

MAIN COMMITTEE

Confirmed Minutes of the meeting held on Monday 19th October 2009 50 Eastbourne Terrace, Paddington, London

Present:

Main Committee Members: Clive Moss-Barclay (Chair), Susan Sanders (Deputy Chair), Helen Fawcett (Secretary), Trevor Beswick, Andrew Campbell, Maria Christou, Vanessa Eggerdon, Gail Fleming, Janet Gilbertson, Andrea Hollister, Amanda Kemp, Helen Middleton, Catherine Savage, Julie Sowter.

In Attendance:

Observer members: Helen Badham, Chris Cutts (CPPE), Chris John (WRT) , Robert McCartney (GHP)

Apologies: Sue Ambler, Michele Cossey, Alison Dale, Laura O'Loan.

The meeting was started by C Moss-Barclay welcoming new members to the Committee.
Andrew Campbell (NHS W Midlands)
Helen Badham (NHS South West, observer)
Catherine Savage (WCPPE)

C Moss-Barclay explained that a number of agenda items would be discussed in detail at the Focus Event; however members could raise items during the meeting, if required.

1. **Minutes of the last meeting: 20th July 09**

Minutes accepted as an accurate record.

2. **Matters arising**

2.1 – Annual Report Distribution List / Annual Report 2009

C Moss-Barclay stated that the distribution list had been updated and circulated. The Annual report has been sent to the contacts on the list and is also available on the website. He requested that the Specialist Groups send him their contributions for the September 08 – August 09 Annual report based on the current action plan by 31st October.

Action:

- *Chairs of the Specialist Groups to send their contributions for the 08-09 Annual report by 31st October to C Moss-Barclay.*
- *C Moss-Barclay to prepare the Annual report and circulate to members for comment (aiming for a final report by end November 09)*

2.2 - Templates for exploring the costs involved in training

S Sanders reported that Medical Education England (MEE) were looking at MPET funding and she had, therefore, forwarded all the information available on training costs to Nick Barber and Keith Ridge (pharmacy representatives on MEE). It has been acknowledged that there are significant training costs involved in training staff within pharmacy.

S Sanders stated that she had not circulated the templates for exploring the costs involved in training and promised to do so.

Action; *S Sanders to circulate the templates to members.*

2.3 – Members Area - website

C Moss-Barclay reported that the “members’ area” on the NHS Pharmacy Education & Development Committee’s (NHS PEDC) website was not available yet. He promised to have it completed by January 2010.

Action; C Moss-Barclay to organise a “members’ area” on the website and circulate details to members by January 2010.

Under this agenda item A Kemp reported that a project had been started by the Professional Leadership Body to look at training and support of both tutors and pre-registration pharmacists. Margaret Allen has been asked to give a presentation.

Action; A Kemp to contact Carol Evans about the inclusion of the NHSPEDC.

3. NHS Pharmacy Staffing Establishment and Vacancy Survey

S Sanders reported that there had been a 100% response from Acute and Mental Health Trusts to the Survey. It had been difficult obtaining the information from PCTs but she hoped to have a 100% response by the afternoon. The report would be finalised soon.

She reported that she had been informed by the Office of Manpower Economics that in future the survey would be funded by the Department of Health. Following a question by J Gilbertson she replied that she believed that the survey would still cover the four home countries.

S Sanders reported that following a change in staffing at The Information Centre it had not been possible to compare and discuss their vacancy data with the NHS PEDC pilot survey carried out on March 31st. Once a new person was in post she would pursue this. She stated that The Information Centre was going to review the codes used in their survey and that she would be involved in this exercise.

S Sanders was thanked for all her work.

4. National Recruitment Scheme for Pre-registration Trainee Pharmacists in the NHS

H Middleton had previously circulated a report providing an update on the Scheme. It was agreed that C Moss-Barclay would use this report to prepare a brief to be sent to the contacts on the distribution list.

H Middleton was thanked for all her work.

Action; C Moss-Barclay to prepare a brief on the scheme (with a link to the full report on the website) and circulate to the contacts on the distribution list.

A discussion was held on the use of the ‘codes’ on the Pharmalife website and it was agreed that this would be discussed further at the Specialist Group meeting.

Action; Pre-registration Trainee Pharmacists Specialist Group to discuss the use of the recruitment codes on the Pharmalife website.

H Fawcett asked if the paper explaining why pre-registration trainee pharmacists were not recruited via NHS Jobs had been prepared. A Kemp replied that it hadn’t but agreed to take it forward.

Action; A Kemp to prepare a brief on why NHS Jobs was unsuitable for the recruitment of pre-registration trainee pharmacists

WAPPIG/PMEG Pharmacist Task Group

In the absence of S Ambler, S Sanders reported on the work of the ‘NHS Pharmacist Numbers Task and Finish Group’. This had been set up by the Workforce Availability Policy and

Programme Implementation Group (WAPPIG), the People Matters Executive Group (PMEG) and the Modernising Pharmacy Careers Programme Board to look at increasing the number of pre-registration trainee pharmacist training places and assess subsequent recruitment and retention issues. S Sanders and T Beswick were both on the Group.

A draft report has been prepared and has been sent to the WAPPIG and PMEG. It is recommending to recruit to the currently planned increases for 2010/11 and to retain as many as possible. In addition, further work needs to be carried out to cover, for example, training infrastructure.

Action: *S Sanders to forward the presentation to H Fawcett for circulation to members.*

T Beswick reported on the main messages that came out from the Group. This included:

- An acceptance within SHAs that there was an issue
- Retention rates of pre-registration pharmacists varied and it was hard to make a case for increasing the number of commissions when retention rates were poor
- Not all commissioned places are recruited to.

T Beswick stated that there had been a request that SHAs share good practice in retaining trainees. In addition, in future targets for retention rates could be set.

Action: *T Beswick to circulate the report to members*

A discussion was held on the retention of pre-registration trainees and band 6/7 pharmacists. It was agreed that it would be useful to have good quality research on the retention of pre-registration trainees and band 6/7 pharmacists.

Action: *Members to forward ideas to C Moss-Barclay on how the Committee can progress with undertaking research on the retention of pre-registration trainees and band 6/7 pharmacists.*

Training Capacity Survey

J Sowter reported on the training capacity survey carried out in the Yorkshire and Humber region. This was used to inform the education strategy across the region. She confirmed that the training capacity template had been circulated to members.

A general discussion was held on training capacity and it was agreed to share information on the 'password protected area' on the website when it was available.

5. **Terms of Reference and Membership Review**

To be discussed at the Focus Event

6. **2009 Work Programme Update**

A report providing an update on the Work Programme had been circulated by T Beswick prior to the meeting. This was to be discussed at the Focus Event along with the preparation of the 2009-10 Action plan.

7. **Medical Education England – Modernising Pharmacy Careers Programme Board**

To be discussed at the Focus Event.

J Sowter asked members what regional advisory machinery was being set up at SHA level to form part of MEE. It was identified that very different approaches were being used with some regions proposing setting up multi-professional groups, with other regions using existing specialist groups.

8. **Professional Leadership Body**

To be discussed at the Focus Event.

9. **General Pharmaceutical Council**

To be discussed at the Focus Event.

10. **Fit For The Future Working Group**

J Sowter reported that the GPhC's Standards were due to go out for consultation on the 21st October. These would include the Education Standards. It was agreed that the Committee should respond to the Standards with any education and training content.

Action: *A meeting to discuss the education elements of the GPhC consultation to take place on 2nd November (1.30pm – 3.30pm, venue to be organised). First draft of the response to be prepared and circulated to members for comment. Final response to be agreed at the next NHS PEDC meeting in January.*

11. **CPD Update**

A report providing an update on CPD had been circulated by H Middleton prior to the meeting.

12. **CPPE Stakeholder and Advisory Board – new representative**

C Moss-Barclay reported that he is the current Committees' representative on the CPPE Stakeholder and Advisory Board; however, as the membership is updated every six months CPPE are looking for a new representative. There are two meetings per year (May and November). The dates are set for 10.11.09, 11.5.10 and 9.11.10. Attendance is required at them all and they don't accept deputies. No members were available to attend the November 2009 meeting.

J Sowter volunteered to be the representative for the 2010 meetings.

13. **Pre-registration Trainee Pharmacists Specialist Group**

A Kemp stated that the minutes and agenda had been circulated previously.

C Moss-Barclay stated that the North West had hosted a hospital pharmacy stand at this year's BPC Careers Forum. He hoped to do this every year and members were welcome to attend in future to promote hospital pharmacy.

14. **Support Staff Specialist Group**

V Eggerdon stated that the agenda and minutes had previously been circulated. She reported that she is leaving her current post but, if agreeable, will remain Chair of the Support Staff Specialist Group until 2011. This was agreed by members on the condition that it was acceptable to the Support Staff Group.

Following a question by T Beswick, V Eggerdon reported that work was progressing with the new QCF qualifications and that they would be available by September 2010. T Beswick replied that it was important that timescales were monitored carefully and that sites were kept informed to ensure that the appropriate infrastructure was in place to introduce the qualifications.

15. **Any Other Business**

H Fawcett reported that the election for a new Chair was due in January 2010. She requested that nominations be sent to her by the end of November and reminded members to ensure that any nominations had the agreement of the nominated person.

Dates of future 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