

Support Staff Specialist Group
Minutes of the meeting, 27 April 2009
50 Eastbourne Terrace, Paddington, London

1. Present

Barbara Wensworth, Dalgeet Puaar, Diane Blunden, Kathryn Stride, Melanie Boughen, Tracey Burrows, Alison Simpson, Sarah Wright, Ellen Bidwell, Deborah Williams, Tess Fenn

2. Apologies

Beth Barratt, Gill Risby, Vanessa Eggerdon, Julie Jordan, Karen Nash, Jennifer Harris, Helen Knipe, Sally Kemp

3. Minutes of meeting held 19 January 2009

Agreed as accurate and confirmed

4. Matters arising

None

5. Discussion of important issues

London Pharmacy Education & Training (LPE&T) proposal to the RPSGB TB

TB informed the group that a proposal had been agreed by Janet Flint at the RPSGB that newly employed pharmacy assistants can be registered for the NVQ Level 2 Pharmacy Services Qualification within six months, based on the responsibility of the employing organisation to provide a structured training period within this time.

Action: TB to circulate proposal and re-word the agenda heading so it is clear about registering for the NVQ not professional registration.

South West elearning for Medicines Reconciliation

SW

South West have created a medicines reconciliation elearning programme – only used in South West at present but there is scope to extend further. Learners register and can undertake level 1 or level 2. The programme applies to staff that have access to drug charts. More information will be available when the programme is finalised in June 09. Funding has been provided by the SHA to develop the South West programme.

DB said London have created a medicines reconciliation document – paper based. Being piloted next month.

Modernising Pharmacy Careers Board

AS

AS reported back on the first meetings in Feb and last week. The Board's discussions will feed into NHS Medical Education England (MEE) and the focus is on implementing recommendations from the pharmacy white paper, 'Building on Strengths – Delivering the Future' involving pre and post registration training and education. Predominantly for community pharmacy but also impacts on other sectors. Input from other pharmacy national groups is important. AS is the pharmacy technician representative on the board and will feedback and forward relevant information to the NHS PEDC SSG members.

AS requested that members participate when there are projects, etc to be commented on. AS is also looking for additional pharmacy technician representation on the Board. Recent topics for discussion:

- Clinical services development for pharmacy technicians
- AS will provide the board with a paper updating them on current issues for pharmacy technicians
- Independent and supplementary prescribing in community
- Skill mix

AS is keen that there should be more integration of pharmacy technician issues within the work being carried out.

Action: TB to add as a regular agenda item. AS to find another PT representative

Progress with new qualifications

BW/TF

Writers for the unit have been trained by both C&G and Edexcel – still some issues to be clarified on writing and the template that has been provided seems more academic than skills based. C&G are going to provide a template to help the writers in how the units should be structured. Can't write the knowledge units until they have been signed off. Need to ensure that knowledge is covered in a way that does not mean duplication for the trainee as there will be a skills and a knowledge qualification. There are still instances at present where the knowledge is assessed twice in a sense through the NVQ and the technical certificate.

Accredited Checking Pharmacy Technician (ACPT) query

KS

The current national ACPT Framework states that newly employed ACPTs must complete a 3 month probationary period. KS asked for clarification on what the probationary period means – do the ACPTs have to work for 3 months before starting checking or 3 months carrying out ACPT activities. The group agreed that the 3 month probationary period for ACPTs involves no checking, but a time to get used to the new policies and procedures at the new place of employment. KS explained that this has been misinterpreted as working for 3 months as an ACT but being checked. AS asked if the WCCPE ACPT Scheme follows the national ACT framework – KS confirmed that it does.

Action: DB to collate and send a spreadsheet detailing the different ACT schemes in use

BTEC covering the underpinning knowledge for NVQ Level 3 Pharmacy Services

There have been some instances where a Pharmacy Services EV has stated that the BTEC does not sufficiently cover the underpinning knowledge required for the NVQ Level 3 Pharmacy Services and therefore additional knowledge would be required to supplement this. The group were unsure about this. AS stated that North West had done some work in the past about this and had found that the BTEC does in fact cover 97% of it but that is old research (circa 2002).

Action: To review whether the BTEC covers all of the NVQ Level 3 underpinning knowledge requirements (lead to be appointed)

6. SSG objectives

The new 09 objectives were reviewed and comments made.

Action: *TB to amend and VE to check and confirm. TB to send to the group*

7. Correspondence

Correspondence is extremely rarely received – agreement was made to remove from agenda as a standing item

Action: *TB to remove from agenda template*

8. Update from Strategy Group

No members attended the morning meeting to feed back.

9. Pharmacy Practice Framework Consultation

This consultation is not ready to be sent out as yet but is imminent.

10. Edexcel update

BW advised members to check that their internal verifiers have received a letter informing them the current qualification has been extended – if you haven't had a letter then inform your NVQ Assessment Centre Manager

11. City & Guilds update

A newsletter regarding extension of the current qualifications is available on the C&G website. Unit writing training has taken place.

C&G have implemented a change in EV visits, similar to the process Edexcel is using. NVQ Assessment Centres will complete a self assessment form. Based on the self assessment and previous EV reports, the EV has will determine a risk rating and the level of visit required.

12. APTUK update

The APTUK conference programme is on the website and the early bird reduction finishes on 30 April.

The closing date for abstracts for posters is May 6. TF agreed that this should be highlighted on the APTUK website.

There will also be Running a Branch event on 9 May in Birmingham to provide support on running a branch, reasons for having one, CPD and how branches can be utilised. Branch secretaries will be informed to encourage as many people as possible to attend.

TF confirmed that APTUK will be the professional body for pharmacy technicians and work is underway at present to ensure the correct infrastructure is in place to support the changes.

13. Skills for Health

This item will now be removed from the agenda as the project is complete and the work has moved on to the next stage.

14. RPSGB Support Staff Advisory Group

The new pre-registration trainee pharmacy technician qualification will consist of 14 mandatory and 3 optional units. The Phase 2 National Occupational Standards relating to ACPT, etc will

~~become additional units~~ and not part of

the qualification at this stage as they are seen as extended roles.

There were further discussions regarding the Pharmacy Practice Framework Consultation – this should be ready to go out soon.

The new assessment strategy was discussed and finalised. It will not be mandatory until the new qualifications are agreed.

Any Other Business

Pre-registration Trainee Pharmacy Technician Exit Questionnaire

Action: comments to be sent to VE by 15 May 09

Pre-registration Trainee Pharmacy Technician destination data 07/08 – 08/09 cohorts

Action: Members need to provide VE with this data by 19 June 09

Competency Development & Evaluation Group (CoDEG) and the General Level Framework (GLF)

EB gave an update from CoDEG on the status of the GLF – the pilot has finished and data collection is being carried out. Another date to review this is to be set.

Receipt of these minutes prior to the date of the next meeting implies that they are unconfirmed minutes.

Date of next meeting: 20 July 2009