
MAIN COMMITTEE

Minutes of the meeting held on Monday 27th April 2009 50 Eastbourne Terrace, Paddington, London

Present:

Main Committee Members: Clive Moss-Barclay (Chair), Helen Fawcett (Secretary), Colin Adair, Trevor Beswick, Maria Christou, Alison Dale, Janet Gilbertson, Sally Greensmith, Kathryn Hodgson, Andrea Hollister, Amanda Kemp, Helen Middleton, Susan Sanders.

In Attendance:

Observer members: Chris Cutts, Chris John, Gill McDonald.

Apologies: Ros Cheeseman, Michele Cossey, Vanessa Eggerdon, Julie Jordan, Robert McArtney, Julie Sowter, Anne Watson.

1. **Minutes of the last meeting: 19th January 09**

Accepted as an accurate record.

2. **Matters arising**

2.1 - Replacement for the National Workforce Group

No progress to report.

2.2 - Annual Report (final version)

C Moss-Barclay reported that the Annual Report was finalised and is on the website. It has been circulated to the distribution list previously circulated to members.

Action;

- *Members to check distribution list and inform C Moss-Barclay of any additional key contacts the Annual Report should be circulated to*
- *C Moss-Barclay to update distribution list including adding the organisations represented by the contacts on the distribution list*

2.3 – SIFT and MPET review in London

S Sanders reported that there were no outcomes yet on the project to determine how much it costs to train pharmacy staff. The information received from other SHA areas was variable and the impetus for this work had diminished. She agreed to circulate the templates for exploring the costs involved in training.

Action; *S Sanders to circulate the templates to members and to keep the committee informed of progress, discussions and outcomes.*

2.4 - NHS Commissioners' Training Costs Questionnaire

C Moss-Barclay stated that he had been unable to obtain a copy of the final report of the training costs survey sent to NHS commissioners. A general discussion was held on the value of members identifying training costs.

2.5 – BPC Careers fair for early career hospital pharmacists in England and Wales

C Moss-Barclay reported that the North West region would be hosting a double stand for hospital pharmacy at the BPC Careers forum. J Gilbertson replied that Wales would also have a stand.

A Kemp reported that the information about careers in pharmacy had been updated but she

had not seen the final copy.

Action; A Kemp to circulate the updated NHS Careers information when available.

2.6 – Draft Pharmacy Order 2009 (Section 60) Consultation

H Middleton reported that the Committee's response to the Draft Pharmacy Order 2009 (Section 60) Consultation had been submitted by the deadline. C Moss-Barclay thanked H Middleton for her work in its preparation.

2.7 – General and Advanced Level Framework Survey

C Moss-Barclay reported that he had contacted D Webb who had agreed to include the Advanced Level Framework in the survey identifying the local use of the General Level Framework.

Under this agenda item J Gilbertson reported that the new head of WCPPE was Cath Savage who would be invited to attend future meetings.

Action; J Gilbertson to invite Cath Savage to the next meeting.

3. NHS Pharmacy Staffing Establishment & Vacancy Survey

S Sanders reported that following the recent interest in vacancies of band 6 and 7 pharmacists she had agreed to undertake an additional survey to compare more closely the data obtained by the Information Centre and that obtained by this Committee. The main differences between the two surveys are:

- The collection dates i.e. 31st May compared to 31st March
- The data for the NHS PEDC survey is collected by pharmacy departments compared to HR departments for the Information Centre's survey and
- To be classed as a vacancy for the Information Centre's survey the post must have been vacant for three months and Trusts must be actively recruiting to it.

S Sanders stated that she had asked two hospitals from each SHA area to repeat the national survey on 31st March 2009. The data can then be compared with the Information Centre's data. As a result of undertaking this additional survey S Sanders reported that there had been insufficient time to prepare an article for the Pharmaceutical Journal.

S Sanders also reported that she had submitted a bid to the Office of Manpower Economics (OME) for funding to undertake the 2009 survey, which had been agreed. The bid also requested funding for developing the survey to allow online submission of data but this had not been agreed as yet.

The 2009 data collection will also include Scotland for the first time.

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

H Middleton had circulated a report providing an update on the Scheme prior to the meeting. She highlighted changes to the immigration rules, which would be further discussed at the Pre-registration Trainee Pharmacists Specialist Group. The Recruitment website had been updated with these changes.

C Moss-Barclay stated that a recent Workforce Review Team paper had recommended to SHAs that there was a need to increase pre-registration trainee pharmacist posts (paper previously circulated) and requested members to inform H Middleton of any increase in the number of advertised posts.

A Kemp reported that the agreement between London Pharmacy Education and Training (LPE&T) and the NHS Pharmacy Education & Training Committee for the management of the National Recruitment Scheme is due to expire November 2009. It was reported that Oxford Radcliffe did not want the contract back. C Moss-Barclay proposed that the agreement with LPE&T should be renewed for two years and members agreed this. C Moss-Barclay thanked H Middleton for her continuing work.

A discussion was held about why NHS Jobs was not suitable for the recruitment of pre-registration trainee pharmacists and it was agreed that the Pre-registration Trainee Pharmacists Specialist Group should discuss this further and prepare a briefing document.
Action; *Pre-registration Trainee Pharmacists Specialist Group to prepare a briefing paper.*

5. **Work Programme from Focus Event**

C Moss-Barclay thanked T Beswick for updating the work programme (previously circulated). T Beswick stated that most objectives now had an identified lead and target dates. He agreed to manage the process for reporting on progress. This included identifying whether the work was on target or not using a traffic light scheme.

Action; *T Beswick to circulate work programme to objective leads and ask for progress one month before next Committee meeting. Progress to be collated and circulated to members prior to the meeting.*

C Moss-Barclay stated that he would review the Terms of Reference to accurately reflect what the Committee is doing in relation to the work programme and requested comments and suggestions from members. The amended version would be circulated to members for final comment and approval.

Action;

- *Members to send comments to C Moss-Barclay on the current Terms of Reference by 31st May*
- *C Moss-Barclay to update Terms of reference and circulate to members for comment*

S Sanders also reported under this agenda item that there would be a 'members' section' on the Committee's website, which would be password protected. Documentation to be found in this area included the Committee's procedures.

Action;

- *C Moss-Barclay to liaise with H Fawcett about updating the procedures to reflect the Committee's identity.*
- *C Moss-Barclay to circulate the password to members when available.*

6. **Reform of undergraduate and pre-registration training for pharmacists - Meeting hosted by Company Chemists Association**

C Moss-Barclay stated that he had previously circulated to members a background paper on the Modernising Pharmacy Careers Programme Board. T Beswick, C Cutts and A Simpson are all members of the Programme Board.

C Cutts and T Beswick outlined the main points in the paper. The work only covers England; however Chief Pharmacists from the home counties also sit on the Board. Members include academics, range of representatives from all sectors, Department of Health and associated organisations e.g. CPPE. There is only one technician on the Board, Alison Simpson, however this may be increased. She has been asked to prepare a paper on definitions, roles etc of support staff.

The main work streams are:

- Undergraduates up to registration (leads are Rob Darracott and Anthony Smith)
- Post registration (leads are Helen Howe and Keith Wilson from Aston)

In addition, there is a third short term project lead by Peter Noyce looking at the feasibility of incorporating supplementary prescribing into the undergraduate syllabus as this is thought to be the area with greatest benefit for pharmacists on a day-to-day basis.

T Beswick reported that the Board is currently refining the projects, which would be signed off and published in the Summer by MEE.

Action; *T Beswick to keep members informed*

S Sanders reported that she had been invited to a meeting originally convened by R Daracott to discuss the reform of undergraduate and pre-registration training for pharmacists. This acknowledged the fact that employers in all sectors will need to work with academic colleagues and link with groups such as this Committee for a successful review of education and training. At the meeting it was identified that there are lots of issues / concerns about reforming the undergraduate and pre-registration training and that it was important to acknowledge these concerns and continue to consult with stakeholders. Subsequently, the MEE Board was set up and R Darracott and A Smith appointed to lead on this work.

A Kemp reported that at a recent meeting of the Pre-registration Liaison Working Group there was a presentation by a member of the Transitional Working Group, which is working on 10 work streams. One of these was 'professional development and education', which includes CPD, services to advanced and specialist practitioners and the support to pre-registration trainees (and tutors). She stressed the importance of this Committee inputting into these streams of work.

C Moss-Barclay replied that there were three important areas that this Committee should be kept up to date with:

- Modernising Pharmacy Careers
- GPhC
- Professional Leadership Body

It was identified that there were sufficient Committee members on the various groups to keep the Committee informed.

Action; *Add Modernising Pharmacy Careers, GPhC and Professional Leadership Body as standing agenda items.*

7. Terms Of Reference

Discussed under item 5.

Action: *add to next agenda.*

8. Medical Education England – Modernising Pharmacy Careers Programme Board

Discussed under item 6.

9. NHS Pharmacy Specialist Committees Reference Group

Minutes from the last meeting of this Group (23rd March) were circulated prior to this meeting.

Under this agenda item H Middleton reported on the work of the Specialist Curriculum Group.

This Group included representatives from universities and specialist groups e.g. BOPA, CoDEG, UKMI. The aim is to use frameworks for advanced and specialist groups to develop national curriculum. It is hoped that these will be taken up by the New Leadership Body. H Middleton and M Christou were both members of this Group.

H Middleton asked if this Committee wished to be signed up as an 'interested party'. It was agreed that H Middleton would circulate a paper about the Group for members to discuss further at the next meeting.

Action; *H Middleton to circulate to members a paper about the work of the Specialist Curriculum Group for further discussion at the next meeting.*

10. Implementation of Joint Programme Board Diplomas

K Hodgson reported that her local HEIs are looking at implementing Joint Programme Board Diplomas and asked what was happening elsewhere. It was identified that there was some interest from universities in other regions but that the model of choice was dependent on local need.

11. Pre-registration Trainee Pharmacists Specialist Group

A Kemp stated that the minutes and agenda had been circulated previously. There were no questions by members.

12. Support Staff Specialist Group

Minutes and agenda previously circulated.

13. Any Other Business

- H Fawcett, on behalf of J Sowter, informed members that the RPSGB will be convening the next meeting of the Fit for the Future Working Group on the 30th April and 1st May.
Action; *J Sowter to report back at the next meeting.*
- C Moss-Barclay reported that he had received an email from the University of Southampton requesting that details of a postgraduate course are added to the Committee's website. This was discussed and was felt to be inappropriate; however C Cutts stated that this type of information could be included on CPPE's website. C Moss-Barclay agreed to respond to this request accordingly.
- H Middleton stated that she had previously circulated an update on CPD to members. C Cutts reported that CPPE and the RPSGB will be holding weekend events in July and September to help RPSGB members with their CPD.
- S Sanders asked if there was a need for the 2009 Focus Event. This was discussed and it was agreed to make a provisional booking of a venue.
Action; *Add to next agenda*

Dates of future meetings- *50 Eastbourne Terrace, Paddington*

Monday 20 July 2009

Monday 19 & Tuesday 20 October 2009