



SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Wednesday 6 July 2011 at Holyrood Park House, 106 Holyrood Road, Edinburgh EH8 8AS

PUBLIC BUSINESS

Present

Mrs S Melville (Chairman)	Prof D Stewart
Dr A Boyter (Vice-Chairman)	Mr C Tait
Prof J Cromarty	Mr W Templeton
Mrs E Mackenzie	Mr D Thomson
Mrs J Milne	

In attendance

Alex MacKinnon (Director for Scotland), Graham Duncan (Director of Finance), Aileen Bryson (Scottish Practice and Policy Lead), Carolyn Rattray (Business Manager), Iain Brothie (External Affairs Specialist), Annamarie Macgregor (Professional Support Pharmacist), Charlotte McClintock (Web Specialist), Sara Fletcher (LPF Facilitator)

11/35. Welcome and Apologies

The Chairman welcomed Graham Duncan, Director of Finance, and Aileen Bryson, who has returned to work at RPS as Practice and Policy Lead.

Apologies were received from Board members Alistair Jack, Alpana Mair, Ewan Black and Fiona MacLean.

11/36. Declarations of Interest

Board members were reminded to declare any specific interests prior to discussion of agenda items.

11/37. Election of Chairman (*Alex MacKinnon took the Chair for this item*)

Alex MacKinnon, Director for Scotland, confirmed that in response to his email inviting nominations to the position of Chair of the Scottish Pharmacy Board only one nomination, for Sandra Melville, had been received.

Sandra Melville was nominated by Fiona MacLean and seconded by Billy Templeton.

The Scottish Pharmacy Board

affirmed

Sandra Melville as Chairman of the Scottish Pharmacy Board.

Sandra Melville took the opportunity to thank the Board members for their support and vote of confidence in her, stating: 'I am therefore honoured that you have decided to continue placing your trust in me to represent the Scottish Pharmacy Board as its Chairman. I believe I have brought integrity, passion, courage and pragmatism to the negotiating table and I will continue to do so for the next year'.

Sandra Melville resumed the Chair for the remainder of the meeting.

11/38. Nomination to the Assembly

The Board was asked to decide whether the Vice Chairman of the Scottish Pharmacy Board should be its second representative on the Assembly or whether they would like to nominate separately for this role.

The Board was informed that it was important to establish this before electing the Vice Chairman, so that the Board member(s) standing for the position is aware of the level of commitment.

Scottish Pharmacy Board

agreed

That the second nominee to the Assembly should not necessarily be the Vice Chairman

The Chairman called a 15 minute recess to allow members to consider their nominations for Vice Chairman and for the SPB's second member of the Assembly.

11/39. Election of Vice Chairman

Nominations for the position of Vice Chairman of the Scottish Pharmacy Board were invited.

- David Thomson was nominated by Janine Milne and seconded by Derek Stewart
- Anne Boyter was nominated by Billy Templeton and seconded by Evelyn Mackenzie

Voting slips were handed out to the 9 Board members present.

Scottish Pharmacy Board

confirmed

Anne Boyter duly elected as Vice Chairman of the Scottish Pharmacy Board.

11/40. Election of the Scottish Pharmacy Board's second nominee to the Assembly

The Board was asked to nominate a candidate to be the second Scottish Pharmacy Board member to the Assembly; they were reminded that they could self-nominate:

- John Cromarty was nominated by Anne Boyter and seconded by Sandra Melville
- David Thomson was nominated by Evelyn Mackenzie and seconded by Charles Tait

Voting slips were handed out to the 9 Board members present.

Scottish Pharmacy Board

Confirmed

John Cromarty was duly nominated as second nominee to the Assembly

11/40. Confirmation of Board Meeting Minutes

Scottish Pharmacy Board

approved

the minutes of the public business part of the Board Meeting held on Wednesday 6 July 2011.

11/41. Matters Arising**Modernising Pharmacy Careers (Chief Executive's Report – 13 April 2011)**

John Cromarty, Board member, asked about progress on this matter. The Chair advised that Anne Boyter, Board member, would provide a report on CUHOP later in the meeting and Sandra Melville will provide an update on NES in her Chairman's Report.

President for Scotland

John Cromarty referred to the Chief Executive's comment regarding the role of President being 'as an advocate for the whole Society'. He suggested that this would be challenging and that different considerations would be required within individual areas of the United Kingdom and health care policy. He felt that it would be key to the retention of RPS members. The Board agreed that further substantive discussion would be required and that this subject should be discussed at the August Business Day

Action: Carolyn Rattray (Business Manager) to add as an agenda item for the Business Day meeting in August.

At this juncture, being the first available moment, the Chairman welcomed Derek Stewart, Board member, and congratulated him on his appointment as Professor of Pharmacy Practice at Robert Gordon's University, Aberdeen.

Scottish Pharmacy Board Business Plan Update - Minor Ailments Service

John Cromarty asked to be reminded of the context in which this had been discussed. Alex Mackinnon advised that the context of the discussion was around the threat to the Minor Ailments Service.

11/42. Chairman's Report

The Chairman updated the Board on her activities representing them since the last Board meeting. At the end of April, a two hour teleconference between the national Chairs, the President and the Chief Executive was held, regarding *Responsible Pharmacist Regulations*. A consultancy has been taken on to produce an independent report on how the regulations have impacted on pharmacy. The Board expressed concern over the £120k cost that has been budgeted for this. The Chairman advised that this amount had been agreed by the Assembly, that a tender process, involving four companies, had taken place and that TMS BRB had been chosen as it represented the best value for money.

In May, the Chairman had met with Alex MacKinnon, in Oban, to discuss the budget reforecast. This had been a very useful meeting and Alex MacKinnon would update the Board later in the meeting.

The Chairman reported that she had attended two business planning days in Lambeth on 9 and 10 May; the main objective of the days was to look at cost-effective ways of working across the Society; it proved to be a very useful and interesting exercise.

On 15 June, the Chairman attended a NES meeting on under-graduate and pre-reg. pharmacy students. The meeting was chaired by the Chief Pharmaceutical Officer, Professor Bill Scott, and involved other stakeholders including the Scottish Government. Prof Scott agreed to circulate the notes from the meeting to the Scottish Pharmacy Board (SPB).

A discussion followed regarding *modernising pharmacy careers* and the opportunities and risks involved. John Cromarty suggested that the SPB needed to engage fully with all stakeholders to ensure the 'right result' and that it is a tremendous opportunity to take a step up to ensure the future of pharmacy. David Thomson suggested that this be explored further at a separate meeting.

Action: Alex MacKinnon to ensure that the notes from the NES meeting are circulated to the Board

Action: Carolyn Rattray to add as an agenda item for the Business Day meeting in August.

The Chairman reported on the Scottish Pharmacy Board Reception at Holyrood. The Board agreed that this had been very successful as 'a celebration of pharmacy' and that it had been well attended with 15 MSPs. The election in May caused major change in the Scottish Parliament and many of the MSPs with close links to pharmacy had lost seats. The public affairs agenda, after recess, would be addressing this and meetings with new members were being organised

The Chairman advised the meeting that she had had to offer her apologies at the last minute to the Annual General Meeting. Alex MacKinnon attended and

reported that the discussion centred its focus on the need to deliver the national Business Plan and also the high-level UK-wide Plan. 40 members attended with another 33 participating online.

The Chairman reported that the previous evening (5 July 2011), she and Alex MacKinnon had met with Andy Murdock, the Pharmacy Director for Lloyds, to discuss the direction of pharmacy. Discussions focussed on the Chronic Medication Service (CMS) (timescales) and Supervision. Other topics informally discussed included:

- the possibility of having a core three years to qualify with a further two years to specialise
- a model for CMS – with different levels of care and the levels of competence required for each
- Public Health Pharmacy – how to take forward the model in Portsmouth
- Closer working between Local Practice Forums (LPFs) and Pharmacy Contractors Committees (PCCs)

The Chairman advised that she would chair an inaugural exploratory meeting of the Hospital Supervision Group on 15 July

11/43. Chief Executive's Report

In her absence, Alex MacKinnon, Director for Scotland, gave an update on behalf of the Chief Executive. Since the last meeting the Executive Team had been working on a financial plan for the next three years.

Alex MacKinnon advised the meeting that the Royal Pharmaceutical Society (RPS) and the Royal College of General Practitioners are to produce a joint statement demonstrating how pharmacists and general practitioners can work together in the future to improve patient care. The project had been an excellent example of partnership working coming to fruition.

The Board was informed that a research project on the impact of the Responsible Pharmacist regulations, jointly supported by the Royal Pharmaceutical Society and the Pharmaceutical Society of Northern Ireland, was now underway. This would involve a survey of members across GB and it was expected that the outcomes of this research would be available in the Autumn of 2011.

At the English Pharmacy Board meeting (29 June 2011) discussions had taken place on the electronic transfer of prescriptions – **PS2**. Alex MacKinnon gave a verbal update on the IM & T principles that were being developed to support the Society's IM & T work GB-wide. He reported that the English Pharmacy Board were very supportive of the draft principles.

11/44. Scottish Pharmacy Board Business Plan Update

Alex MacKinnon and Iain Brotchie to provide the Board with an update on performance towards meeting the Business Plan's strategic objectives.

Alex MacKinnon reported that a meeting, with the Lord Advocate, has been arranged for 28 July to discuss the decriminalisation of dispensing errors. He advised that a meeting is being arranged with the Cabinet Secretary for Health with Sandra Melville, Bill Scott and Alex MacKinnon; the meeting will position RPS as the 'first port of call' for pharmacy matters in Scotland.

Alex MacKinnon reported on a Symposium on Illicit Trade he had attended at the Scottish Government. Illicit pharmaceutical trading is a huge industry and he welcomed the opportunity, in terms of medicines safety, for RPS to participate on a Scottish Government group.

The Scottish Pharmacy Board

approved

the participation of RPS on a Scottish Government group exploring illicit pharmaceutical trading in the context of improving medicines safety.

Attendance at the spring party conferences had proved very productive and, since the elections, a revised political engagement plan has been established. Engagement is progressing with the Association of the British Pharmaceutical Industry and Alex MacKinnon recently had a meeting with the National Pharmacy Association.

Alex MacKinnon and Iain Brodie are to join the Life Sciences Cross Party Working Group and have started work on setting up a Cross Party Working Group on Pharmaceutical Care.

Concern was expressed over the supply of drugs which is continuing to be a major, time-consuming problem for community pharmacists despite previous agreements, and the inevitable reduced quality of patient care. Alex MacKinnon asked whether the Board wanted him to continue work on this.

The Scottish Pharmacy Board

agreed

that work should continue on the issue of medicines supply shortages.

Action Point – CR to add to working day agenda

Board Review: Alex MacKinnon advised the meeting that a review of the national Boards is to take place and that the outcomes would be published. He assured the meeting that the Society was committed to board development and that, in the future, there would be more support from Centre.

Partnership working: It is intended that partnerships, forged previously with health charities, will be resurrected with the aim of moving the public health agenda forward.

Practice and Policy Development: Aileen Bryson, Practice and Policy Lead, is now 'in post', driving policy forward as outlined in the SPB business plan and will draft positioning statements on a number of important issues.

Iain Brotchie, External Affairs Specialist, updated the Board on the RPS Business Plan in relation to policy development

The results of the Scottish Elections were unprecedented, involving a significant turnover of MSPs and with the Scottish National Party gaining an overall majority. The results produced two significant political consequences for RPS: the loss of many political friends, e.g. Ross Finnie and Andy Kerr. Also, with so many new MSPs not having yet determined their areas of expertise, a lack of understanding of pharmacy was apparent; this was evidenced by the fact that only one new MSP attended the SPB Reception. This lack of understanding of pharmacy could be considered as both a threat and an opportunity in the early days of the new Government. The SNP now have complete control of health policy; there are no checks and balances. There are two over-riding considerations for the new government, one being the financial situation and the other the referendum on independence.

On health policy, there is a broad consensus on what is required to maintain levels of support:

- that there should be no redundancies
- education

RPS is approaching new MSPs on a one to one basis, making contact personal and engaging. A new Health Committee has been established and has announced an investigation looking into care for the elderly. It is crucial that RPS is considered as the expert on medicines with expert groups on medicines safety; it is key to our medium term success.

Alex MacKinnon added that he and Iain Brotchie are to launch a two-pronged campaign at Holyrood with Alex focussing on Ministers and Shadow Ministers and Iain engaging with new MSPs.

David Thomson asked that the dates of party conferences could be circulated.

Action: Iain Brotchie to circulate dates of conferences

Much has been done to increase the Society's presence in the pharmaceutical media with a number of features on medicines safety. Articles are regularly published in several magazines and the recent re-design of the Pharmaceutical Journal is much improved.

The Blog is nearly ready to be launched; it will be much more targeted, less formal and will be much more accessible and usable for members.

Derek Stewart, Board member, asked whether the Scottish Business Plan could be summarised in a way that could be easily disseminated through the LPFs.

Action: Alex MacKinnon to disseminate summarised Business Plan through the Scottish LPFs.

11/45. Local Practice Forums (LPFs)

Sara Fletcher, LPF Facilitator for Scotland, updated the Board on the progress of the Scottish Local Practice Forums.

Progress is ongoing with steering groups set up in each of the five Scottish LPF areas. Activities are being organised for the autumn with the East of Scotland LPF holding a CPD event in September, on Asthma and the use of inhalers. Also in September the North East LPF will hold a meeting on Chronic Medication Service and, in November, another meeting on Medicines Safety. Highlands and Islands are to stage an annual quiz in September, with some members joining the meeting by video conference. Having held CPD Road shows in all three areas of the South West Scotland, a newly qualified pharmacist achieved 100% after attending one of the events; an article about this is to be published in Professional Matters. The South West of Scotland LPF has agreed to have regular local meetings and occasional full meetings. Sara Fletcher, together with Annamarie McGregor, Professional Support Pharmacist, and Laura McIver, Chief Pharmacist, Healthcare Improvement Scotland met recently to discuss how to disseminate information to the Scottish LPFs on the Scottish Patient Safety Programme.

11/46. Online Social Networking Updates**Virtual Networks**

Michael Bonne, Networks Development Manager, gave an update, by video conference, on the progress of the development of the RPS virtual networks. Charlotte McClintock then updated the Board on the progress of the blog Project.

Michael Bonne gave a brief overview of the development of the virtual networks to date and reported that 75% (24,700) of the membership has registered, logged in to the networks and has user capabilities. All users receive alerts and each user login is allocated an LPF.

Measuring engagement: By March 2011, 125,000 item views over 11,000 posts had been recorded. Since March 2011, nearly 4,000 posts have been recorded which means that 15% of the membership are actively using the system.

When the RPS virtual networks were developed the remit was very narrow, focussing mainly on the LPFs and interest, sector, focus and partnership groups. These are growing in number with the aim of securing a portfolio of 125.

Sandra Melville asked about external hosted networks; there are four, all of which are synonymous with the interests of the membership. Another 30 organisations, through Catherine Duggan, Director of Professional Development & Support, are being considered. David Thomson, Board member, asked about being able to distinguish members with the same names. Nick David is working on this, profiling members to ensure that they are identifiable.

Next steps:

- Reducing navigation pathways from Home to Content to encourage users to add content
- Developing a portfolio of types of networks and localisation of networks
- Looking at increasing engagements; ensuring a greater spread so that members reach networks with which they are comfortable
- Consolidation of developments to date with the aim of achieving 12,000 posts

Update on the Blog Project

Charlotte McClintock gave an update on the progress of the blog project. The aim of the blog is to capture channels of communication that might not be pertinent to other areas.

The blog is on target to be launched by 11 August and will consist of separate areas for Scotland, England and Wales with an overarching UK-wide blog.

The URL link for the blog will be blog.rpharms.com and will be accessible from www.rpharms.com, the virtual networks and e-News.

Before it goes 'live', it will be pre-populated and the Board were asked to contribute. The content should be 'quite informal and chatty – a conversation'. Staff members and guest bloggers will also be asked to contribute.

Action: Board members to contribute content for the Blog.

The Chairman voiced her appreciation, commenting that the blog 'shows that we are a modern and forward-thinking organisation'.

11/47. Science and Research Team Update

Board members were asked to review the Science and Research Team Update provided by Colin Cable, Pharmaceutical Science Information Advisor.

The Scottish Pharmacy Board

Noted

The contents of the Science and Research Update

11/48. Medicines Safety Working Groups

Annamarie McGregor, Professional Support Pharmacist, provided an update on the Improving pharmaceutical care in care homes (PCCH) Working Group and the Scottish Patient Safety Programme (SPSP) Working Group and Alex Mackinnon reported on the Adverse Drug Reaction Working Group.

Improving pharmaceutical care in care homes (PCCH) working group

This is the most established of the medicines safety working groups; it has a short time scale and, to date the group has completed a literature review and Scotland Service Summary. The group has identified existing models of good practice and would like to develop and evaluate a comprehensive model that will meet the pharmaceutical care needs identified; there is a possibility of national funding through the Reshaping Care of Older People Change Fund. Team work

is required to take this forward with specialists being called in. The group is working within the context of Scotland but feeding into the GB framework. There is an opportunity within RPS to bring tools and materials together in pursuit of best practice. The next meeting is scheduled for August.

Derek Stewart and Charles Tait both agreed that all pockets of work need to be published and examined. Without peer reviews, there can be no credibility. A peer review is vital to ensure robustness.

Scottish Patient Safety Programme (SPSP) Working Group

Annamarie McGregor provided an update on the remit and activities of the SPSP Working Group. To date, one meeting has taken place which resulted in a number of proposed next steps which will include using the LPFs to update members on the work of the SPSP and encourage primary care engagement. A meeting has been arranged with Laura McIver of Healthcare Improvement Scotland to take this project forward .

Adverse Drugs Reaction Working Group

In Fiona MacLean's absence, Alex MacKinnon gave a verbal update on the work and action plan of the Adverse Drugs Working Group. The Group agreed that there was no merit to conducting further work on attitudes to reporting and the reasons why health care professionals do not report ADRs has already been well documented.

11/49. Scottish Pharmacy Board Representation

There was nothing to report on external meetings

11/50. Any Other Competent Business

- Procession and Service of Thanksgiving
The Chairman asked the Board members for further volunteers to join David Thomson at the Procession and Service of Thanksgiving and Dedication of the 65th Edinburgh International Festival at St Giles. Janine Milne agreed to volunteer.
- Areas of expertise
The Chairman reminded the Board members to complete their areas of pharmaceutical expertise and forward them to Carolyn Rattray at the Scottish Directorate to record.
- Work Force Pressures meeting
Alex MacKinnon advised the Board that he is to participate in this meeting by video conference.

11/41. Date of Next Meeting

The date of the next meeting will be Wednesday 28 September 2011.