

## ENGLISH PHARMACY BOARD – PUBLIC BUSINESS

**Minutes of the meeting held on Wednesday 24 March 2010 from 10.00-16.00, in 5<sup>th</sup> Floor Dining Room at the RPSGB, 1 Lambeth High Street, London SE1 7JN**

### Present

Lindsey Gilpin	Chair
Seema Agha	Catherine Armstrong
Martin Astbury	David Carter
John Gentle	Shilpa Gohil
Sue Kilby	Tristan Learoyd
Rachael Lemon	Graham Phillips

### Observers

Gemma Donovan	President, BPSA
Richard Harris	Chair, Mansfield Branch
Sally Shulman	Barnet Branch (Chiltern)
Nicola Cree	Pharmaceutical Journal

### In Attendance

Steve Churton	President, RPSGB
Howard Duff	Director for England
Graham Duncan	Assistant Director of Finance
Charles Willis	Head of Public Affairs
Heidi Wright	English Practice and Policy Lead
Yvonne Dennington	EPB Secretary
Rachael Wilkinson	Pharmacy in England Co-ordinator
Michele Scott	Process Improvement Consultant
Yvonne Dennington	EPB Secretary

### Apologies

Sultan "Sid" Dajani	Vice Chair
David Branford	
Graeme Stafford	

### 10/49 Welcome and Introductions

The Chair, Lindsey Gilpin, opened the public business of the meeting and welcomed EPB members, staff, visitors and observers to the meeting. Observers were encouraged to participate where appropriate and their participation was valued by the Board.

The Chair congratulated Martin Astbury, on behalf of the Board, on his appointment to Chair of the Shadow Assembly.

### 10/50 Apologies

Apologies were received from Sultan "Sid" Dajani, David Branford and Graeme Stafford.

### 10/51 Declaration of Interests

Paper 10.03/EPB.01 had been circulated. The Chair emphasised that Board members were responsible for keeping this document up to date by informing the EPB Secretary of any amendments.

Board members were also reminded to state any declaration of interests before a specific item.

#### **10/52 Public minutes for the EPB meeting held on 9<sup>th</sup> February 2010**

The minutes of the meeting held on 9<sup>th</sup> February 2010 were received and agreed as a correct record subject to the following amendments:-

Heidi Wright was present and Graeme Stafford sent apologies

Item 10/36.6 Advisory Council on the Misuse of Drugs should read

“Jeremy Holmes informed the Board that Jeremy Clitherow MBE, is putting himself forward for nomination for appointment to the Advisory Council on the Misuse of Drugs, and asked the EPB to support this nomination for appointment.”

The English Pharmacy Board **agreed**:-

- (i) Howard Duff to phone Jeremy Clitherow to apologise for the misreporting.
- (ii) Howard Duff to check if the appointment has been made to the ACMD and if so who was nominated.

#### **10/53 Matters arising not specifically included on the Agenda**

##### **10/28- 10/05 HASPS**

Howard Duff attended a meeting on HASPS on 23 March 2010. The Chair also attended in her “Locum Voice” role. No further incidents of LPCs being approached by PCTs for funding had been reported. PCTs were in favour of having a national scheme and will be asked for circa £2000 contribution towards the scheme. If this scheme goes ahead there will be a tender process for procuring the scheme. The RPS would be interested in bidding for this work.

Some discussion continued on the advantages for PCTs investing in this scheme, when some PCTs already have their own mechanisms for accreditation. It was pointed out that this accreditation would be transferable across all PCTs and would focus on core competencies of the individual and PCTs could enhance these locally by way of protocols.

A Board will be commissioned to set the knowledge, skills and competency standards for each enhanced service. Discussion continued on this subject around the possibility of the RPS owning this agenda and developing a central list of accredited pharmacists. Similarities were drawn from the list of accredited technicians and it was thought the same principles should apply. It was generally felt that the RPS should be the body to set the standards and that this work should be a priority of the Board subject to a fully costed proposal. Discussion continued around the funding of this project and whether it was viable financially for the RPS to commit to this. It was agreed that a fully costed proposal was necessary, drawing on the work of a previous board member who was involved in this initiative. It was highlighted that this scheme would need to be available for all pharmacists and not restricted to members only.

The English Pharmacy Board **agreed**:

- (i) A business case is to be prepared in relation to the HASPS agenda by Howard Duff within 3 weeks.

**10/28 -10/06 Devolution of the Global Sum**

Comments have been received from the Vice Chair and partner organisations. A letter will be circulated for comment next week.

The English Pharmacy Board **agreed:**

- (i) Charles Willis will circulate a draft letter next week to Board members for their comments.

**10/32 Policy Governance Structure for the Professional Leadership Body**

The detail of this item was reported back to Michele Savage for inclusion into the next iteration of the Policy Governance paper. The Board requested a copy of this paper.

The English Pharmacy Board **agreed:**

- (i) to receive a copy of the latest version of the Policy Governance paper from Michele Savage

*Please Note: Michele Savage informed the EPB secretary that this paper has now been agreed by the Shadow Assembly for inclusion into the draft Governance Handbook. The draft Governance Handbook will be circulated to the Boards at a later date for comment.*

**10/54 EPB Business Plan 2010**

Michele Scott tabled paper 10.03/EPB.04 and gave a short verbal presentation on the paper. The next steps to this process will include:-

- o a prioritisation exercise by the EPB at it's next Strategy Day
- o the development of a database of EPB member expertise.
- o Finalising the balance scorecard and reporting back to the Board on this.
- o Feeding information into the Annual Review

Howard Duff gave the following update on items of the business plan:-

- o The medication safety portal is being taken forward in partnership with the NPSA who will be hosting this.
- o Bar coding – work will commence in the next quarter

Discussion continued around the complexity of the current business planning document and how it needs to capture cross sector working and the “on the ground” pharmacists. The Professional Leadership Group will be meeting on 26<sup>th</sup> March to address some of these issues around complexity and merging all business plans into one organisational plan.

The English Pharmacy Board **agreed:**

- (i) to conduct a prioritisation exercise at the Strategy Day on 20<sup>th</sup> May.

**10/55 Public Affairs and Communications Plan 2010****10/55.1 Manifesto**

Charles Willis called for comments on the draft Manifesto document. It was suggested that the previous manifesto be circulated for comparison and the paragraph regarding the demerger be amended. It was suggested an item on care homes could be included. Charles Willis cautioned that not all suggestions could be included as the manifesto would be a 2 x A4 page document giving a flavour of pharmacy issues.

The English Pharmacy Board **agreed:**

- (i) The Board will submit comments on the Manifesto to Charles Willis

- (ii) Charles Willis will circulate the previous manifesto
- (iii) Charles Willis will amend paragraph regarding the demerger
- (iv) Sue Kilby to communicate with Charles Willis re Care Homes

#### **10/55.2 APPG**

A discussion thread has commenced on this topic on the virtual network, Comments from Board members are welcome.

The English Pharmacy Board **agreed:-**

- (i) to give their comments on the virtual network

#### **10/55.3 NHS Alliance**

This joint project will be commissioned. Points from the RCGP and Pharmacy Commissioning reports will be taken forward into this project especially in relation to consortium working and shaping the community pharmacy contract.

The English Pharmacy Board **agreed:**

- (i) Charles Willis to put paper onto virtual network for discussion/comments.

#### **10/55.4 RCGP joint working report**

Alison Blenkinsopp has been commissioned to write this report within the next 6 weeks. Charles Willis will develop a timeline and milestone strategy for this work. It was suggested the two Board members support this work.

The English Pharmacy Board **agreed:**

- (i) Catherine Armstrong and Graham Phillips would give support with writing this report. Charles Willis to inform Alison Blenkinsopp.

#### **10/55.5 Victorian Pharmacist**

The Board were informed that Nick Barber would be participating in a BBC2 programme called the "Victorian Pharmacist". This will be a schedule of 4 programmes over 4 weeks. Recognition to be given to the RPSGB Museum staff for turning this idea into a programme.

#### **10/55.6 Beating Bowel Cancer campaign**

The Board were informed of a forthcoming, charity funded, joint venture between Beating Bowel Cancer and the RPS. This month long public health campaign will raise awareness of the danger of early symptoms. Pharmacists will be provided with an information pack including practice guidance, posters etc. A meeting with DH regarding a tool to measure the effectiveness of raising awareness of bowel cancer is being considered.

#### **10/55.7 Patient Pack Dispensing**

Howard Duff and Charles Willis will attend a meeting at the Department of Health to discuss this issue and to ask for support.

Charles Willis aims to lobby new MPs on this issue. Discussion continued around the involvement of patient groups to promote the patient safety aspect.

The English Pharmacy Board **agreed:**

- li) Graham Phillips will provide Charles Willis with key a contact person details re patient groups.

#### **10.55.8 Decriminalisation of Dispensing Errors**

Charles Willis is endeavouring to ascertain the current position on this issue from the Department of Health and the Crown Prosecution.

The English Pharmacy Board **agreed:**

- (i) Charles Willis will endeavour to clarify position and report back to the Board.
- (ii) Charles Willis to write to MPs thanking them for their support on this issue.

#### **10/55.9 Medicines Act 1968**

Currently considering engaging with stakeholders to ascertain the effect of amendments to the Medicine Act 1968.

The English Pharmacy Board **agreed:-**

- (i) Charles Willis to contact Tim Root – as he has conducted a review of the Medicines Act. 1968

#### **10/56 LPF Update**

Amanda King gave an update on recent activity in relation to LPFs, some of the points covered were:

- o a future paper for the EPB to consider on the responsibility of individual EPB members towards LPFs. This would ensure sustainability and be realistic when considering EPB members capacity.
- o A position statement on distribution of funds on a per capita basis will be going out this week.
- o Working on process to allocate core and extra funding.
- o Decision making panel for extra funding will include John Gentle and Shilpa Gohil as the Board leads for LPFs.
- o Moderators are being sought for the LPF virtual networks
- o Some progress is being made with the Channel Islands.
- o Considering training for IT leads.
- o LPFs have a regular double page slot in the Pharmacy Professional.
- o Positioning letter re banks accounts to be sent from Graham Duncan – engaging with members locally to ensure they are happy.
- o Facilitators working on content for the LPF virtual sites.

Some concerns were raised re membership engagement, communications and feedback on fees from branch meetings. The Board were assured that a letter would be going to all members explaining the different fee structure for different membership categories. With regard to feedback it was suggested to give feedback to Amanda King.

**The English Pharmacy Board agreed:**

- (i) To contact the LPF facilitator for the area or Amanda King with any funding issues and feedback from branch talks.
- (ii) Amanda King to develop paper re Board input into LPFs.
- (iii) Position statement on distribution of funds to be issued.

- (iv) Position letter re banks accounts to be sent out from Graham Duncan.
- (v) Board members to contribute to content for LPF virtual sites where possible.

### 10/57 Membership Categories Working with the BPSA

Patrick Stubbs gave a presentation on "Developing Student Membership" (paper 10.03/EPB.08).

Declarations of Interests were received from:-

- Tristan Learoyd – as a university lecturer
- Sue Kilby – as Chairman of RPSGB Education Committee

There was a lengthy debate around the student membership for the BPSA and RPS being offered for free. It was considered that by paying nothing membership of the RPS would not be valued and it would be a difficult precedent to change at a later date. There were some suggestions for offering the 1<sup>st</sup> year for free and charging thereafter, as this would raise significant income. Some concerns were raised regarding funding for LPFs that had a School of Pharmacy attached, perhaps this called for additional funding. Other concerns centred on the message free membership for students would give to the broader membership.

Due to the concerns over the proposal for free student membership the Board took a vote on the following proposal to be put before the Shadow Assembly

"to support paper 10.03/EPB.08 with a caveat for the 1<sup>st</sup> year to be free and charge for subsequent years thereafter"

- 7 votes in favour
- 1 vote against.

The English Pharmacy Board **agreed:-**

- (i) to report back to the Shadow Assembly on the above proposal and voting outcome.

### 10/58 Locum Template

A Declaration of Interest was received from Catherine Armstrong – as being involved in PDA work on locum templates

Comments on papers 10.03/EPB.09 + App 1 and 2 should be fed back to Heidi Wright by 6<sup>th</sup> April. It was noted that the content of appendices 1 and 2 was agreed at the last meeting. It was highlighted that this template was for community pharmacists and should be titled accordingly and consideration should be given to the issue of a separate template for hospital pharmacists involving the Guild of Hospital Pharmacists. The template needs to be compared with similar work being carried out by PDA.

The English Pharmacy Board **agreed:-**

- (i) to feed comments back to Heidi Wright by 6<sup>th</sup> April 2010.
- (ii) to co-badge this work with the PDA.
- (iii) Consider issuing a locum template for hospital pharmacists

### 10/59 Nomination of Board lead to External Representative Bodies

**10/59.1 Nomination of lead person to National Clinical Assessment Service (NCAS)**

Discussion centred around the commitment necessary from a Board lead for NCAS, which amounts to 6 or 7 meetings a year, and length of commitment. Richard Harris, an observer and NCAS assessor said how important it is for the RPS to have a role in supporting struggling practitioners and he felt the LPFs had a crucial role to play in support.

The English Pharmacy Board **agreed:-**

- (i) to nominate Graham Phillips (seconded by David Carter and Sue Kilby) to be the Board lead for NCAS, subject to the approval of the Scottish and Welsh Boards, as NCAS has a GB wide remit.
- (ii) To commit to this engagement for 1 year with a caveat to renew engagement for a further time period if appropriate.
- (iii) A robust reporting back mechanism to be developed

#### **10/59.2 General Discussion on lead persons to external bodies**

It was generally agreed to assess every request for a Board lead on an external body on its merits, but to think very carefully about time commitment.

#### **10/60 NPSA/RPSGB – Anti-coagulation**

A productive webinar meeting was held on this subject resulting in a number of outcomes.

The English Pharmacy Board **agreed:**

- (i) Heidi Wright to send the link for the webinar to Board members
- (ii) Graham Phillips to send the outcomes of the meeting to Board Members

#### **10/61 Remote Supervision**

Heidi Wright referred to paper 10.03/EPB 10 and appendices 1 and 2 and called for any comments to be sent to her via email. A presentation will then be put together demonstrating our position as “thought leaders” on this issue and looking for a mandate from the membership to take this forward. This pro-activity is time critical ahead of the DH consultation later in the year.

Heidi Wright suggested an action plan which contains the following activity:-

- Providing scenarios
- Gathering feedback and taking back to membership to test
- Develop webinars with LPFs, facilitated by Board members
- Discussions
- Possible roadshows – budget dependent
- Working group to take this forward.

Discussion continued around how the membership was keen to get clarification on this issue and stakeholders should include the Guild, primary care pharmacists and technicians.

It was noted that input from the Scottish and Welsh Boards would be required. A group consisting of the following was to be considered:-

- 4 from EPB
- 2 from SPB
- 2 from WPB

The competency and skill mix of the group was to be considered during the selection process. Graham Phillips proposed that it was important to have a lay member on the group, this proposal was seconded by Catherine Armstrong.

Board members who expressed an interest in being part of a working group were:-

Rachel Lemon	Martin Astbury
Lindsey Gilpin	Catherine Armstrong
Tristan Learoyd	Seema Agha
David Carter	Sue Kilby
Shilpa Gohil	

Martin Astbury, The Shadow Assembly Chair, informed the EPB that to properly fulfil his role, for this membership critical issue, he will be attending the Remote Supervision Working Group

The English Pharmacy Board **agreed:**

- (i) to send comments on paper10.03/EPB 10 and appendices 1 and 2 to Heidi Wright
- (ii) The Chair and Howard Duff to set up a working group, giving consideration to having a lay member on the group.

#### **10/62 Workplace Pressures**

The Board was informed that the Welsh and Scottish Boards also had this item on their agendas, and that a central plan to take this work forward was necessary.

Discussion continued on how much work had already been done identifying the complexity of the issue. It was acknowledged that a number of factors such as manpower, services, technology, facilities and regulation all contributed towards workplace pressure.

It was suggested that the priority for the Board was to consider skill mix and staffing levels. There was a call for practice research in this area to provide the evidence to move this work forwards. It was noted that the multiples had probably already undertaken some research in this area. The Board were in general agreement to take this work forward and identified a possible staff lead.

The English Pharmacy Board **agreed:**

- (i) the Chair and Howard Duff are to meet with the President to discuss this issue
- (ii) to discuss this issue further at the Strategy Day on 22 June, and to be put on EPB agenda for 23 June 2010
- (iii) to approach Catherine Duggan to be the staff member leading on this issue with the Boards support.

#### **10/63 Strategy Day**

Tristan Learoyd asked if his proposal could be considered. The Chair suggested this proposal be discussed in detail at the Strategy Day on 20 May.

In advance of the next Strategy Day on 20<sup>th</sup> May, Howard Duff will be communicating with Board members regarding an agenda for the day. It is important to strike a balance between the important and urgent issues and the important and less urgent issues.

The English Pharmacy Board **agreed:**

- (i) to discuss Tristan Learoyd's proposal at the Strategy Day on 20 May.
- (ii) Howard Duff to send agenda for Strategy Day to Board members

#### **10/64 IT strategy**

It was reported that there had been little activity on this issue. There was however a visit to a Birmingham pharmacy scheduled for next week demonstrating the ERS2 system. Neal Patel will be attending on behalf of the RPS.

Currently the RPS do not have the resource to cover this IT strategy but are endeavouring to address this issue. Howard Duff will give an update on this resource issue at the next meeting.

The English Pharmacy Board **agreed**:

- (i) Howard Duff will report back on IT resource issues at the next meeting on 23 June 2010.

#### **10/65 Any Other Business**

##### **10/65.1 Consultation – GPhC Rules**

The Board leads nominated to assist with this consultation are:- Seema Agha and Graham Phillips.

The Board were informed that a press release had been issued regarding the GPhCs decision to rethink the rewriting of the Code of Ethics and Standards. The Chair will be writing a piece on this subject in the next issue of the Pharmacy Professional.

Consultation responses had been submitted for Pharmaceutical Needs Assessment, Wholesale Dealers' Licences and Generic Substitution. The Board were thanked for their contributions to these responses.

Other consultations on the horizon included:- GPhC rules and revised standards, control of entry, supplementary lists, supervision, the Medicines Act 1968.

The English Pharmacy Board **agreed**

The Chair will respond to the GPhC's consultation outcome in the next issue of the Pharmacy Professional.

- (ii) To extend an invite to Bob Nicholl and Duncan Rudkin for a future EPB meeting.

##### **10/65.2 Pharmaceutical Scientists**

With reference to previous item 10/28 – 10.10 (iii) (minutes 9 February 2010) it was agreed that this item would be discussed under confidential business after public business concluded.

##### **10/65.3 EPB members Business Cards**

Howard Duff to investigate the possibility of getting business cards issued for EPB members

##### **10/65.4 RPSGB email addresses**

It is technically possible to issue Board members with rpsgb domain email addresses, but before this is executed Board members are to give some thought to assess exactly what is needed and why and report any issues back to Howard Duff.

The English Pharmacy Board **agreed**

- (i) to report back to Howard Duff on issues relating to being given an rpsgb domain email address.

#### **10/65.5 AGM – Stand**

It was agreed to have an EPB stand at the AGM on the evening of 19<sup>th</sup> May. Shilpa Gohil and Catherine Armstrong agreed to man the stand. Other Board members are asked to inform Yvonne Dennington if they would like to man the stand.

#### **10/65.6 Ambition for Pharmacy**

Paul Gimson, Director for Wales, is leading on this work stream. A working group is to be set up to rewrite the document. Nominations were called for two EPB members to sit on this group.

Tristan Learoyd, John Gentle, Sue Kilby and Graham Phillips put their names forward.

The English Pharmacy Board **agreed**:

- (i) to consider the other nominations from Scotland and Wales before nominating two Board members from the 4 nominations put forward above.

#### **10/65.7 Future Conferences**

NHS Confederation Conference – 23 – 25 June in Liverpool – (Board members to man stand – please give names to EPB Secretary (*please note: EPB Board meeting 23 June 2010*)).

RPS Conference – 5 & 6 September in London

Pharmacy Show – 10 & 11 October, NEC Birmingham

NHS Alliance Conference – 18 & 19 November - Bournemouth

**10/66 The Chairman thanked all those present for attending and closed the public part of the meeting at 16.15.**

#### **10/67 Next Meetings of the English Pharmacy Board**

Thursday 20 May – EPB Strategy Day – **Please Note:** EPB members should attend the AGM on the evening of 19 May

Strategy Day 22 June

Wednesday 23 June

Wednesday 13 October