

Support Staff Specialist Group
Minutes of the meeting, 3rd May 2011
50 Eastbourne Terrace, Paddington, London

1. Present,

Liz Fidler (LF) Chairperson, Sarah Wright (SW) Secretary, Kath Stride (KS), Melanie Boughen (MB), Tess Fenn (TF), Gill Risby (GR), Beth Barrett (BB), Barbara Wendsworth (BW), Tracey Burrows(TB), Jane Pyatt (JP), Sally Hall (SH), Helen Bidwell (HB), Lynn Stark (LS). Julie Jordan (JJ)

2. Apologies

Dalgeet Puaar (DP), Diane Blunden (DB).

3. Minutes of meeting held 17th January 2011.

These minutes are circulated with these due to late receipt.

Matters arising – The Signposting of Pharmacy Training Courses. - TF

APTUK, previously, planned to work with NHS Ed and Dev SSSG, to produce a training provider signposting document for post qualification courses. Initial work was started by TF and GR. However this table primarily focused on Foundation Degrees. A more current signposting document was proposed and given a unanimous vote for taking this work forward with a view of publishing on both organisations websites

TF to put a proposal together ready for the next meeting and to identify whether a task and finish group is required.

Review/ Change of Support Staff Group's title.

The main committee has agreed that we can change our name to "The Pharmacy Technician and Support Staff (pre and post qualification) Group."
The name change has been confirmed by Group.

Guidance Booklet.

LF will speak to Vanessa Eggerdon and Dalgeet Puaar to get hold of a copy. DP and MB will review and feedback at next meeting to also include our terms of reference.

4. Update from Strategy Group + Matters arising

The key point from the morning meeting was that it is important that we all have links with the GPhC.

If there is an agenda item or issue from the Pharmacy Technicians and Support Staff (pre and post qualification) Group (PTSSG) we need to write to the GPhC and invite them. Items that were thought to be of interest for them want to attend = 1.Endorsement of Qualifications, 2.Registration issues, 3.Background information from the PTSSG.

5. GPhC Visit feedback

TB and TF attended a meeting at GPhC to discuss the current initial entry criteria onto the Pharmacy Technician register. Since the planned meeting date the GPhC had undertaken a consultation regarding the 3 month work experience for PTPT which closed 2 weeks ago. The consultation is now on the GPhC website.

The consultation resulted in a positive outcome and work experience can now be counted from 3 months before the start of the formal qualification

However, there are still concerns around the timely registration of PT under the mandatory registration requirements.

These are : Certificates being available for the newly qualified technicians to apply for registration and the time lapse in qualifying and certificates being issued.

GPhC suggested they will seek information on individual PTPT qualification status from the awarding bodies. It unclear how this process would work in practice

It is thought that currently student report forms go to the awarding bodies and certificates sent out within a week, however this could be a problem this year in July as the GPhC may be at work overload and therefore the process could take 2-3 weeks.

There needs to be communication between the awarding bodies, colleges/centres and the GPhC. It is thought that the same process for Pre-Reg Pharmacists could work. However in this situation there is a direct link to the university and the GPhC.

The group raised an issue with assessment centres that do not have direct claims and are awaiting an External Verification visit before a cohort of portfolios can be sign off and certificates released.

The group feel the GPhC could be supported with guidance on the QCF/NVQ quality assurance and certification process

Under the new regulatory requirements it states that a non EEA qualified Pharmacy technician would need a contract of employment. This may cause a problem for retail employees.

TB and TF briefed the GPhC on the role of PEDC with reference to both the Main group and 2 sub groups and their outcomes. GPhC were invited to attend both groups but at present feel there is insufficient manpower to be able to send a representative to the meetings. GPhC would be willing to attend when there is a specific relevance to regulation and registration.

All to read the consultation and feedback by Tuesday 17th May 2011 to Liz Fidler.

BW reported that the GPhC have 2,700 registered Technicians to date with approx 15,000 still to register with only 10 weeks left until 1st July 2011.

People need reminding that if they are reverting back to Assistance they will need to get an NVQ 2 as the NVQ 3 doesn't automatically remove the need for the NVQ 2.

GPhC- Their inspectors are now asking to see people's qualifications and certificates. So we all need to ensure these are available on site.

The Registration forms have changed. The practice frameworks are to be re-written.

We need to Chase our Pharmacists and ensure they fully understand standard 7 in the GPhC standards for registration which looks at ensuring staff that they supervise are suitable trained, qualified and only delegate tasks to those qualified or under training to do those tasks. Also to be

able to contribute to the development, education and training of colleagues and students sharing your knowledge, skills and expertise.

6. National MM project

Sally Hall presented an overview of the new medicine management national approach project which is due for completion by July 2011. The same presentation was delivered to the main committee and their full support of the project was given. The Modules cover the MM core scope of practice and include individual in-patient supply, PODS and Medicines reconciliation. This will be discussed further at the next meeting.

This new Medicine management Framework has included aspects of the FPT and QCF Level 4 MM units. It would be beneficial to inform MPC that this framework is under development.

7. Task and Finish Group (ACPT) – proposals for change

Kath Stride reported back on behalf of Diane Blunden

Diane Blunden to provide the draft framework with minutes to allow all group members the opportunity to comment within 3 weeks. This is to ensure that the framework is completed and signed off at the July meeting.

A couple of discussion points were asked to be brought at this meeting.

Discussion points:

- **Re- accreditation** – Do we remove the 100 items re accreditation and double check or should we have a period of reflective practice over the 2 years post qualification. After discussion it was decided that we should be using appraisals and error reporting forms to pick up any training requirements.
- **Evidence test** – Could the individual hospitals and departments apply for their candidate's examination from an agreed point within the process but before they reach the end of the 1000 items? Most decided that they prefer it to be done at the end and ensure the managers understand the differences between the two tests and the importance of them both. For those wanting to enable their candidates to do the test whilst still completing the 1000 items it was agreed there could be flexibility within individual areas. Though we need to agree some kind of minimal number of items before the test can be conducted whilst still allowing flexibility.
- **Panel formed to accredit schemes.** – yes this was agreed as a positive process but would wait for the roll out of the MM framework and see how that works. So will be looked at in 12 months time.
- **ACPT Facilitator** – Should be someone who has the ability to sign off the candidate. They could have a buddy who supports them but not able to sign them off. The facilitator has to be registered checking Pharmacy technicians with sufficient relevant experience.
- **Errors** - Absent screening/ clinical assessment is classed as a serious error. Missing Medicine = serious errors, Missing item (spoon, oral syringe etc) = Minor error.

8. Re-accreditation

It was agreed that this would be done in the form of a letter/ form to confirm competence from the relevant manager, and the form needs to be attached to the original document. To maintain competence an individual needs to do a minimum of 12 hours checking per month.

9. Pharmacy technicians and Support Staff Training in aseptic services

Final Release:

A product release project is being done in the South West region. This would then mean techs would be able to perform the final release. There is a plan looking at Pharmacist and technicians to have release training. Technicians being able to release project under supervision of a pharmacist. Section 10.

Sally Hall will have feedback on success of project in early 2012.

Project is being conducted in August and September 2011.

TSEPT

Gill will update the group regularly and provide a briefing paper.

Gill Risby is going to get the competency framework onto a portal and there will be more information at October's meeting.

10. Clinical Trials

Clinical Trials project at Leeds University where they are running a survey.

INHR are providing funding for Training in Clinical trials.

The Clinical Trials Focus group will send their outcomes to INHR.

Gill to send a link. Can we all circulate and promote colleagues to the area.

The Royal Marsden has asked for this.

Gill will feedback at the next meeting

11. Edexcel Update

The new awards are still not accredited or recognised by GPhC. A new Pharmacy Lead has been appointed as Barbara Wensworth is retiring. New appointment will attend future Ed and Dev meetings. Barbara to notify Liz Fidler of who this will be asap.

12. City and Guilds update

No specific updates , although through a discussion on the new apprenticeship framework it appears there is confusion over the requirement for additional Personal Learning and Thinking Skills (PLTS) course. Tess Fenn to circulate the information to the group before the July meeting.

13. APTUK update

Conference 2011: June 10th -12th 2011: bookings at still being taken and there is an updated programme on the APTUK website. Key note speakers include Duncan Rudkin: GPhC Registrar and Hilary Lloyd: Head of GPhC Regulation.

A CPD facilitators training course was delivered by APTUK in March 2011 with 10 -12 new facilitators in attendance. APTUK can now offer an individual CPD review service to its members. The service could be beneficial to any registrant who has had their CPD records called for review and would like support before submitting them.

APTUK has been developing an Indemnity Insurance package that will be available to its members: see website for more news

14. Actions and deadlines from meeting

- Diane Blunden to send out the draft national framework from ACPT national project group with these minutes. **All** to feedback to DB 3 weeks from receipt.
- Liz Fidler to obtain Guidance booklet from Vanessa and Dalgeet.
- Tess Fenn to put together a proposal on whether a task and finish group is needed for the document for signposting courses for technicians post qualification.
- Gill Risby to circulate minutes from TSEPT meeting.
- Tess Fenn to forward PLTS guidance
- Barbara Wendsworth to notify LF of new rep.

15. Any other Business

Agenda Items 11,12 and 13 – reports to be submitted before next meeting and sent out with agenda. This will be sent 2 weeks before next meeting.

Deadline for items for submission for next meeting to be sent by Thursday 23rd June 2011

Date of Next meeting: Wednesday 13th July 13.15pm to 15-15pm

Within 3 weeks of receipt of these minutes (Thursday 16th June) you will to notify the secretary of any amendments. These minutes will be ratified and put on website by Friday 24th June 2011.