemp to request West Midlands member to cover talks to Wolverhampton.

H. Middleton to review Recruitment talk slides with respect to proposed changes.

**2.2. OSCE topics – collation ongoing**

**Action:** *A Littlewood to follow up*

**2.3. RPS exam event** → PTPSG members indicated that they would not be able to contribute.

**2.4 National recruitment scheme application form.**

JSowter reported on behalf of her tutors that some applicants made a long list in the section for previous experiences including many insignificant events. She suggested that the wording could be amended to “What did you gain that would support your application”. and split the experiences between course related and experience outside the SoP.

**Action:** *H.Middleton to revise wording.*

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

As most members were present and the minutes will be circulated a report was not given

4. **National Recruitment Scheme** – Draft report was circulated prior to the meeting.

H Middleton stated that the report was not complete as she was waiting for data on the number of undergraduates. This will be added as an Appendix when received. No further discussion.

New SOP integrated programmes need to be considered for pre-reg recruitment for the website in future.

**Recruitment deadline.** T Beswick had written to the Company Chemist Association (CCA) offering to discuss the timings of the interviews but had not been successful.

Rob Darracott has since agreed to meet to reflect on lessons learnt from this year’s recruitment.

The GPhC stated at the Training Managers’ meeting on 13<sup>th</sup> October that they will not be acting on any reports of community applicants who reneged on offers they had accepted. This was an employment issue and they would not take any action if an undergraduate was referred to them under fitness to practice procedures

**Action:**

- *T Beswick to take up Rob Darracott’s offer to meet to reflect on this year’s recruitment process*
- *H Middleton to write a statement about accepting and rescinding on job offers and forward it to the GPhC to ensure the wording is correct.*

5 **Outcomes and destinations data**

A Kemp circulated interim data and reported that the destination of many trainees was classed as “other or unsure” but needs to be more precise. The definition of the column headings will be clarified for the final data collection.

Members discussed the difficulties with collecting the data at the times requested. A Kemp stated that S. Ambler is aware of the limitations of the interim data submitted.

It was noted that the data shows that the number of trainees taking up permanent Community Pharmacy posts rather than locuming has reversed compared with previous years.

**Action** – A Kemp to distribute the forms. Members to complete for 2010-11 cohort by November

6. **Pre Reg Exit Questionnaire** M. Christou

Circulated prior to the meeting

**Action:** *to be discussed at Focus Event.*

PTPSG members can direct queries specific to their regions to M Christou .

7 **Progress on PTPSG Mock Examination question writing** A. Hollister

The GPhC announced at the Training Managers Meeting that the reference sources for the 2012 registration examination will be BNF and GPhC standards. The MEP and Drug Tariff will no longer be used. The examination will be modified slightly so that questions on the law will be in the closed book section and more clinical questions will be included.

Damian Day stated that he will release the template and the matrix for the examination question type to Training Managers.

**Action:** *Members agreed to continue to build a question bank. Questions to be sent to A. Hollister by 20<sup>th</sup> December with answer and rationale.*

8. **GPhC Training Managers Meeting 13<sup>th</sup> October 2011**

**Action:** *A Kemp to circulate her notes from the meeting.*

9. **Any Other Business**

i) J Sowter requested information on HR procedures for Summer placements.

**Action:** *Key questions to be sent out via E-mail. Members to respond to J Sowter directly [Agenda item January 2012]*

ii) Workbase Assessment tools. J.Sowter. (Agenda item January 2012)

iii) Appointment of Secretary – expression of interest to A Littlewood by November.

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

Monday 23 January 2012  
 Tuesday 17 April 2012  
 Monday 16 July 2012  
 Wednesday 10 & Thursday 11 October 2012