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# The Pharmacy Technician and Support Staff (pre and post qualification) Group

## Guidance Notes for Members

January 2012

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## Welcome & Introduction

Welcome to the NHS Pharmacy Education & Development Committee -Pharmacy Technician and Support Staff (pre and post qualification) Group.

This pack aims to guide new and existing members to the information they need in order to be able to contribute to the group. Much of this information can be found on the NHS Pharmacy Education & Development Committee website.

The homepage describes the purpose and structure of the NHS Pharmacy Education & Development Committee.

<http://www.nhspedc.nhs.uk>

The group meets quarterly after the NHS Pharmacy Education & Development Committee - Main Committee group meeting in the morning. The Chair of the Pharmacy Technician and Support Staff (pre and post qualification) Group sits on the NHS Pharmacy Education & Development Committee - Main Committee. They feed back the information/discussion from the NHS Pharmacy Education & Development Committee - Main Committee to the Pharmacy Technician and Support Staff (pre and post qualification) Group in the afternoon.

The Pharmacy Technician and Support Staff (pre and post qualification) Group informs the NHS Pharmacy Education & Development Committee - Main committee of any issues they feel they would like them to discuss.

The Pharmacy Technician and Support Staff (pre and post qualification) Group contributes to the NHS Pharmacy Education & Development work plan which is updated in October at a focus event.

Each member represents their region and is to bring regional items of interest to discuss at the meetings in order to share best practice.

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## Terms of Reference & previous minutes

The terms of reference, previous minutes and projects of the NHS Pharmacy Education & Development Committee - Main Committee can be found on the website.

<http://www.nhspedc.nhs.uk/strategy.htm>

The terms of reference, previous minutes and documents own by the NHS Pharmacy Education & Development Committee - Pharmacy Technician and Support Staff (pre and post qualification) Group can also be found on the website.

<http://www.nhspedc.nhs.uk/supports.htm>

## Membership

A list detailing the membership of the NHS Pharmacy Education & Development Committee - Main Committee and Pharmacy Technician and Support Staff (pre and post qualification) Group can also be found of the website.

<http://www.nhspedc.nhs.uk/Docs/NHSPEDC-ContactDetails2010.pdf>

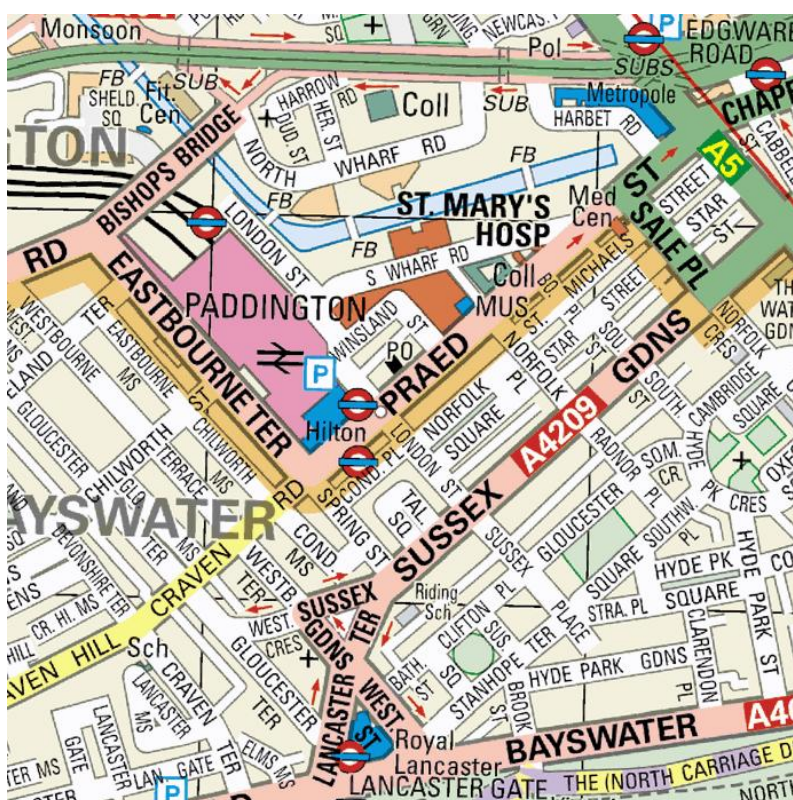
## Dates & venue of meetings

The dates of future meetings can be found on the previous meetings minutes. Alternatively contact the secretary (contacts details can be found on the website

<http://www.nhspedc.nhs.uk/contact.htm> ). Dates of future meetings they are usually set in October for the coming year. All meetings start at 01.15pm and finish at 03.30pm.

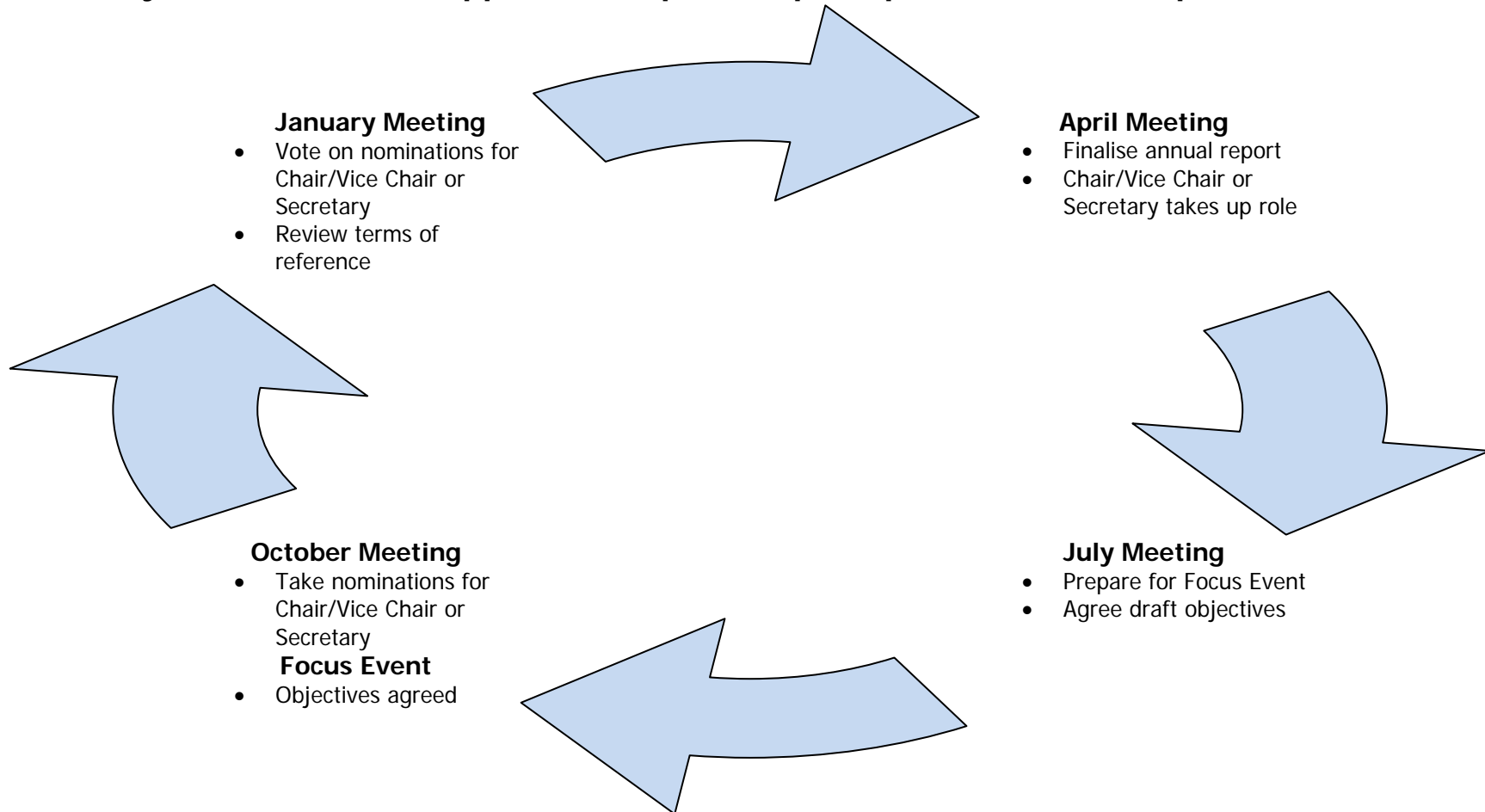
All meetings are hosted by London Pharmacy Education & Training and are held at 50 Eastbourne Terrace, Paddington W2 6LG. Tel: 020 7725 2725

Located opposite **Paddington train station** on Eastbourne Terrace. **Paddington underground station** (Bakerloo / Circle / District / Hammersmith & City lines) and **Lancaster Gate underground station** (Central line) are both within an easy walk.



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## Pharmacy Technician and Support Staff (pre and post qualification) Group Annual Timeline



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## **Pharmacy Technician and Support Staff (pre and post qualification) Group Objective**

Each year at the July Meeting the Pharmacy Technician and Support Staff (pre and post qualification) Group write draft objectives for the coming year, these are agreed at the Focus Event in October by the NHS Pharmacy Education & Development Committee for implementation in January.

## **Annual Report of the NHS Pharmacy Education & Development Committee**

Each year in April the NHS Pharmacy Education & Development Committee writes a report describing the activities they and the sub-committees have undertaken throughout the previous year. The report is made public on its website and includes:

- links/communications with other organisations
- responding to consultations
- objectives achieved

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**NHS PHARMACY EDUCATION AND DEVELOPMENT COMMITTEE  
(and Support Staff and Preregistration Trainee Pharmacists Specialist Groups)**

**APPOINTMENT OF OFFICERS**

**Approved on: 13<sup>th</sup> January 2010**

This procedure is to be followed when appointing officers to the NHS Pharmacy Education and Development Committee (and Support Staff and Preregistration Pharmacists Specialist Groups). It has been written using the appointment of the Chair and Vice-Chair as an example. When appointing the Secretary, the terms **Chair** and **Secretary** should be **reversed**.

1. At the **October** meeting, members should be asked to forward nominations for the Chair and for Vice-Chair, to the Secretary. Nominees must be full members of the committee representing NHS Pharmacy Education and Development in an English SHA or other home country; observer members are not eligible to stand. At this point, anyone wishing to self-nominate may do so. A follow-up email should be sent by the Secretary to those members who were unable to attend the October meeting, inviting nominations. Anyone wishing to nominate a candidate should ensure that the nominee is willing to take up the post if elected. When making the nomination, it must be stated that the candidate has agreed to this.

*N.B.* a person may be nominated for both the Chair and Vice-Chair positions.

2. All nominations to be received **by the end of October**.
3. If only one candidate has been nominated, then this can be taken to the **January** meeting for approval.
4. If more than one candidate has been nominated, then a vote will be required. Members of the committee representing NHS Pharmacy Education and Development in an English SHA or other home country are eligible to vote; members from other categories are not eligible to vote. One vote will be allowed per geographical patch – see Meetings Management procedure. The Secretary should send the names of the candidates to each voting member of the group prior to the January meeting.
5. If a voting member is unable to attend the January meeting, then they may register their vote by 'proxy'. The non-attendee must inform the Secretary of the name of the person who will be registering their vote by this method. The Secretary should acknowledge receipt of this name. The non-attending member should inform the person voting by proxy of their choice of candidate (in the case of the Vice-Chair, two votes should be made, ranked in order of preference, in case the person voted for Vice-Chair has been chosen as the Chair).
6. At the January meeting, a secret ballot will be held. The Secretary will provide each voting member (including candidates) with a voting slip. A non-candidate will then collect the votes and count them. Another non-candidate must verify these numbers.
7. After verification the non-candidate will announce the results before the end of the January meeting.

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8. Points 6 and 7 are repeated for the appointment of the Vice-Chair.

*N.B.* If one of the candidates for Vice-Chair has been chosen as the Chair then their name must be removed from the nomination list.

9. The new officers to take up their post at the April meeting (for a 2-year period). The retiring Chair should liaise with the new Chair over any ongoing issues.

**TIMETABLE FOR THE NOMINATION OF OFFICERS to the  
NHS PHARMACY EDUCATION AND DEVELOPMENT COMMITTEE  
(and Support Staff and Preregistration Pharmacists Specialist Groups)**

<b>MEETING</b>	<b>NHS Pharmacy Education &amp; Development Committee 'Main' Committee</b>	<b>Preregistration Pharmacists Specialist Group</b>	<b>Support Staff Specialist Group</b>
October 09 11 13	Nominations for <b>Chair</b> and <b>Vice-Chair</b> to be received by the end of October.	Nominations for <b>Secretary</b> to be received by the end of October.	Nominations for <b>Secretary</b> to be received by the end of October.
January 10 12 14	Election of a new <b>Chair</b> and <b>Vice-Chair</b>	Election of a new <b>Secretary</b>	Election of a new <b>Secretary</b>
April 10 12 14	Appointed Officers to take up post	Appointed Secretary to take up post	Appointed Secretary to take up post
July 10 12 14			
October 10 12 14	Nominations for <b>Secretary</b> to be received by the end of October.	Nominations for <b>Chair</b> and <b>Vice-Chair</b> to be received by the end of October.	Nominations for <b>Chair</b> and <b>Vice-Chair</b> to be received by the end of October.
January 09 11 13	Election of a new <b>Secretary</b>	Election of a new <b>Chair</b> and <b>Vice-Chair</b>	Election of a new <b>Chair</b> and <b>Vice-Chair</b>
April 09 11 13	Appointed Secretary to take up post	Appointed Officers to take up post	Appointed Officers to take up post
July 09 11 13			

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**NHS PHARMACY EDUCATION AND DEVELOPMENT COMMITTEE**  
(and Support Staff and Preregistration Trainee Pharmacists Specialist Groups)

## **MEETINGS MANAGEMENT**

Approved on: 12<sup>th</sup> January 2010

### **1. MEETING FREQUENCY**

Meetings of the Main Committee and the Specialist Groups will be held on a quarterly basis in central London. The Main Committee meeting will take place in the morning and the Specialist Groups in the afternoon of the same day.

#### **Focus Event**

Once a year (in October) the Main Committee will hold a focus event (if appropriate) to:

- Review the Annual Report
- Debate key topical issues and invite appropriate external speakers to aid the discussions
- Set the objectives for the forthcoming year

Possible agenda items for this meeting should be sent to the Chair of the Main Committee by the end of June. A draft agenda will be discussed at the Main Committee meeting in July.

### **2. AGENDA**

- 2.1 Secretaries to email members of their respective committee/group, reminding them to send any agenda items by the specified date (usually a date 3 weeks prior to the meeting).
- 2.2 Each Secretary to prepare their respective agendas and to send draft copies to the Chairs of the Main Committee and each of the Specialist Groups.
- 2.3 The Chairs to review the agendas. If there is any duplication the Chairs should decide whether the item is to remain on both agendas or not.
- 2.4 Each Chair to send their respective finalised agenda to the relevant Secretary (at least 7 working days before the meeting).
- 2.5 The Secretaries to send the agenda to members of their respective committee/group. In addition, the Secretary of the Main Committee to send the agenda to the Secretaries of the Specialist Groups, and the Specialist Group Secretaries to send their agenda to the Main Committee Secretary.
- 2.6 Secretary of the Main Committee to send out the agendas of the Specialist Groups to members of the Main Committee; Secretaries of Specialist Groups to pass on the agenda of the Main Committee to their Specialist Group members.

### 3. CIRCULATION OF PAPERS PRIOR TO THE MEETING

Due to the full agendas at these meetings, clear & concise written reports on attendance at other meetings etc. should be sent to the relevant secretaries for distribution at least a **week before** the meeting. The contributor of the paper should specify whether the paper is

for information only, or for discussion / action. It should, therefore, be possible for feedback on these documents to be kept to a minimum.

*N.B.* Documents may be circulated outside of the Committee unless the author has indicated that the information is confidential and is not to be further circulated. Members must also check to see whether the material is copyrighted.

### 4. SPECIALIST GROUP REPORTS

As each member of the Main Committee will have access to the agendas and minutes of both of the Specialist Groups, the Specialist Group reports should be kept brief. The time available should be spent on any clarification of points in the minutes and for discussion on issues raised / agenda items.

### 5. VOTING RIGHTS

Members of the committee representing NHS Pharmacy Education and Development in an English SHA or other home country are eligible to vote; members from other categories are not eligible to vote. One vote will be allowed per geographical patch – see Meetings Management procedure. If there is more than one representative present, they must agree who will cast the vote. Deputies are allowed to vote in the absence of the main member.

At least one representative of 50% of the geographical areas represented must be present at the meeting to make the vote valid (unless it has been agreed that electronic votes are allowed). At the Chair's discretion this percentage may be varied depending on the decision to be made and the expertise of the members present. The Chair will have the casting vote in the event of a tied vote.

### 6. MINUTES

*N.B.* At the end of each agenda item the Secretaries and/or Chair should reiterate any action points that have been agreed.

#### 6.1 Minute Writing

- a) Minutes to be written on 'NHS Pharmacy Education and Development Committee' headed paper, initially entitled 'Unconfirmed Minutes'
- b) Abbreviations only to be used if previously written in full (unless universally known e.g. NHS).

- c) Reference to members of the committee/group should be by initial and surname.
- d) Minutes to include at the bottom the following:
  - A statement that '*Receipt of these minutes prior to the date of the next meeting implies that they are unconfirmed minutes*'.
  - Dates of future meetings
  - A statement requesting that agenda items are sent by a specified date (usually 3 weeks prior to the next meeting)

## 6.2 Circulation

- a) Where possible the unconfirmed minutes should be distributed within **2 weeks** of the meeting.
  
- b) The Secretary of the Main Committee to send the minutes to the Secretaries of the Specialist Groups and the Specialist Group Secretaries to send their minutes to the Main Committee Secretary.
- c) Secretary of the Main Committee to send out the minutes of the Specialist Groups to members of the Main Committee; Secretaries of Specialist Groups to pass on the minutes of the Main Committee and the other Specialist Group to their Specialist Group members.
- d) Any action points should be carried out in a timely manner.

## 7. WEBSITE

- 7.1 Following approval of the minutes at the next meeting any amendments should be made as agreed to the 'unconfirmed' minutes and the title changed to 'Confirmed minutes'.
- 7.2 Secretaries of the Specialist Groups to send the confirmed minutes to the Secretary of the Main Committee within one week of the meeting.
- 7.3 Secretaries to arrange upload of the approved minutes on the NHS Pharmacy Education and Development website in accordance with the procedure.

## 8. ANNUAL REPORT

- 8.1 The Annual Report will cover the period from September to the following August.
- 8.2 The person who will take the lead on the preparation of the Annual Report to be designated at the July meeting of the Main Committee.
- 8.3 The Chairs of the Main Committee and the Specialist Groups will identify, from the minutes, the key achievements of the respective Groups over the appropriate time period and send them to the lead member.
- 8.4 A draft Annual Report to be sent by the lead member to members of all committees/groups prior to the October meeting for comment.

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8.5 The Annual Report to be finalised at the Main Committee's meeting in October/Focus event.

9. *OTHER POINTS*

- 9.1 Members to be encouraged to make use of electronic means for sharing good practice and networking.
- 9.2 Working groups of the Specialist Groups may meet on the morning prior to the meeting depending on room availability within the London Pharmacy Education and Training department.

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**NHS PHARMACY EDUCATION AND DEVELOPMENT COMMITTEE**

**INDUCTION OF NEW MEMBERS**

[Agreed not required 13<sup>th</sup> January 10 ]

These guidelines cover the induction of new permanent members of the Main Committee and its Specialist Groups. For temporary replacements covering the short term absence of members see Para 6.

**Main Committee**

The Secretary of the NHS Pharmacy Education and Development Committee should be informed of the contact details of any new member of the Main Committee. This information should be passed on to the Chair if not already done so. If the new member is also a member of the Specialist Group/s then the Secretary should forward the contact details to the appropriate Chairs / Secretaries.

**Specialist Groups**

The Secretary of the Specialist Group should be informed of the contact details of any new member of the Specialist Group. This information should be passed on to the Chair if not already done so and to the Secretary of the main Committee.

The Secretary of the Committee/Group should contact the new member and send them the following:

- Members' contact details
- Terms of Reference
- Latest annual report
- Minutes from the last meeting
- Directions to the venue for meetings
- Dates of future meetings
- Relevant procedures
- Website details

*N.B.*

If the above information is available on the website, it is only necessary to refer the new member to the appropriate information.

The Secretary should inform the new member that someone from the Committee will contact them before the next meeting to answer any queries that they may have.

At their first meeting the new member should be greeted by the Chair &/or Secretary.

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Temporary replacements covering the short term absence of members (eg maternity leave) should normally have been inducted by the persons they are replacing. They must inform the Secretary of the Committee/Group on which they will be serving and provide their contact details, etc.

#### “Buddy” System

It is the responsibility of the Main Committee / Specialist Groups to organise 'buddies' for their own new members. This may either be the Chair or Secretary if a 'buddy' is not available.

The Secretary should liaise with an existing Committee member to be the point of contact for the new member i.e. a 'buddy'.

Where possible the 'buddy' should be someone with a similar role to the new member.

If a 'buddy' has not been organised, then at the new member's first meeting, an existing Committee member should be identified to be the point of contact and advice for the new member until they are fully established in their role.

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**NHS PHARMACY EDUCATION AND DEVELOPMENT COMMITTEE**  
(and Support Staff and Preregistration Trainee Pharmacists Specialist Groups)

**NHS PEDC Website: Responsibilities and Procedures**

[www.nhspecd.nhs.uk](http://www.nhspecd.nhs.uk)

Approved on: 13<sup>th</sup> January 2010

These guidelines cover the procedure for placing documents on the NHS Pharmacy Education & Development Committee's website.

**1. Responsibilities**

The website is hosted by South West Medicines Information and Training (SWMIT), Bristol Royal Infirmary. In order to manage the website the request for documents to be placed on the website will be limited to the Chairs and the Secretaries of the Main Committee and the Specialist Groups (names to be supplied to SWMIT). Additional members may be permitted to request SWMIT to place documents onto the website but only after the approval by the Chair of the Main Committee.

- 1.1 The Secretaries to the Main Committee and the Specialist Groups will be responsible for updating their respective Committee / Group pages on the website. This will include:
- Updating contact details on the 'contact details' page and their respective Committee / Group page.
  - The Terms of Reference.
  - The **confirmed** minutes.
  - Other reports / documents (following agreement with the respective members).

In addition, the Secretary to the Main Committee will be responsible for placing:

- The updated membership list.
  - The Annual Report.
  - Vacancy Survey reports.
- 1.2 The Secretaries to the Main Committee and Specialist Groups will be responsible for arranging the removal of obsolete / out-of-date documents from their respective pages (following the approval of fellow members). This includes removing minutes which are older than 5 years.
- 1.3 Any other additions to the website e.g. to the home page, links section will only be made following discussion with the Chair of the Main Committee (this excludes changes in titles to any of the Groups).

## 2. To place a document on the website:

- 2.1 The request to place a document on the website can only be made by authorised members (see above)
- 2.2 Ensure the document includes author name, contact details and date of production, and any expiry date if necessary
- 2.2 Email the document to [Gillian.Lewis@UHBristol.nhs.uk](mailto:Gillian.Lewis@UHBristol.nhs.uk)
- 2.3 In the email state:
  - a. The format it should preferably be in (HTML, word or pdf). NB: pdf should be used where possible.
  - b. Whether the document should be password protected (some consideration to the Freedom of Information Act should be given).
  - c. Where on the website it should appear (for guidance contact the Chair of the committee to which it relates).
- 2.4 The document will normally be uploaded within one week of receipt.
- 2.3 Whilst SWMIT will undertake an annual check of the website contents, the responsibility for any document remains with the author.

## 3. Members Section

The Secretary to the Main Committee will be responsible for updating the Members Section on the website. This will include:

- Procedure for Appointment of Officers and Timetable
- Meetings Management
- Website Responsibilities and Procedures
- Letter headed paper
- Other documents (following agreement with the Chair).

The Secretary will also be responsible for issuing passwords to new members of the Main Committee / Specialist Groups.

## 4. National Recruitment Scheme

The National Recruitment Scheme lead is responsible for placing on the password protected section:

- National Scheme Report
- School of Pharmacy presentation

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**Template**

Please contact the secretary for a word template to be used for reporting  
NHS Pharmacy Education & Development Committee,  
Pharmacy Technician and Support Staff (pre and post qualifications) issues

Use Tahoma 11 as standard type font.

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## Acronyms explained

### National Groups/Organisations

DoH – Department of Health  
NHSPEDC – NHS Pharmacy Education & Development Committee  
PTPSG – Pre-registration Trainee Pharmacist Support Group  
PT&SSG – Specialist Support Staff Group  
EDC – Education & Development Committee  
MEE – Medical Education England  
MPET – Multi Professional Education and Training  
SIFT – Service Infrastructure for Training  
HAG – Harmonisation of Accreditation Group  
GPhC – General Pharmaceutical Council  
TSET – Technical Specialist Education & Training  
CoDEG – The Competency Development and Evaluation Group  
SfH – Skills for Health  
RPS – Royal Pharmaceutical Society  
APTUK – Association of Pharmacy Technicians UK

### Terms

PRTP- Pre-registration Trainee Pharmacist  
PTPT – Pre-registration Trainee Pharmacy Technician  
GLF – General Level Framework  
ACLF – Advanced & Consultant Level Framework  
QCF - Qualifications and Credit Framework  
TLF – Technician Level Framework

### Awarding Organisations

C&G – City & Guilds awarding organisation  
Edexcel – Edexcel awarding organisation  
BTEC – Business and Technician Education Council