

WELSH PHARMACY BOARD MEETING – OPEN BUSINESS

Minutes of the open meeting held on Wednesday 20th September 2023 at Ash Tree Court, Woodsy Close, Cardiff, CF23 9RW.

Present:

Welsh Pharmacy Board

Geraldine Mccaffrey (GM) Chair, Cheryl Way (CW) vice chair, Richard Evans (RE), Rafia Jamil (RJ), Lowri Puw (LP), Dylan Jones. (DJ), Helen Davies, (HD) and Jodie Gwenter, (JG).

RPS Staff

Paul Bennett CEO, Elen Jones (EJ) Director for Wales, Cath Ward (CW) Business Manager, Wales, Alwyn Fortune (AF) Policy and Engagement Lead Wales, Iwan Hughes (IH) Acting Head of External Relations Wales, Anna Croston (AC), PDaHW Project Manager.

Ben Randall, Firetail

Apologies

Liz Hallett (LH)

Rhian Lloyd Evans (RLE)

Gareth Hughes (GH)

Eleri Schiavone (ES)

No members were in attendance.

23.09WPB01	Welcome and apologies.	<p>GM welcomed everyone to the meeting, to include Ben Randall from Firetail (undertaking the RPS Governance review) and Tammy Lovell from PJ who was planning on attending, both attending virtually.</p> <p>Apologies were received from Gareth Hughes (GH), Liz Hallett (LH), Rhian Lloyd Evans (RLE) and Eleri Schiavone (ES)</p> <p>PB explained that Firetail were attending as they were undertaking the Governance Review and had attended governance meetings throughout the RPS.</p>
23.09WPB02	Declarations of Interest	Helen Davies and Cheryl Way's Declarations of Interest to be updated.
23.09WPB03	Minutes and matters arising	<p>To approve NPB minutes from the open business of 21.06.23 and of WPB Open minutes of 21.06.23</p> <p>NPB Minutes of 21.06.23 Welsh Pharmacy Board approved the minutes of the meeting of 21st June 23 as an accurate record.</p> <p>Approved by: Helen Davies</p> <p>Seconded by: Lowri Puw</p> <p>WPB Minutes of 21.06.23 Welsh Pharmacy Board approved the minutes of the meeting of 21st June 23 as an accurate record.</p> <p>Approved by: Helen Davies</p> <p>Seconded by: Lowri Puw</p>

		<p>Matters Arising</p> <p>At the last meeting it was noted that seed funding is not specifically set aside for projects in the PDaHW programme this year. Information on the successful projects from 2022 has been requested from Welsh Government.</p> <p>Action – Team to pursue and obtain the information from Welsh Government on previously funded projects.</p> <p>Action – An IP working group was to be set up through the Policy and Stakeholder Group – this item will remain as an outstanding item as we need to gain more insight from our members, also noting that this is a wide piece of work.</p> <p>PB advised that the RPS has seen enthusiasm to support the prescribing work. Marcia Reed has been appointed as the Programme Manager across the organisation.</p> <p>Marcia will present at the NPB meeting in November.</p>
23.09WPB04	Directors Report	<p>EJ offered special recognition on the recent successes of the WPB at the Welsh pharmacy Awards, JG and the Education team at Swansea Bay, Hospital pharmacy team of the year, DJ and the Llanidloes team Innovations in service delivery in community pharmacy and RLE and her team at the Grange for the Patient safety development in secondary care award.</p> <p>She also thanked GM for delivering her speech so brilliantly and a great opportunity to recognise Berwyn Owen and all his achievements in pharmacy.</p> <p>EJ updated the WPB on the various meetings and conferences that she had attended and participated in as Director. Highlights as follows: -</p> <ul style="list-style-type: none"> - Judge for the innovation in Community pharmacy multiple awards and it was very special again

		<p>for RPS to sponsor the special recognition award, which Berwyn Owen was recognised.</p> <ul style="list-style-type: none"> - Met with the new head of the up-and-coming school of pharmacy for Bangor University Professor Stephen Doughty and Professor Dyfrig Hughes. - Preparation for conference – very pleased to have TEVA, GSK and Ferring as sponsors contributing financially to the conference, and we will be providing complementary stands for colleagues from pharmacist support, Marie Curie and all the organisations that sit around the Welsh pharmaceutical committee table. - Visit with the pharmacy team at Parc Prison in Bridgend and met with Dyfodol who support people that are returning to the community from prison. - 2 students from Swansea spend time with RPS Wales to learn more about the RPS, - Engaging with a series of events hosted by HEIW around the pharmacy training curriculum and what activities can be undertaken in different pharmacy settings – joined with practitioners who are working in primary care / community and hospital. - EJ thanked all board members who helped by presenting at the foundation pharmacist's first training session with HEIW. - Attended the celebration of India independence and the India-Wales-UK partnership at Cardiff castle, hosted by member Raj Aggawala. - Attended various events and meetings NHS confederation celebrations – 75th birthday for the NHS, the HEIW workforce launch, the Superintendents meeting in London and Welsh pharmacy partnership.
23.09WPB05	Chair's Report	<p>Chair's report</p> <p>GM updated the board on her activity as Chair of the WPB since June 23. Highlights as follows: -</p> <ul style="list-style-type: none"> - GM advised that she has been involved personally in the HEIW foundation engagement and enjoyed the opportunity to discuss RPS with local trainees. - Met with HEIW about the Critical Care Workforce document which concerns were raised that the

		<p>document had no pharmacy references. As a result of that meeting their internal guidance and processes are being reviewed. and they did acknowledge this area needs work. It was agreed that 6 monthly meetings would be held. The team will email the board 4 weeks ahead of those meeting for content.</p> <ul style="list-style-type: none"> - Attended the Assembly face to face meeting in July at which items covered professional leadership, AGM motions regarding bring PJ back into print, an update on the Governance review and an update on membership EDI action plan. - Attended the NBCF at which she raised an item about the lack of arrangements for parental leave, will be taken through the Governance Review. - Attended the Welsh Pharmacy Awards and gave the speech for the RPS special recognition award. <p>A discussion was held around the advanced practice framework and whether there could be more obvious reference to the RPS framework rather than just exclusion of pharmacy in the HEIW document. EJ agreed to discuss with Joseph Oakley.</p> <p>Action - set up a meeting with Joseph Oakley to discuss frameworks.</p>
23.09WPB06	Professional Leadership	<p>PB advised that feedback from the PB/CA blog regarding the CPhO's commission was generally supportive, however concerns were raised of the fact that RPS has not been able to be more transparent and accountable to the members, while at the same time providing the visible and decisive leadership that is expected of RPS.</p> <p>PB reiterated that RPS is trying to engage and is keen to push forward, however, until the Chair is announced (likely to be autumn 2023) and the terms confirmed, very little progress can be made.</p> <p>There was no further update.</p>
23.09WPB07	Membership	<p>Pharmacist Prescribing</p> <p>NP spoke about the opportunities for Pharmacy students, on their pharmacy journey and in particular</p>

		<p>those who would be qualifying in 2026. Attitudes amongst students are already changing in preparation for the 2026 cohort who will finish their training as prescribers.</p> <p>People still don't understand what we do, so this needs to be brought to life a bit more using filming short bite videos, social media.</p> <p>A formal proposal for the future of membership will be going to the Assembly in November for approval. At the NPB 9th November board meeting there will be a filming opportunity for board members to present their representative and leadership roles to the membership to encourage greater engagement with the work of the country boards.</p> <p>JG has already produced a video of what it is like being a board member, and this could be utilised, and RJ, JG, GM, and DJ offered to be filmed after November Board.</p> <p>In discussion board members raised concerns about training for current pharmacists and the gap that needs addressing with IP. NP said that there is much work for the RPS to consider regarding policy work, upskilling the legacy workforce and clinical supervision especially for the foundation year.</p>
23.09WPB08	Pharmacy Manifesto	<p>IH presented this item.</p> <p>WPB noted the contents of paper 23.09WPB08 previously circulated.</p> <p>IH reflected on the position in Wales with Devolution and the influence RPS have had on policies in Wales.</p> <p>The board noted that the next Westminster elections will be by May 2024 at the latest and consideration needs to be given to what RPS Wales need to be included.</p> <p>He advised that at the last General Election in 2019, RPS developed a 'pharmacy manifesto' and said that we propose to take a similar approach in the run up to the next General Election.</p>

		<p>The proposal for consideration was that the manifesto work should led by Team England, liaising with Country Boards as appropriate. The General Election presents an opportunity for RPS to contact election candidates to raise the profile of Pharmacy and highlight key issues.</p> <p>In discussion the WPB agreed that Team England should lead on this work in conjunction with the English Pharmacy Board. Noting that all papers should be shared with RPS Scotland and RPS Wales teams for information only.</p> <p>The proposal needs to reference the RPS Visions and the Kings fund references maximising prescribing in the community.</p> <p>Action – IH to feed back the views of the WPB to the Public Affairs Teams.</p>
23.09WPB09	PGD's for Technicians	<p>AF presented this item.</p> <p>WPB noted paper 23.09WPB09 previously provided.</p> <p>AF explained that there needs to be a consensus across three National Pharmacy Boards to obtain a GB position for the RPS consultation response on whether pharmacy technicians should supply and administer medicines under PGD. A draft policy statement set out in the paper also needed agreement. Consultation response is due on 29th September.</p> <p>A series of questions were asked in line with the consultation. WPB unanimously agreed. with the proposal to amend the Human Medicines Regulations (2012) to enable pharmacy technicians to supply and administer medicines to patients using patient group directions (PGDs)</p> <p>There were varying opinions whether the 2-year pre-registration training equips pharmacy technicians with the appropriate knowledge and skills, albeit that current PGD's are provided with additional training depending on the topic. Does the curriculum cover knowledge of PGD?</p> <p>WPB agreed that additional information needs to be added, bringing all pharmacy technicians to the same point of understanding on PGDs. There was discussion around modules that pharmacists</p>

		<p>completed on generic PGD use before embarking on individual PGDs and that helped ensure the appropriate baseline and refresher. WPB therefore disagreed as it currently stands that the 2-year pre-registration training equips pharmacy technicians with the appropriate knowledge and skills to complete the training requirements which allow them to use PGDs.</p> <p>WPB unanimously agreed that allowing pharmacy technicians to supply and/or administer under a PGD will enable safe access to medicines for patients.</p> <p>WPB raised some concerns that it was difficult to quantify at this stage, that the impact assessment gives realistic indication of the likely costs, benefits, and risks of the proposal and felt that more consideration should be given to the additional indemnity costs that pharmacy technicians would likely incur.</p> <p>Pharmacy and in particular from a regulatory perspective should look to other regulatory bodies for how things worked for example with dental hygienists and technicians.</p> <p>Action – AF to feedback the view of the WPB to the Policy Group.</p>
23.09WPB10	PDaHW	<p>AC updated the WPB on the Pharmacy Delivery a Healthier Wales (PDaHW) project.</p> <ul style="list-style-type: none"> - New delivery board chair Chris Martin has been appointed and Anna Croston and Emily Guerin appointed as Project Managers. - Review of governance has taken place and membership of all the working groups have been refreshed. - The key goals and asks to have been determined and the subgroups have been considering the actions and measures. - Suggested amendments to the actions and measures will be reported and discussed at the delivery board and then any escalation to Welsh Pharmaceutical Committee, as necessary. <p>There was a discussion around prescribing and expanding scope of practice and the differences in various settings.</p>

23.09WPB11	2024 Planning for WPB	<p>WPB noted paper 23.09WPB11</p> <p>The board reviewed the topics and themes covered in the past year with a view to determine whether any of the areas warrant continued attention or require re-evaluation, and to identify new policy areas that are emerging as critical to the pharmacy profession.</p> <p>The board were pleased with the recruitment of the Project leads for the Pharmacy Delivering a Healthier Wales (PDaHW) noting that the review of subgroup and governance procedures has provided a good foundation. PDaHW feels like a programme of delivery and success can be measured through the work of the subgroups.</p> <p>Board members reflected that The Hospital Review undertaken by RPS on behalf of the Welsh Government may have a positive effect in membership increase as a result in members feeling their voice has been heard.</p> <p>WPB observations as possible ambitions for 2024 policy areas: -</p> <ul style="list-style-type: none"> - Marie Currie - Daffodil Standards was not a core policy although it naturally leads to a refresh of the Palliative end care life policy - Substance misuse was an up-and-coming work topic. Possible guidance following on from work prison work in prisons on the transfer of provision from different settings - Independent Prescribing - AMR - Pharmacogenomics clinical fellow in Scotland will be taking forward this work and there will be an active workplan on the agenda - Health Inequalities Policy - How to manage private prescriptions - Frailty – where does pharmacy fit in

		<p>- Your Medicines your Health</p> <p>EJ concluded that the discussions would serve as the foundation for the development of the 2024 workplan. The ideas generated will be further developed by the team, country teams will share the ideas from EPB and SPB also, ensuring that the final plan reflects the collective voices of all three boards with GB activity and Welsh specific activity made clear.</p> <p>The final plan will be presented for WPB review and approval at our next board meeting in November.</p> <p>Action – Review and approval at the November meeting.</p>
23.09WPB12	New Engagement model	<p>New Engagement Model</p> <p>EJ and AD provided an update on the new Engagement Model.</p> <p>Prior to the pandemic each of the country teams benefitted from a Pharmacist Member Engagement Lead who supported local activity as well as other member facing activities. During COVID our face-to-face engagement ceased, and these roles were not so obviously missed. However, now that we are back out engaging with the profession, hosting workshops, and attending conferences etc, this activity has become increasingly challenging for country teams. We need now, more than ever, to be physically present to demonstrate what we do and why we are crucial as a Professional Leadership Body.</p> <p>Member engagement is crucial. The RPS locals' approach was revised in 2022 into an RPS regionals model and ambassadors for the new 14 regions recruited to. The overarching aim is for every RPS member across GB to have access to vibrant networking opportunities.</p> <p>The Pharmacy Engagement Manager was recruited to in April 2022 and has led on the recruitment and set-up of the new regional ambassador model.</p> <p>The boards agreed the annual programme will involve:</p> <ul style="list-style-type: none"> • One face to face event, preferably bringing several Locals together.

		<ul style="list-style-type: none"> • A quarterly virtual event (potentially hybrid event from 2023) • Digital networking <p>The Pharmacy Engagement Manager and three new Pharmacy Professional Leads will report to AD and will be responsible for Expert Advisory Groups and for the 14 regional Ambassadors.</p> <p>A recruitment process is underway to recruit 3 new Pharmacy Professional Engagement leads based in Scotland and the North of England, England and Wales and the West of England.</p> <p>Adverts went out August 2023 and the closing date was 10th September Closing date, with shortlisting currently in place.</p>
23.09WPB13	Pharmacists Prescribing	<p>Marcia Reid has been appointed as the Programme Manager to develop and promote a new member value proposition for prescribing pharmacists to incentivise RPS Membership and confirm the RPS as the leading Professional leadership body for pharmacists prescribing.</p> <p>The aim is that, by 2025, 50% of prescribing pharmacists registered with the GPhC will be RPS members.</p> <p>Over the last 12 months, workshops, focus groups and round tables have been held. They have considered the main themes of guidance and information, professional development, support, tools and resources, policy and DPP. From this a draft proposition has been developed.</p> <p>Board discussed a DPP register, could this be hosted by RPS? Or National approach – GPhC. Needs discussion with GPhC</p> <p><u>Prescribing and the separation of the functions.</u></p> <p>Current RPS guidance</p> <p>The prescribing and dispensing /supply and/or administration of medicines should normally remain separate functions performed by separate healthcare professionals in order to protect patient safety</p>

		<p>All current guidance (including RPS/RCN guide, MEP, NES) provide the same message on the topic of separation of prescribing and dispensing or prescribing and administering.</p> <p>There have been discussions with CPS and CPW, exploring how risks are mitigated. A position statement has been drafted but not yet finalised.</p> <p><u>Next steps:</u></p> <p>Wider stakeholder engagement – starting with RCN, RCGP, NES, CPhOs and CPS</p>
23.09WPB14	Papers for noting	<p>The WPB noted the following papers 23.09/NPB/14(i-ix)</p> <ul style="list-style-type: none"> i. Science & Research update ii. Education update iii. Policy and consultations iv. Public Affairs v. Sustainability vi. Pharmacogenomics vii. Inclusion & Diversity viii. Workforce wellbeing ix. Marie Curie Daffodil Standards
23.09WPB15	AOB	None
23.09WPB16	Dates for next meeting	Dates will be presented to Assembly in November and shared with board once ratified.

Action List

Item	Action	By Whom	Open/Closed/Comments
23.09WPB02	Update DOI's for Cheryl Way and Helen Davies	CW	Closed
23.09WPB03	Team to pursue and obtain the information from Welsh Government regarding the seed funded projects for PDaHW 2022. An IP working group was set up through the Policy and Stakeholder Group – this item will remain as an outstanding item as we need to gain more insight from our members, also noting that this is a wide piece of work.		
23.09WPB05	Set up a meeting with Joseph Oakley to discuss frameworks.	EJ	
23.09WPB08	IH to feed back the views of the WPB to the Public Affairs Teams.	IH	
23.09WPB09	AF to feedback the view of the WPB to the Policy Group.	AF	

Unapproved