

SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Wednesday 28 September 2011, at Holyrood Park House, 106 Holyrood Road, Edinburgh EH8 8AS

OPEN BUSINESS

Present

Mrs S Melville (Chairman)	Mrs F Maclean
Dr A Boyter (Vice-Chairman)	Mrs A Mair (until 2.45 pm)
Mr E Black	Mrs J Milne
Mr J Cromarty (10.50 am – (3.50 pm)	Mr D Thomson
Mrs E Mackenzie	

In attendance

Alex MacKinnon (Director for Scotland), Aileen Bryson (Practice & Policy Lead), Carolyn Rattray (Business Manager), Sara Fletcher (LPF Facilitator) and Annamarie McGregor (Professional Support Pharmacist)

11/51. Welcome and Apologies

The Chairman welcomed Martin Astbury (President) and representatives from the Scottish Local Practice Forums: Catriona Sinclair and Jane Adamson (Highlands & Western Isles), Amanda Rae and Kaye Devlin (East of Scotland), Sandy Thomson and Brian Addison (North East) and Craig Watt (South West)

Apologies were received from Derek Stewart, Charles Tait, Billy Templeton and Helen Gordon (Chief Executive)

The Chairman went through the order of the day, explaining that the first two hours would focus on the Scottish Local Practice Forums (LPFs), with updates from each LPF on its first year's activities (challenges, opportunities and successes). The intention would then be for the SPB Board and the LPF representatives to work together to draft a plan for 2012, with particular attention being paid to ways in which Board sponsors could become more involved.

Notes from the Local Practice Forum part of the SPB Board Day will be recorded under separate cover.

11/52. Adoption of Governance Handbook 2011/2012

The Scottish Pharmacy Board was asked to agree the adoption of the National Pharmacy Boards' Governance Handbook 2011/2012

The Scottish Pharmacy Board

adopted

the National Pharmacy Boards Governance Handbook 2011/2012.

11/53. National Boards – Casual Vacancies

The Scottish Pharmacy Board was asked to agree the procedure, to be recommended to the Assembly, for dealing with casual vacancies arising on the National Boards.

The Scottish Pharmacy Board

agreed, with one amendment

the procedure, to be recommended to the Assembly, for dealing with casual vacancies arising on the National Boards.

Action: Alex MacKinnon to ask for recommendation 1, point 4 to be re-worded to ensure clarity.

11/54. Declarations of Interest

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

11/55. Confirmation of Board Meeting Minutes - Wednesday 6 July 2011

The Scottish Pharmacy Board

approved

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

11/56. Matters Arising

The Chairman reported formally to the meeting that Alistair Jack has resigned from the Scottish Pharmacy Board. Having retired from his position with the NHS, he felt that this was appropriate. The Chairman requested that Alistair's great contribution, and his tremendous support, as Vice-Chairman, Board member and Assembly member should be recorded, as should the appreciation of the Scottish Pharmacy Board and the Scottish Directorate. It is hoped that Alistair might remain as a mentor to the Scottish Pharmacy Board. The meeting was advised that a card for Alistair was available for signing.

Alistair Jack's retirement prompted a discussion regarding the need to fill the vacant position immediately.

The Chairman suggested that, as it is less than a year until the Board elections and that the East of Scotland Local Practice Forum (LPF), will not be prejudiced as it still has Board sponsors, it is not necessary to recruit a new Board member

Anne Boyter confirmed that, since Prof Derek Stewart had been co-opted on to the Board, the Scottish Pharmacy Board is adequately represented

The Scottish Pharmacy Board

agreed

that there was no requirement to fill the vacancy until the 2012 Board elections take place.

11/57. Chairman's Report

The Chairman updated the Board on her activities representing them since the last Board meeting.

On 15 July 2011, Sandra Melville chaired a meeting on Hospital Supervision; representatives from each of the nations, and from different organisations, were invited. It was agreed that the discussions were very useful and these, together with the feedback from a meeting on Community Supervision (chaired by the President, Martin Astbury) and notes from the SPB Community Group meeting, would feed into the national set up. Separate meetings were required because of the different disciplines and priorities involved.

The Chairman attended the Assembly Working Day on 26 July and in the evening, a webinar on the Responsible Pharmacist. There were challenges surrounding video conferencing but questions were fed through to the panel and responses were relayed back after the meeting.

On 27 July, the Chairman attended the Assembly meeting with John Cromarty (2nd SPB Assembly member). There was a positive discussion looking at the structure of governance within the Society. The Assembly agreed that the existing structure is as the membership wanted, that it was still early days and that it should remain as it is for now.

At the same meeting, a discussion took place on the financial position of the Society focussing in particular on the future of its property portfolio.

It was reported that all members of the Assembly were impressed with the restructure and also the 'Planning for the Future'.

The Remuneration Committee met on 23 September (with the SPB Chairman attending by teleconference). The Chairman reported that the 'future of the Society looks secure in very challenging times'. It is usual for the Remuneration Committee to meet annually, but it was agreed that they would meet again in April 2012.

On 31 August (after the Business Day meeting), the Chairman, Anne Boyter and Alex MacKinnon attended a meeting, by video conference, on Supervision. The

ensuing discussions were 'quite impassioned', showing how committed everyone was to best practice; it also demonstrated that there was more common ground than had previously been believed. At this point, the Chairman urged LPF leads present to get members involved in the discussion.

The Chairman attended the RPS Conference on 11 and 12 September. She reported that it was a very good event, presenting a diverse range of subjects. Two points for improvement were noted:

1. On the second day, there was little of relevance to practice in Scotland.
2. The Conference should not return to the same venue

The President congratulated Sandra on her presentation; this was echoed by David Thomson who pronounced it better than all the others.

A visit to the new Forth Valley Royal Hospital was arranged for 27 September. The purpose of the visit was to observe the robotic supply systems in action. The Chairman was unable to attend due to work constraints and so, Aileen Bryson (Practice and Policy Lead) attended in her place. Aileen commented that it was a fascinating visit; an air of calm presided over the whole department, despite the dispensing process being completed in six seconds. The robot was three times the size of the one in Lanarkshire, which she had also visited. The e-ward system allows for electronic admission and discharge (with the patient being signed up for CMS simultaneously). On-call pharmacists can access the e-pharmacy at any time; it is possible for prescriptions to be dispensed 24 hours per day.

The restructuring has resulted in eight new clinical technicians who now support the e-ward system.

Aileen suggested that it would be a great opportunity for Alex MacKinnon and Sandra Melville to take Michael Mathewson, Minister for Health, on a visit.

11/58. Chief Executive's Report

Alex MacKinnon updated the meeting on behalf of the Chief Executive. He echoed the sentiments of the Chairman regarding the Conference; a very good mix of workshops and exhibitions had been arranged, although the 2nd day could have been improved by making it more GB focussed. Overall, it was felt that this year's event had established the RPS conference on the calendar.

Alex MacKinnon reported that the Executive are in the process of pulling together the 2012 Corporate Business Plan; much of it is a continuation of the 2011 Business Plan although there are some new areas. The 2012 Business Plan will be submitted for approval by the Assembly at the October meeting.

The Executive Team has been working on a report which will be presented to the Assembly in October. 'Planning for the Future' will ensure that the society is robust in order to deliver for members by 2013. Savings of 22% have been made by the Scottish Directorate and we aim to achieve the reforecasted targets for 2011.

The Director for Scotland advised the meeting that the Chief Executive sends her best wishes and hopes to attend the next Board meeting.

The President advised the meeting that the process of due diligence had been discussed and endorsed at the Assembly in July. He assured the Board that the Society would 'be fit for purpose' without the need to change or decrease output. Alex MacKinnon continued: 'we have what is required to deliver the Business Plan'.

11/59. Scottish Pharmacy Board Business Plan Update

Alex MacKinnon to provide the Board with an update on performance towards meeting the Business Plan's strategic objectives. Board members were asked to note the External Relations update provided by Iain Brotchie.

Alex MacKinnon advised the Board that there are a few key issues which will continue into 2012 and, after review, other items which will be added or deleted.

Decriminalisation of dispensing errors: A meeting had been scheduled with the Justice Minister for 16 September. This was cancelled by the Lord Advocate's Office and rescheduled for October. Unfortunately, the date now clashes with the MHRA Stakeholders event in London and so, will have to be rescheduled again. It was suggested that the decriminalisation of dispensing errors and meeting with the Lord Advocate were good examples of the Society working on behalf of its members.

RPS 'Vision for Pharmacy' document: Current Scottish priorities link in to the RPS vision and developing business plan. To move this vision forward in Scotland, RPS is adopting a positioning strategy to ensure engagement and involvement within the Health and Social Care integration agenda and the new Scottish Government e-Health strategy.

Medicines Safety: Alex MacKinnon advised that Annamarie McGregor would update the Board on Medicines Safety later in the meeting.

Illicit Trade Working Group: Alex MacKinnon has been invited to join the Illicit Trade Working Group. The next meeting will take place on 29 September

Autumn Party Conferences: The meeting was given details of the Scottish Liberal Democrat Conference, which takes place in Dunfermline on Saturday 8 October and the Scottish Nationalist Party (SNP) Conference which takes place from 20 – 23 October in Inverness; Neither the Scottish Labour Party nor the Scottish Conservatives plan to hold conferences held this autumn.

e-Health: Alex MacKinnon reported that there was good news on the e-Health strategy with RPS leading with CPS on the Cross Party Working Group for e-Health; RPS stands in a position of influence. Other organisations involved include the Royal College of Nursing, the Royal College of General Practitioners and the British Association of Occupational Therapists; the only organisation not contributing is the British Medical Association. The Scottish Government has committed to a mutual NHS which is free at the point of delivery. It needs to be underpinned with the correct IT technology. This is a key success – a national policy agreed nationally but delivered locally. The Chairman suggested that this piece of work on e-Health is a good example of the RPS working with other organisations for the benefit of members; it would be beneficial for this to be fed back to the LPFs.

Engagement with MSPs: A number of MSP visits to pharmacies have been arranged to take place before the end of the year.

Supervision: Agreement has been reached on five principles for supervision. The principles that were eventually agreed demonstrated the need for all interested parties to talk as there was much common ground.

Action: Alex MacKinnon to include as much as possible, within his article in the PJ, about work being undertaken on behalf of the members

Action: Alex MacKinnon to take a list (folder) of all articles featuring the Scottish Directorate, to the next Professional Leadership Group (PLG) meeting.

Action: Alex MacKinnon to forward articles to Sandra Melville to forward to Olivia Timbs for publication, as Olivia had asked Sandra directly to forward content to her. It was suggested that, as well as articles from the Chair and Director, articles from LPFs would be of interest.

Prescriptions medicines waste: Margaret Mitchell MSP lodged a motion in Parliament re: prescriptions medicines waste; this is another opportunity for pharmacy to be debated in the Scottish Parliament. It was suggested that Margaret Mitchell should be invited to NHS Forth Valley e-ward to view firsthand the advancements taking place within e-pharmacy. Anne Boyter commented that this was a turnaround since she had met with Margaret Mitchell 18 months beforehand, when she had not shown any particular interest in pharmacy.

Alex MacKinnon advised the Board of his intention to reorganise the Business Plan, using a standard RPS template. The Plan will be set out as a report with headings and associated content; this would allow the content to be extracted, where appropriate, and used for press releases.

Suggestions for input into the Business Plan vision included:

- pharmaceutical care and medicines safety
- the role of pharmacists going forward (positioning pharmacists as healthcare professionals)
- how pharmaceutical care should be progressed
- how the Chronic Medication Service (CMS) should be developed
- helping change mindsets in little by little
- the role of pharmacy and public health – ‘a massive opportunity’
- Workforce pressures and professional empowerment and how this can be achieved through dialogue with unions and employers

It was agreed that RPS policy needs to be reinforced with up to date positioning statements to inform on the work we do. It was also agreed that the Society in Scotland should be involved in the Government healthcare integration policy.

Implementation of the Chronic Medication Service (CMS) in Scotland:

The Board discussed the challenges and opportunities of CMS. Ewan Black expressed concern that this initiative would not progress until GPs embrace the concept of issuing instalment prescriptions; this was originally supposed to happen in 2003. David Thomson reported that he was receiving mixed feedback from GPs, with issues including a lack of IT support and little financial

advantage; the clear benefits to patients were recognised. David Thomson also reported that Rowlands Pharmacy chain has made concerted efforts and have achieved target registrations. Catriona Sinclair, an 'Early Adopter' pharmacist and LPF lead advised the meeting that she has completed full cycles with two patients and was now waiting for new prescriptions to come through. She reported very few IT 'glitches'. The meeting agreed that it is a challenge to engage patients initially with the concept of the pharmacy care record (PCR). This is slowly improving and GPs and patients are becoming more positive. The main barrier to CMS is that the patient is required to have 'exemption' status. The Board agreed that the first step to engagement with CMS was to rescind 'exemption' status, and then to identify all other barriers. David Thomson suggested that it would be beneficial to work closely with the Practice Managers' Forum on this.

John Cromarty stressed that partners and stakeholders must continue to report progress on CMS, and suggested that Early Adopter pharmacists should communicate comprehensively with colleagues to ensure that they become familiar with CMS processes. The Society needs to build towards this through collaboration with like-minded organisations including NES and the Schools of Pharmacy. Anne Boyter advised the meeting that the Chief Pharmaceutical Officer's office, having worked jointly with NES and the Schools of Pharmacy, is to produce a publication on CMS.

Medicines Supply: David Thomson asked whether the issue of medicines supply was still on the RPS agenda. He asked that it be formalised as felt that 'pharmacy would be tarnished from this'. Alex MacKinnon assured him that it was and would ensure that it was included in the 2012 Business Plan.

Action: Alex to include Medicines Supply in the 2012 Business Plan

Alex MacKinnon, together with the Scottish Directorate Team, will re-write the Business Plan for 2012, progressing current and ongoing activities. In 2012, the Business Plan will aim to increase focus on patients and people. The Board was asked to forward all ideas for the Business Plan, either to Alex MacKinnon or Carolyn Rattray.

External Relations: David Thomson asked why the joint statement between RCGP and RPS in London, made in July 2011, wasn't a GB-wide initiative, as this would have been preferable. Alex MacKinnon responded that although Scotland's joint statement followed England's, it is working well now, with Policy Leaders from both organisations working closely. The Board was assured this would not happen in the future.

Alex MacKinnon sought clarification from the President that, when joint GB-wide projects are planned, the signatures of all three Chairmen are required. The President agreed that he was 'totally supportive of this'.

11/60. **Science and Research Update**

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

Anne Boyter commented that she was pleased that the Expert Advisory Panels had adopted the same strap line.

The Scottish Pharmacy Board

Noted

the contents of the Science and Research Update.

11/61. Medicines Safety Working Groups

Annamarie McGregor, Professional Support Pharmacist, provided an update on Improving pharmaceutical care in care homes (PCCH) Working Group, the Scottish Mental Health Pharmacist (SMHP) Group and the Scottish Patient Safety Programme (SPSP) Working Group.

- **PCCH Working Group:** The meeting arranged for August was postponed until 21 October to allow for the assimilation of information received. The report is still scheduled to be signed off at the November SPB Business Day meeting. It is hoped that many of the recommendations will be generic and applicable to frail people wherever they live. This report should be seen as the beginning of the process; learning from the international picture, it is estimated that the changes will take 5 – 10 years to achieve.
- **SMHP Group:** Annamarie met with the SMHP Group to discuss the pharmaceutical care standards for dementia and how RPS can support their implementation. She has been invited onto the group and they have changed their strategic document to incorporate support for the dementia strategy as part of their vision. Annamarie has also met with Rosemarie Parr of NES, to discuss the proposals for pharmacist training in this area. She will report back.
- **SPSP Working Group:** This will be a major initiative for four out of the five Scottish LPFs in November. The North East LPF will focus on the wider aspects of medicines safety. Laura McIver has been particularly helpful in supporting RPS in this work stream and has asked Annamarie onto a Health Improvement Scotland expert reference group of medicines reconciliation.

Action: Annamarie McGregor will report back on the work of the SMHP Group.

11/62. IM & T strategic principles

The Chairman congratulated Alex MacKinnon on this piece of work; the President supported this.

Alex MacKinnon advised the meeting that the strategy would be layered into patient care, pharmaceutical care and medicines safety. With the approval of all three national Pharmacy Boards, he would call a meeting, for October, of the IM & T internal strategy group, to see if there are common areas where all three countries are required to work together. He then asked for the Board's approval of the IM & T strategic principles

The Scottish Pharmacy Board

approved

the IM & T strategic principles.

11/63 **Supervision**

Aileen Bryson (Practice and Policy Lead) updated the Board and asked them to note the five position statements. She suggested that position 5 was still too restrictive and asked for the Board's views on this.

Aileen reported that the RPS Conference debate on Supervision had been too short and insufficient time had been allowed for a comprehensive discussion; the debate didn't go far enough and was too restrictive.

Alex MacKinnon suggested that positions 1, 2, 3 and 4 were very strong and that, although position 5 was still strong, it needed 'tweaking'. It is important to approach DH and MHRA with salient points. David Thomson supported Alex MacKinnon's view, adding that position 5 might inhibit Scotland's stand. The Chairman reminded the meeting of Aileen's report on Forth Valley Royal Hospital, which has the ability to deliver services using robotics and very little supervision. Sandra also gave an analogy of a critically ill patient in Stornaway, who needed to be thrombolytised within 4.5 hours. The nearest consultant was in Aberdeen and he was able to sanction the treatment. The Chairman ended by saying that there needs to be a balance between progress and not being exploited by the multiples; this would be a matter for the unions to pursue rather than the Society, i.e. a professional body.

The President commented that he was pleased with the final compromise position; he added that robots should be considered separately and differently. He felt that the RPS Conference debate didn't work because it was difficult to hear the arguments.

Ewan Black asked why it wasn't agreed that pharmacists should not be allowed to supervise multiple pharmacies; he suggested a position 6, which would be: 'that a pharmacist can only supervise one pharmacy at a time but, apart from that, they could do as they like'. Ewan felt that the majority would agree with this solution.

Anne Boyter suggested that Board Sponsors should disseminate the subject of supervision out to the LPFs for discussion and, as the President intimated that the timeline for supervision had slipped from 1 September, there would be more time to consult with members.

Fiona MacLean suggested that position 2 was unrealistic as, in community pharmacy, pharmacists do not have access to records – she felt that it had been left deliberately vague.

Annamarie McGregor advised the meeting that LPF meetings for the rest of the year, are being finalised; 15 minutes is allowed at the end of each meeting

for CPD and that this would be an ideal time for a discussion on supervision
Action: Annamarie McGregor, Sara Fletcher and Aileen Bryson to work with Board sponsors to present on supervision at the end of each LPF meeting.

11/64. The Responsible Pharmacist

Alex MacKinnon provided an update to the Board on the initial draft survey findings from the evaluation of the Responsible Pharmacist Regulations and a snapshot update of the open space workshop which took place in London on Wednesday 16 September 2011.

The survey results showed some very unsatisfactory interpretations of the regulations. Outcomes of the survey and of the day will be published as a report and circulated primarily to each country's Chief Pharmaceutical Officer. It is believed that RPS will make the report public in mid to late October, after it has been signed off by the Chairs of each nation.

Both Anne Boyter and David Thomson suggested that the Boards should be allowed to input into the report. The Chairman advised that both she, and the Welsh Pharmacy Board Chairman, Mair Davies, had agreed that the Boards should have input and thought that this had been the case. The Chairman asked for clarification on this matter.

None of the national Pharmacy Boards have seen the presentation; the Chairs had asked that it be made available to Board members. Alex MacKinnon agreed to seek clarification that the presentation can be made available and, if so, will email out to the Scottish Pharmacy Board. He reminded the meeting that the presentation is a first draft and not the finished article.

Action: The President will seek clarification as to whether the national Boards should have input into the report. He will report back to the Chairmen of each nation.

Action: Alex MacKinnon to seek clarification that the presentation can be made available to Board members and, if so, will email out to the Scottish Pharmacy Board.

11/65. The SHARE Register

Aileen Bryson provided an update on the SHARE Register project, and asked the Board for endorsement of the initiative.

The Board was advised that the SHARE Register fits in with the Scottish Government's policy, bring clinical trials to Scotland.

Ann Boyter asked for clarification on the number of universities which will be involved with the SHARE Register, believing it to be only two out of twenty.

Concern was voiced over the impact on income streams for health boards and consequently jobs

Fiona MacLean asked whether students would be able to use the Register to recruit volunteers for their studies.

Aileen Bryson agreed to seek clarification on the issues raised and asked the Scottish Pharmacy Board to endorse the SHARE Register.

The Scottish Pharmacy Board agreed to endorse the SHARE Register pending clarification of the issues raised.

Action: Aileen Bryson to seek clarification on the issues surrounding the SHARE Register, which were raised by the Board.

11/66. Scottish Pharmacy Board Representation

- David Thomson is on a working group, chaired by the Chief Executive, on International opportunities and markets. It is intended for pharmacists who are overseas members. The first meeting was a scoping exercise, the next meeting will be virtual
- Fiona MacLean asked about RPS Scottish Intercollegiate Guidelines Network (SIGN) representation; she is associated with one which focuses on guideline development for lung disease. Fiona Macmillan, who works for NES, is the RPS representative for SIGN; Aileen Bryson suggested that representation might be sought through the LPF network.
- Aileen Bryson, David Thomson and Janine Milne represented the Society at the Procession and Service of Thanksgiving and Dedication of the 65th Edinburgh International Festival at St Giles Cathedral, Edinburgh on Sunday 14 August 2011

11/67. Any other business

There was none.

11/68. Date of Next Meeting

The date of the next meeting will be Wednesday 23 November 2011 (Business Day).