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**Pre-registration Trainee Pharmacists Specialist Group (PTPSG)**

Minutes of the Meeting held on **Monday 26<sup>th</sup> April 2010**

**50 Eastbourne Terrace, London**

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**Present:**

**Committee Members:** Amanda Kemp (Chair), Alison Littlewood (Secretary), Julie Sowter, Samantha Hlambelo, Maria Christou, Janet Gilbertson, Helen Badham, Helen Middleton, Andrea Hollister, Andrew Campbell, Siobhan Burke-Adams, Lizzie Mills

**Apologies:** Margaret Allen, Helen Fawcett, Clive Moss-Barclay

**Invited:** Nicola Tyers (RPSGB/GPhC)

**1. Minutes of last meeting**

Apologies to be added – J Gilbertson

Accepted as a true record.

**2. Matters arising**

Item 2. PLB focus group will hold no further meetings.

It is not known when the Pre-registration trainee pharmacist tutor standards will be out for consultation. Possibly 2012 (N Tyers)

Item 8)

Fixed term contract termination survey results will be distributed to the group **Action: J Sowter**. Tutors need to be aware of the process at local HR level.

A Hollister commented that the termination interview is included as a quality monitor by her SHA.

**2.2 Item inserted** – not on original agenda

The group welcomed back N Tyers, who gave an update on items from the Preregistration Division

- **Staff Update:** N Tyers will be working 4 days per week – not available on Tuesdays and work from home Wednesday

Suzie Ankrah is on sick-leave – the workload being shared with Facilitators

New examination (assessment) manager appointed – Anna Ashton

- **2010 – 2011 Training manual** - in print - may have some materials removed during the interim period with an updated supplement released later in the year to inform tutors and trainees of any changes to the syllabus or assessment process. Trainees will receive 6 months notice of any changes.
- A set of 'Frequently Asked Questions' relating to pre-registration training can now be found online at [http://www.pjonline.com/news/preregistration\\_training\\_explained](http://www.pjonline.com/news/preregistration_training_explained) . Current trainees (2009-2010) do not need to receive this information as the changes will not affect them. The Group agreed that it could be distracting so close to the registration examination.

- New automated phone system in place to help deal with high number of queries around exam time.
- Requests for approval of split programmes have increased. While they are encouraged and some are good. Those that are not accepted often contain insufficient exposure to dispensary services.  
New programmes should try to quantify the amount of dispensing and employ the accredited checking scheme.
- Disabilities are of concern –for example, numbers of pharmacy graduates with hearing and sight problems have increased. Employers and training sites may need to put aides in place and adjustments for the exam should be requested.

### 3. Outcomes and destination data

The format and timescales are in the process of being revised for the 2009-2010 cohort

**Action: Susan Sanders** to circulate revised format soon. (*Circulated May 13 2010*)

Members can collect the data once the format has been received. It is essential to capture actual not intended data.

It was agreed that “actual” would mean that a post had been offered and accepted by late June/early July.

Destinations data 2008-09 (final version) will be circulated shortly. (*Circulated May 13 2010*)

### **Survey to determine reasons for career choices**

M Christou in collaboration with UEA researchers has compiled a new questionnaire for pre-registration trainees moving to post-registration posts. The Guild of Healthcare Pharmacists (GHP) to be consulted on questions, J. Gilbertson to act as liaison with Guild.

**Action:** M Christou] to recirculate latest draft.  
Members to validate draft questions by Email to M Christou. (*Subsequent to meeting revised surveys circulated 29.4.10 for reply by 10<sup>th</sup> May*)

It was agreed that once a final version has been approved the group will decide on how the survey is circulated nationally to all hospital pre-regs within each region

M Christou confirmed that all the analyses will be carried out at UEA but individual NHS regions will have access to the raw data. The NHS PEDC will have the overall ownership of the data.

It was suggested that a link in sent by UEA to regional leads by the end June/early July 2010.

Regional leads will send the link to their pre-regs who will return responses to UEA.

It is hoped that National and Regional breakdown will be made available by September.

A supporting letter will be devised to explain the survey.

N Tyers suggested extending the survey to NES to capture community and hospital trainees.

### 4. National Recruitment Scheme

H. Middleton nothing to report. All interim reports circulated or added to website.

A. Hollister commented that local HR departments had expressed concerns about academic references not being required for OSPAP trainees. H Middleton responded that Trusts are not restricted by this recommendation and can request further references either academic, character or work related if they wish.

**Action:** *Agenda for July meeting*

- Timeline and dates for 2012 recruitment
- Ranking.

Members should consult the training sites and determine whether they wish to retain and see the ranking system and report back to H Middleton

J Sowter asked if information about “joint or split posts” could be made easier to find in the booklet.

Suggestions given:

- Make specific reference to where split posts are offered on each Regional page.
- Pharmalife is considering a fully automated system for hospitals to make their own entries. When this is available hospitals should be able to indicate split posts.

**Action :** **J. Sowter** to circulate requirements to be completed by members to feed in to Pharmalife to notify H Middleton of split posts to put on website.

Definition: Joint post = whole training programme on 2 or more sites.

Split post = programme comprises 2 separate patient facing sections.

N Tyers offered to provide RPSGB data.

## **5. The Pre-registration Accuracy Checking Evidence (PACE) in Wales**

J Gilbertson explained the background to the programme.

PACE was developed in Wales because the ACT course did not fit the standards for pre-reg.

Guidelines were set for Wales – pre-reg to have accreditation for final checking. 1<sup>st</sup> cohort started in 2008-09 supported by a research grant

Satisfactory dispensing check had to be completed before accuracy checking started. 1000 items checked with error breakdown and reflection form. Action plan produced following any errors.

Results of research to be presented at UKCPA weekend May 2010 in posters.

Final report will be shared after UKCPA

**Action: A Littlewood** to circulate when made available

Clinical checking pack being developed.

## **6. Preceptorship**

Members discussed whether pre-reg are eligible for a point raise on band 5 after 6 months. GHP recommend it but there is no additional funding for this from SHAs. AFC terms and conditions are not precise but the rule appears to apply to professionally registered staff

**Action: S Burke Adams** to follow up. Contact NHS employers for advice

A Littlewood, J Sowter to look back through minutes as was discussed previously by the group.

**7. Modernising pharmacy careers (MPC) work stream**

The Group are looking at innovation in pharmacy undergraduate programmes and pre-reg training. There is a need to ensure that if an integrated course is adopted it includes all parts currently covered in pre-registration training.

The group are also interested in patterns of destination data and application patterns for SoPs

Members were asked if they would be prepared to share Pharmalife data.

M Christou commented that UEA are collecting destination intent from 3<sup>rd</sup> year pharmacy undergraduates

**Action:** J Gilbertson to notify group when calls for response are made.

**8. Report from Main Committee morning meeting**

MPC are looking at training costs of the pre-reg year and would like input from the group.

**Action:** All Members to send ideas of categories for what costs are involved in pre-reg training in hospitals (not figures but just areas of cost e.g. recruitment, pre-reg tutor time). It is important that members try to identify as many areas of cost as possible, even if they will not be easy to quantify.

Members to send ideas to J Gilbertson . [janet.gilbertson@wales.nhs.uk](mailto:janet.gilbertson@wales.nhs.uk) by 14<sup>th</sup> May

to collate on behalf of the group and send them to Ross Leach at Modernising Pharmacy Careers to produce a costing template.

**Agenda item July**

**TOR**

Produced and circulated by M Christou

**Action:** All members to comments by Email to M Christou.

**9. AOB**

- Volunteer for secretary duty for July – Helen Badham, accepted.
- A Kemp survey on late starters – little follow up – responses relayed to T Beswick
- M Allen – support for Tutors – Individuals to send to Margaret with updated information if they have responded to a similar query in the past.
- Lizzie Mills gave a brief update on the National Survey for Tutors and trainees

The report was submitted to RPSGB in Feb for approval

Full report will be circulated once released.

**Recommendations arising from the report**

The analysis focussed on validity of the survey process

There was a poor response rate from trainees despite reminders

For improved response when implemented once indicators have been derived and validated

1. Distribute survey – and map to GPhC training standards
2. Ensure contact details up to date

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3. Engage with training providers in promoting survey
    - Link to regulators website
    - Recommend for feedback to training providers
    - Trial different presentations of the data to the group.
  - H Badham asked if pre-reg standards are linked to KSF - H Middleton responded that they are represented on London website will send link and circulate via A Littlewood.

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

<p>Tuesday 13 July 2010 Monday 18 (&amp; Tuesday 19 for Focus Event) October 2010</p>
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