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## MAIN COMMITTEE

### Unconfirmed Minutes of the meeting held on Monday 7<sup>th</sup> April 2008 50 Eastbourne Terrace, Paddington, London

**Present:**

**Main Committee Members:** Clive Moss-Barclay (*Chair*), Helen Fawcett (*Secretary*), Colin Adair, Rosalynne Cheeseman, Maria Christou, Vanessa Eggerdon, Sue Ellis, Janet Gilbertson, Beth Gormer, Andrea Hollister, Amanda Kemp, Helen Middleton, Dave Millet, Susan Sanders, Julie Sowter.

**In Attendance:** Chris Cutts, (*observer*), Alison Dale (*observer*), Val Findlay, (*observer*), Alison Littlewood (*observer*), Gill McDonald (*observer*), David Webb (*observer*).

**Apologies:** Susan Bamford, Trevor Beswick, Carole Blackshaw, Michele Cossey, Lyn Hanning, Gail Fleming, Lesley Morgan, Anne Watson.

C Moss-Barclay started the meeting by informing members that C Blackshaw had resigned from the Main Committee due to a change in role. D Millet would be attending these meetings until her replacement was in post. C Blackshaw was thanked for her contribution to the work of the Main Committee.

C Moss-Barclay also informed members that Robert McCartney would be the Guild representative.

1. **Minutes of the last meeting: 7<sup>th</sup> January 2008**

Accepted as an accurate record of the meeting.

2. **Matters arising**

**2.1 Members' Contact Details and website**

Contact details: H Fawcett confirmed that the updated members' contact list was now on the website.

Website: The revised procedure for placing documents onto the website had been circulated prior to the meeting. H Fawcett stated that there was an option of having a password protected area and suggested that if this was done then the protected area should have links to the three Groups rather than having a separate protected area for each Group. Following a discussion it was agreed that the password protected area was not required unless a specific need could be identified by the Specialist Group/s (*NB following the afternoon meeting the Pre-registration Trainee Pharmacists Specialist Group have requested a password protected area*).

**2.2- Future links with Guild of Healthcare Pharmacists (GHP)**

Discussed at the start of the meeting.

**2.3- RPSGB / West Midlands Deanery Pre-registration Quality Management Feasibility Study**

H Fawcett confirmed that the presentation given at the last meeting had been circulated to members.

D Millet reported that questionnaires had been circulated by the research team to appropriate stakeholders. A follow up meeting would take place at the RPSGB on 19<sup>th</sup> May to present the preliminary findings.

## 2.4 - Links with RPSGB English, Scottish & Welsh Pharmacy Boards, Pharmaceutical Society of Northern Ireland

NHS Careers: H Fawcett confirmed that L Bollington had sent a brief describing the current issues and contact details.

RPSGB English, Scottish & Welsh Pharmacy Boards, Pharmaceutical Society of Northern Ireland: Action from last meeting not completed. C Moss-Barclay agreed to take this forward.

**Action:** C Moss-Barclay to write to the Chairs of the Pharmacy Boards to make them aware of the work of this Committee and to request the names of key contacts.

## 2.5 - NHS Employers and NHS Workforce agenda

Action from last meeting not completed. R Cheeseman agreed to take this forward.

**Action:** R Cheeseman to identify the replacement group for the National Workforce Group and investigate how to link in with any new body. Also to identify how to link in with the national network of SHA Education Commissioners Group.

H Fawcett reported that Helen O'Connell-Pickering (Workforce Planning Manager, North East Workforce Team and Chair of the National Workforce Planners Group) had been contacted to identify if there was any work being carried out within the Region or at a national level with developing workforce planning capacity. Currently, there isn't but she had stated that this possibly needs to be reviewed. This was discussed and was identified that there is large regional variation in the amount of work that is being carried out in this area.

Also discussed under this agenda item:

- D Webb reported that the NHS Purchasing and Supply Agency (PASA), the agency responsible for the preparation of the national framework agreement for temporary (agency) staff requires somebody to provide pharmacy professional input. He had suggested to them that this Committee may be able to provide a volunteer.  
**Action:** D Webb to send contact details to C Moss-Barclay. C Moss-Barclay to discuss what is required with PASA and to forward the details to members with a request for a volunteer.
- D Webb reported that the White paper 'Pharmacy in England: building on strengths - delivering the future' was published last week ([http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_083815](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_083815))  
He stated that there is an undertaking to scope out specialised pharmacy services across England and that it was important to take into account links with education and training. He hoped that the Committee would be supportive with this piece of work when it happens.
- D Webb reported that the S Sanders has agreed to give a presentation to the RPSGB Hospital Pharmacists Group Committee on current pharmacy workforce issues at their next meeting on 6<sup>th</sup> May.

## 3. Election of Vice-Chair

H Fawcett reported that she had still not received any nominations for Vice- Chair. A further request by C Moss-Barclay for a volunteer was not forthcoming, therefore, it was agreed to discuss further at the Focus Event in October.

## 4. Annual Reports

C Moss-Barclay asked for comments on the draft 2006/07 Annual report (previously circulated).

A number of minor amendments were suggested.

**Action:**

- *S Sanders to make the amendments to the 06/07 annual report and circulate the final document.*
- *Chairs of the Main Committee and Specialist Groups to start work on the 07/08 annual report in time to finalise at the October meeting.*

**5. NHS Pharmacy Staffing Establishment & Vacancy Survey**

2007 Pharmaceutical Journal article: action point not completed. Following a discussion it was agreed that due to the imminent collection of data for the next survey an article would not be prepared; however this would be taken forward ASAP following the completion of the 2008 staffing establishment and vacancy survey report.

**Action:** *add to the October agenda.*

2008 Hospital and PCT survey:

S Sanders reported that the Office of Manpower Economics (OME) had agreed to fund the National NHS Hospital Pharmacy Staffing Establishment and Vacancy Survey in 2008; however they have stated that this is not a long term commitment but for one year only and should the survey need further funding next year they will need to consider their position again then.

Following a request by the OME, S Sanders has confirmed with colleagues that N Ireland can be included in the survey. She will discuss with colleagues in Scotland later in the week whether they are in a position to be included. If Scotland and/or N Ireland were included the OME had requested that the information be presented as two sets of data, one with all 4 countries and the other just England and Wales (so that it can be compared with the previous years data). S Sanders has replied that it will not be possible to do a lot of extra work to present the data twice throughout; however, 'headline' data will be presented in this way for comparison with the 2007 data, and each home country will be presented separately.

The 2008 survey will look at each band separately, without grouping, and as such will be able to compare with specific bands in the 2007 survey.

Trainee numbers and PCT/Health Board data will also be collected.

H Fawcett asked if it was possible to identify the number of staff (as a percentage) that have left employment within the previous 12 months (and where they have gone to). Also the number of posts that have been vacant for 3 months or more so that the data can be better compared to the Department of Health's data. Following a discussion it was agreed to request information on those posts that had been vacant for 3 months or longer; however it was decided not to look at turnover as this information would be harder to collect and may dissuade some Trusts/PCTs from completing the form.

**Action:**

- *S Sanders to amend the survey template and circulate to members.*
- *Members identified as the key people for the distribution and collation of the survey to make links with PCTs now to identify the key contacts to send the survey to.*

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

H Middleton had circulated a report providing an update prior to the meeting. She reported that the work was on schedule.

**7. Shortage Occupation List – Pre-Reg Trainee Pharmacists**

S Sanders reported that the Home Office is collating evidence to inform the production of a new shortage occupation list, scheduled for publication in June 2008. NHS Employers, therefore, is urgently seeking comments from NHS organisations on which skilled occupations employers are finding it difficult to recruit to and where migration can sensibly fill skilled labour shortages (closing date 7<sup>th</sup> April). A case needs to be presented for any occupations that the NHS believe need adding to the list, and also evidence is required to support a case to retain posts that are currently on the list, where appropriate. S Sanders stated that it would be difficult to respond with a national prospective to the five questions being posed by NHS Employers and asked how this Committee should best respond.

Following a discussion it was agreed that S Sanders would respond by sending the 2007 Staffing establishment and vacancy survey with an accompanying letter highlighting the issues around pre-registration trainee pharmacists / trainee technicians and the removal of the reciprocal agreement with Australia and New Zealand.

*Action: S Sanders to respond to NHS Employers by the deadline*

**8. National Pharmacy Workforce Review Team (WRT)**

S Sanders reported that she had contacted Peter Reitler (WRT) and had sent him the 2007 staffing survey. He had informed her that there were plans to update the pharmacy pro-forma (to be replaced by a 'workforce summary' document) and that this Committee would be invited to comment on it. He also stated that he would be leaving the WRT and that a new analyst would be appointed. In addition, the WRT had appointed a pharmacy professional advisor (Chris John).

S Sanders reported that P Reitler had heard on 'the grapevine' that SHAs were increasing their investment in pharmacy technicians and asked if this was true. Following a discussion it was identified that this varied within SHAs. In addition, the degree of funding support was variable.

**9. Focus Event**

C Moss-Barclay asked for suggested topics from members to identify if there was a need to hold a Focus Event in October and if so, to start planning the Event.

A few areas were suggested:

Impact of following consultations on NHS PEDC:

- Fit for future
- Pharmacy practice framework
- New qualification and credit framework

Impact of multi-professional deaneries on NHSPEDC

The Professional Development Framework for Pharmacy Staff involved in Education, Training and Workforce Development

In addition, Terms of Reference, annual report, Vice-Chair and trainee numbers to be covered. Following a discussion it was agreed that an Event should be held focussing on the role and future of the NHS PEDC (and Specialist groups) – 'Are we fit for purpose?'

**Action:**

- S Sanders to book the venue
- H Fawcett to email members requesting information on what members want from the focus event and what they can contribute.

**10. RPSGB CPD Update**

H Middleton had circulated a report providing an update prior to the meeting. Following a question she confirmed that she had not written to the RPSGB outlining how inclusion of the KSF on the 'plan & record' would be useful to the NHS as the key personnel had left The Society.

**Action:** *H Middleton to liaise with the new post holder about the inclusion of the KSF on the 'plan and record' once in place.*

**11. Feedback from the RPSGB Workshop on Advanced Practice in Pharmacy**

S Sanders reported on a workshop that she attended with L Hanning. The day was convened by the RPSGB on Advanced Practice in specialist areas such as E&T (invitation & programme previously circulated).

The day was attended by only about 7 or 8 other people. There was a lot of discussion about the specialised services and their contribution to risk.

The emphasis was very much on the need to formally accredit specialised activity on the basis of ensuring patient safety.

Peter Wilson will be writing a recommendation paper to Council.

**Action:** *S Sanders to keep members informed.*

**12. BPC Careers fair for early career hospital pharmacists in England and Wales**

A Littlewood reported that she had been contacted by Chris Hanney (Health Links) who was investigating the viability of using the Careers Forum at BPC as a suitable location for a careers fair for early career hospital pharmacists in England and Wales. She distributed a report prepared by C Hanney highlighting the potential benefits of the BPC-PJ Careers Forum and the costs involved.

Following a discussion it was agreed that the Committee would not take this forward; however it may be something that members may wish to discuss further on a local basis.

**Action:**

- *A Littlewood to send the above document electronically to H Fawcett for circulation to members.*
- *Members to take forward locally, if required.*

**13. Update on Fit for the Future discussions**

J Sowter provided an update on the latest meetings of the Fit for Future Expert Group. One main issue raised was the suggestion of a flexible approach to the linkage between undergraduate and pre-registration training. S Sowter agreed to send members a questionnaire on this to obtain members views.

**Action;**

- *S Sowter to send the report to H Fawcett for circulation to members.*
- *S Sowter to send members a questionnaire to obtain views on the flexible approach to linking pre-registration training and the undergraduate course.*

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

A Kemp reported on the work of the Specialist Group. Minutes and agenda previously circulated. She confirmed that the feedback to consultations from the Specialist Groups was circulated to members of the Main Committee.

**15. Support Staff Specialist Group**

V Eggerdon reported on the work of the Specialist Group. Minutes and agenda previously circulated.

**16. Any Other Business**

- S Sanders reported that 'The Professional Development Framework for Pharmacy Staff involved in Education, Training and Workforce Development' would be launched at the 4<sup>th</sup> Guild/UKCPA Joint National Conference on Saturday 10 May 2008.
- CMB reported that the Waterloo Group were meeting on the 14<sup>th</sup> April and that Nigel Clarke would be attending. He asked if any member could attend as he was unable to.  
**Action:** C Moss-Barclay to email members to identify if anybody is able to attend the meeting on 14<sup>th</sup> April.  
**NB:** after the meeting Janet Gilbertson volunteered to represent the Group at the Waterloo Group meeting.
- Skills for Health Pharmacy(SfH) Project: C Moss-Barclay stated that Sophie Hughes (Assistant Project Manager, Skills for Health) is looking for suggestions for the membership of the Pharmacy (Qualifications Structure) Working Group. This Group will have the responsibility of helping the SfH Project Team with the development of the Support Staff (Levels 2 and 3) Qualifications Structure. This will involve consideration and identification of the NOS and the core and mandatory Units that will inform the qualification. The Group will also be proactive in the development of the Technical Certificate and Apprenticeship Framework. Terms of Reference to be established by the Project Team. It was identified that there were a number of those present already on the Group. H Fawcett volunteered if additional members were required.
- H Fawcett reported that the Working Group looking at accreditation frameworks for aseptic services have prepared two frameworks; 'Framework for Pre and In-Process Checking Accreditation within Aseptic Services' and 'Framework for Accreditation of Final Accuracy checking within Aseptic Services'. The pre and in process checking accreditation document was due to be circulated as a final document last week. H Fawcett will circulate it once received. The draft Final accuracy check will be circulated for comments. Comments requested from local staff involved in carrying out the activity.

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

07 July 2008

06 October 2008