

SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Thursday 8 October 2020, by Zoom.

Present

Mr Brian Addison (BAd)
Mr Ewan Black (EB)
Dr Anne Boyter (ACB)
Mr Jonathan Burton (JB) (Chair)
Miss Tamara Cairney (TC)

Mr Andrew Carruthers (AC)
Mrs Kathleen Cowle (KC)
Alasdair Macintyre (AM)
Dr John McAnaw
Dr Ailsa Power (AP)

In attendance:

Clare Morrison, Director for Scotland, Annamarie McGregor (AMcG), Head of RPS Local (GB) / Interim Practice & Policy Lead, Helen Reilly (HR), Head of External Relations, Carolyn Rattray (CR), Business Manager, Paul Bennett (PB), Chief Executive, Sandra Gidley (SG), RPS President, Robbie Turner (RT) Director of Pharmacy and Member Experience (PMEX), Neal Patel (NP), Head of Corporate Communications, Professor Gino Martini, RPS Chief Scientist, Amandeep Doll, (AD) Inclusion & Diversity Coordinator, Gail Fleming (GF), Director of Education and Professional Development, Hanna Jenvey, ECP Programme Lead.

20/10/01.	<p>Welcome and introductions</p> <p>The Chair welcomed everyone to the meeting, extending a particular welcome to Clare Morrison the new Director for Scotland. Clare thanked all the BMs for meeting with her over the previous two weeks and noted how much she was looking forward to working with the Board and RPS teams.</p>	
20/10/02.	<p>Apologies</p> <p>Apologies were received from Deborah Stafford (DS). Both John McAnaw and Brian Addison indicated that they might need to leave at various stages for other urgent external meetings.</p>	
20/10/03.	<p>Declarations of interest (20.10/SPB/03)</p> <p>An amendment to the SPB declarations of interest document was received prior to the meeting from Jonathan Burton. CR to update the SPB declarations of interest document. Board members (BMs) were asked to indicate in the 'Chat' any changes (also if there are none). Also, BMs to declare any interests at the beginning of agenda items.</p>	<p>CR BMs BMs</p>
20/10/04.	<p>Minutes of the SPB Formal Business meeting held on Wednesday 24 June 2020 (20.10/SPB/04)</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">accepted as a true and accurate record</p> <p>the minutes of the formal SPB meeting held on Wednesday 24 June 2020.</p> <p>Proposed by Dr Ailsa Power and seconded by Ewan Black.</p>	
20/10/05.	<p>Actions Log (20.10/SPB/05)</p> <p>Any outstanding actions from the SPB Formal Business meeting held on Wednesday 24 June 2020, to be covered as substantial agenda items.</p>	
20/10/06.	<p>COVID Response Team (CRT) activity and next steps (20.10/SPB/06)</p>	

Clare Morrison (CM), Director for Scotland, provided an update on CRT activity between June and September. Activities have now broadened to include winter pressures, preparing for a 'second wave', Brexit and the impact of Brexit on medicines supply.

Board members were asked:

1. Is the weekly report useful and would you like this to continue?
2. We are considering diversifying the remit of the team to include business critical activity. Would the Board want future updates to include business critical activity outside of the COVID programme?

It was agreed that the frequency of the report should be flexed depending on how quickly and critically the agenda is moving; a brief weekly summary on new activities and strategic planning would be useful with the day to day activities being reported less frequently. One of the comments received was from a community pharmacist who felt it was useful, informing day to day practice. It was agreed that there should be one stratified report, allowing recipients to receive the information that is relevant to them.

The SPB was asked to consider the types of activities that would be relevant to members during a 'second wave'. It was agreed that mental health and wellbeing should be a priority. It was suggested that the RPS in Scotland could partner with Community Pharmacy Scotland (CPS) to have an aligned approach in regards to the pressures of this 'second wave' Clare Morrison (CM) confirmed that the RPS in Scotland team is meeting regularly with CPS to encourage alignment particularly around the 2021 Manifesto. CM to discuss partnership working with Harry McQuillan, CEO, CPS.

The SPB was informed that RPS has just closed a mental health and wellbeing (MH&WB) survey, which is now being analysed. There is a significant thread running through the responses, demonstrating that some members are feeling overwhelmed. The RPS sees MH & WB as a priority and is working to support members in this area. Other areas of focus include winter pressures and a second wave; it was agreed that work in this area should be better promoted to ensure that members are aware of the support available to them.

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	<p>noted</p> <p>COVID Response Team (CRT) activity and next steps (20.10/SPB/06).</p> <p>Action: CM to discuss partnership working with Harry McQuillan, CEO, CPS.</p>	CM
20/10/07.	<p>Scottish Pharmacy Board Manifesto 2021 (20.10/SPB/07)</p> <p>A copy of the draft SPB Manifesto 2021 was included in the Board papers; it has been agreed that a brief summary with 'clear asks' should be placed at the beginning of the document. The document will be 'launched' at the end of October in readiness for the return of MSPs after recess. Once published, the next steps will be to implement the associated comms plan; this will include a news story to be sent to the pharmaceutical media. The manifesto will also be sent to all MSPs, with a particular focus on, and engagement with, members of the Health & Sport Committee.</p> <p>CM noted that she has been given sight of the CPS draft manifesto and, although the RPS document is 'broader' (covering all sectors), the two documents align which will be helpful when looking for support from politicians. The Manifesto was received very positively.</p> <p>In response to BM questions, HR confirmed that the information around vaccinations is up to date and has been changed since the papers were sent out. HR to recirculate the latest version of the manifesto.</p> <p>Once the manifesto has been launched, Board members are asked to promote the document to their networks and on social media.</p> <p>To support the manifesto asks, Board members (BMs) were informed of a proposed initiative: <i>The 24 days of pharmacy</i> which is to take place in December. 8 volunteers from the Board are needed, each to present a manifesto 'ask' in a video, the other days will be videos of pharmacist members in their day to day practice and BMs were asked to provide names of members who might be happy to support this work.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p>	

	<p>Scottish Pharmacy Board Manifesto 2021 (20.10/SPB/07).</p> <p>Action: Board members to promote the manifesto through social media.</p> <p>Action: Eight BMs to volunteer to promote the <i>24 days of pharmacy</i> initiative via podcasts/videos. Each presentation will focus on one Manifesto 'ask'.</p> <p>Action: Board members to work with HR to enlist Scottish pharmacy team members to present videos of the remaining days</p>	<p>BMs</p> <p>BMs</p> <p>BMs</p>
<p>20/10/08.</p>	<p>Early Careers Pharmacist (ECP) Programme</p> <p>Hanna Jenvey (HJ), ECP Programme Coordinator, provided an update on the ECP Programme which started in July and was due to conclude at the end of September. BM have been kept informed of progress through weekly updates and were invited to feedback throughout.</p> <p>The programme was paused just before it was due to finish in order that the deadline for the CPCS project could be met. This has meant that the 'wrap-up' report has yet to be completed but this will be finalised and disseminated before the end of October.</p> <p>The principle outputs from the programme are:</p> <ul style="list-style-type: none"> • Improved functionality of the website; to include improving the search bar functionality, rationalising titles of resources to make them easier to find and archiving resources to Box • New series of monthly webinars for members; the webinars will reflect around the life-cycle of medicines, working with key stakeholders to deliver content, e.g. MHRA and NICE. The Education team will lead on this work as it reverts to business as usual. • A careers' support hub with pharmacy specific content • Peer recommendations (testimonials) on the website. <p>A newly designed dashboard will monitor engagement with the new web pages. HJ confirmed that each of the project strands now sit within business as usual teams.</p>	

	<p>There was a discussion about marketing and how the new functionality and enhancements will be promoted to ECPs and also how it will be presented in each country ‘to be relateable’.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>Early Careers Pharmacist Programme update.</p> <p>Action: Board members to assist with sourcing testimonials.</p>	
<p>20/10/09.</p>	<p>Inclusion & Diversity (20.10/SPB/09)</p> <p>Amandeep Doll (AD), Inclusion & Diversity Coordinator, was welcomed to the meeting. BMs were updated on the delivery of the Action in Belonging, Culture & Diversity Group (ABCD). The group is open to all members of the pharmacy family and is inclusive and intersectional; this means that when developing strategy there is always an intersectional view. The group has approximately 250 members and meets every two months by Zoom; at the first meeting, the group was asked to reflect on the three strategic pillars, which are:</p> <ul style="list-style-type: none"> • Create a culture of belonging • Champion inclusive and authentic leadership • Challenge inclusion and diversity barriers <p>The RPS is looking at its own data and its findings will be presented to the Assembly.</p> <p>Work is ongoing to make the 2021 NPB elections as accessible as possible to ensure that Board representation is inclusive and diverse. One area that is to be considered is communications with a focus on language that will empower and enable members to stand for election.</p> <p>AD noted that when the workstream was initiated, it was intended to be ‘by the profession for the profession’ but as it has developed the line of this being for the progression and patient care has ‘blurred’. Once gaps have been identified how we can support pharmacists support patients, AD will approach the education team to see how these can be addressed.</p>	

	<p>A discussion followed about how the Boards can dispel the myths around Board activities and encourage a more inclusive and diverse range of candidates to stand for election and ensure balanced representation on the Boards. This could be through various means of communication and social media.</p> <p>It was suggested that challenges could arise between the different groups but these can be addressed in other forums.</p> <p>Board members were asked to pass on details of any inclusion and diversity training packages/information as the RPS is looking to build a bank or resources to support the I & D workstream. BMs were also asked to promote the NPB elections as being inclusive and diverse and to actively encourage members from all backgrounds to stand for election.</p> <p>Action: Board members to pass on to AD, details of any inclusion and diversity training packages that they are aware of.</p> <p>Action: Board members to promote the NPB elections as being inclusive and diverse and to actively encourage members from all backgrounds to stand for election.</p> <p>The Scottish Pharmacy Board</p> <p>supported</p> <p>the Inclusion & Diversity Update (20.10/SPB/09).</p>	
<p>20/06/10.</p>	<p>Science and Research (S & R) (20.10/SPB/10)</p> <p>Prof Gino Martini (GM), Chief Scientist, was welcomed to the meeting. GM provided an update on activities since the S & R report was produced.</p> <p><u>Data analysis.</u> The extended S & R Team has been analysing data to inform decisions; this worked well during the first wave of the COVID crisis and continues to be used for this and, also, to inform business critical activities, e.g. the early careers' work stream. A 'truly cross-directorate framework'.</p>	

	<p><u>Industrial Pharmacy Advisory Group (IPAG).</u> This group is to replace the Industrial Pharmacy Forum. The group will support the RPS NPBs on matters affecting Pharmacy and Pharmaceutical Science and will provide expertise on these matters. A Chair and group members are being recruited in readiness for a 2021 launch.</p> <p><u>Science and Research Committee.</u> Christine Bond's term of office as Chair comes to an end in 2020 and so a recruitment process for her replacement is about to start</p> <p><u>Vaccines toolkit.</u> A vaccines toolkit has been developed; the Support team will have access to this resource. It includes a page on temperatures that different vaccines should be stored at. If access is required to this resource, BMs should email Gino.</p> <p><u>Research Pathway.</u> The English CPhO is considering opportunities around the development of a clinical research pathway which would empower pharmacists to complete PhDs. A Committee, led by Prof. Peter Kopelman, has been set up to progress this initiative; it was confirmed that RPS would be involved in its development.</p> <p>The SPB was asked to encourage pharmacists to undertake PhDs and research. Anne Boyter (ACB) noted the challenges that universities face in that a PhD pharmacist is required to supervise a pharmacist undertaking a PhD. Further consideration is required by the universities around a funding strategy to ensure staffing levels and opportunities are available.</p> <p>Action: BMs to promote the opportunities of sitting on the IPAD and S&R Committees and encourage their networks to apply if appropriate. Action: BMs should email GM if they would like access to the Vaccines Toolkit. Action: GM/ACB to explore opportunities around PhDs and research.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p>	
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	The science and research update (20.10/SPB/10).	
20/10/11	<p>Practice and Policy (P & P) Update</p> <p>Annamarie McGregor (AMcG), Interim Practice & Policy Lead, provided a verbal update on the practice and policy work stream.</p> <p><u>Independent Prescribing (IP) SLWG.</u> The group has now held its third and final meeting and a report is being drafted which will be circulated to the three NPBs for information and feedback. Five key areas were identified where services for members should be established; these included:</p> <ul style="list-style-type: none"> • a peer network • Support when members are changing their scope of practice • Support IP pharmacists to become DPPs in the future <p><u>Future of Pharmacy policy.</u> The Future of Pharmacy policy was published in July 2020. The Practice and Policy team is raising awareness of RPS activities by focussing comms to reflect: 'you said, we did and you got' The paper is being updated on a regular basis. The document was presented to the Directors of Pharmacy (DoP) Executive; the DoPs provided feedback around making aspects of the policy more Scottish specific; there is potential to work jointly. It was agreed that this should be discussed further at the Business Planning session.</p> <p><u>Mental Health policy.</u> This was scheduled to be launched in March but was postponed due to the pandemic. Now that the new Director for Scotland is in post, the document is being revisited and updated. It will be launched (via Webex) on 27 October 2020.</p> <p>It was agreed that the Future of Pharmacy policy document should be used to inform the business planning agenda item.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p>	

	the practice and policy update.	
20/10/12.	<p>Education and Professional Development Update – Q3 (20.10/SPB/12)</p> <p>Conflicts of interest were noted from: Anne Boyter, Ailsa Power and Brian Addison.</p> <p>Gail Fleming (GF), Director of Education and Professional Development, and Joseph Oakley (JO) provided an update on the work of the Education and Professional Development team, focussing on the activities since the report was circulated.</p> <ul style="list-style-type: none"> • <u>Chairs of Education and Standards Committee(E&SC) and the Science and Research Committee (S&RC)</u>: The tenures of Peter Kopelman, Chair of the E&SC, and Christine Bond, Chair of the S&RC, conclude at the end of 2020. Both posts will be advertised, from Monday 12 October. • <u>Credentialing activity</u>: GF noted the recently published guidance (Scotland) on post-graduate careers which is welcomed by RPS. A new member of staff has been appointed, on a fixed term contract, starting in November, to lead on all aspects of advanced practice. • <u>Consultant Pharmacists</u>: RPS is leading on the implementation of the national guidance which applies across England, Wales and Northern Ireland. the RPS has been approving posts since the launch in March 2020; approximately 20 applications from all sectors have been received (inc. one from Scotland). The RPS consultation around the credentialling of individuals which closed in September, had a tremendous response. As a result of the consultation a few minor changes have been made and it is on track to be launched at the end of October alongside the e-portfolio consultant pharmacist programme. JO noted that he has been working very closely with Susan Roberts (NES) to see how it can work in Scotland. Scotland has been represented on the task and finish group right from the 	

	<p>beginning. There is confidence that what has been developed for Scotland is fit for purpose. JO has been conducting a virtual tour of the Scottish health boards to talk to the DoPs and Education Leads about the curriculum and the role of consultant pharmacists. There is consensus that it is not necessary to wait for the Scottish policy; Scottish applicants will be credentialed against the standard even without the policy. There was a discussion about Board involvement in workstreams and how this could work.</p> <p>The Chair thanked GF and JO for the education and professional development update.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the education and professional development update (20.10/SPB/12).</p>	
20/10/13.	<p>Key messages from open business session</p> <ul style="list-style-type: none"> • Manifesto • Inclusion and diversity around the elections • Consultant pharmacists • Launch of the mental health policy - 27 October 2020 	
20/10/14.	<p>Any other competent business</p> <p><u>Proposal for change in SPB meetings structure (20.10/SPB/14).</u></p> <p>It was agreed that it wouldn't be possible to please everyone and so will need to be flexible, learning from the experience (a test period) as we move through the meetings calendar. It was suggested that having more virtual meetings might help with the recruitment of BMs who previously might not have put themselves forward at elections because of the travel implications. The general feeling was that there should be more frequent and shorter meetings (more agile)</p> <p>RT noted that the RPS will support the Boards to work in the most efficient way for them but urged caution around flexibility and changing the format and times of meetings as, ultimately, it might prove to be less flexible. It was agreed that further consideration is required. CM to lead from an</p>	

	<p>organisational perspective to see how it could work and develop a proposal – a collegiate approach and then consider a calendar for meetings. Consideration to be given to other forms of communications, to be more agile, e.g. Whatsapp.</p> <p>Action: CM/JB to draft and present a concrete proposal (mixed model with more remote meetings).</p> <p>The Scottish Pharmacy Board</p> <p>supported in principle</p> <p>the proposals for change in the structure of SPB meetings.</p>	JB/CM
20/10/04C.	<p>Pharmacy and Member Experience (P&ME) (20.10/SPB/04C)</p> <p>Robbie Turner (RT), Director for P&ME and Neal Patel (NP), Head of Corporate Communications, provided updates on the P&ME workstreams, covering areas such as membership (retention and recruitment), various membership campaigns and member engagement.</p> <p>The Chair asked about making the membership resources more easily searchable and also making them more regionally focussed. The Scotland landing page needs to be updated; resources could be incorporated into the update so that they are clearly visible. Scotland team to work with the web team on this. Also, there are plans to offer customised and segmented communications to make them relevant individual members. Another way to 'elevate the resources' is to invite members to tell us how they use the resources in their practice. JB suggested that the PJ is included in this.</p> <p>Andrew Carruthers (AC) is to participate in the upcoming CPCS course; he noted that it would have been an opportunity to have an additional slide at the end promoting the benefits of RPS membership. It was confirmed that the second CPCS workshop slides do have some information but a balance has to be struck as the priority is the delivery of the course.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p>	

	<p>The pharmacy and Member Experience update (20.10/SPB/04C).</p> <p>Action: Scottish team and web team to work together to update the Scottish landing page, ensuring that member resources pertinent to Scotland are clearly visible.</p>	Scot/Web teams
20/10/05C.	<p>Business Planning 2020/2021 (20.10/SPB05C)</p> <p>Paul Bennett (PB), Chief Executive, provided a brief presentation on the plans for the 2021 - 2026 RPS strategy; the strategy will be signed off at the March 2021 RPS Assembly. PB's presentation set the context for the SPB business planning session. CR to circulate the presentation to BMs.</p> <p>CM explained the thinking behind the business plan; the intention is to have one over-arching plan for all three countries; the key aims and priority areas will be the same for all but the core activities will be shared between the countries to allow for country specific activities to take place. A skeleton draft plan (driver diagram) with the key aims and priority areas included was presented to the board to encourage discussion around the core activities required to achieve the key aims. BMs agreed the key aims and priority areas.</p> <p>After the NPB meetings, the three country directors will meet to agree both GB and country specific activities. Going forward, reporting will be to the one-page summary but a more detailed plan will sit behind the summary. Board members will be invited to be sponsors of workstreams.</p> <p>A comprehensive discussion took place with activities recorded on the draft plan. CM to complete the plan taking into account the discussions that took place. The revised plan will be circulated to BMs for further comment and feedback.</p> <p>Action: CR to circulate PB's strategy presentation to the SPB Action: CM to complete the first draft and to circulate to BMs for comments and feedback.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">agreed</p> <p>The initial draft business plan.</p>	CR CM

20/10/06C.	<p>Introduction and Update from the RPS Treasurer</p> <p>The Chair welcomed and introduced Andre Yeung (RPS Treasurer) to the meeting. Andre provided a financial update as the newly appointed RPS Treasurer; AY also provided an oversight of the work in which he is involved.</p> <p>Going forward, the NPBs will be provided with a dashboard with all the key metrics noted clearly in one place. The dashboard is being developed and will come to fruition over the coming months. AY will share some visuals with the NPBs as soon as it is finalised. The dashboard will provide for better visibility, better governance and better control for the business.</p> <p>The RPS Treasurer was thanked for his update.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>The RPS Treasurer's introduction and verbal update.</p> <p>Action: Chair to invite the RPS Treasurer to the next SPB meeting to report on finances and also development of the dashboard.</p>	
20/10/07C	<p>Education and Professional Development</p> <p>Gail Fleming, Director of Education & Professional Development, gave a brief update on the development and progress of the Foundation Training workstream.</p> <p>A couple of webinars have been held to keep board members informed regarding the fast-paced Foundation agenda.</p> <p>GF confirmed that the GPhC has now implemented a more robust governance process with seven GB workstreams reporting into an Initial Education and Training Standards Advisory Group (first meeting will take place before the end of October). The RPS is represented on all seven workstreams CM confirmed that she has been invited to sit on a Scottish specific workstream (there</p>	

	<p>is also a Welsh workstream). The country specific workstreams also report directly to the Advisory Group.</p> <ul style="list-style-type: none"> • Learning outcomes • Year 5 • Independent Prescribing • Post-registration • Funding • Selection and Admissions • Equality, Diversity & Inclusion <p>It was confirmed that the RPS role will be complementary. The RPS has no ambitions to be an education provider looking, instead, to develop the curriculum and assessment with the education providers working with the education commissioners to design different models in different countries. Further discussions will take place within the seven workstreams over the coming months.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the Education and professional development update around the development of the Foundation agenda.</p>	
<p>20/10/08C</p>	<p>National Board Chairs’ Forum – points to discuss (20.10/SPB08C) (i), (ii) and (iii)</p> <p>Robbie Turner (RT), Director of Pharmacy and Member Experience and Sandra Gidley (SG), RPS President, provided context to matters considered at the NBCF. As a result, the NPBs were being asked to consider three questions:</p> <p><u>RPS National Board meetings – Open Business.</u> This matter was considered at the NBCF on 26 August where it was referred to the NPBs for their view. Board members were asked if they were in agreement to invite members to open business proceedings in the interest of engagement and transparency.</p> <p>The Scottish Pharmacy Board</p>	<p>I</p>

	<p style="text-align: center;">agreed in principle</p> <p>to promote the Open Business session of Board meetings to RPS members. There was a discussion around whether numbers should be managed to ensure a positive experience so that those attending can be engaged with before, during and after the meeting.</p> <p>SG provided feedback from the EPB and WPB who had considered this matter earlier in the day. All three NPBs agreed in principle to having members attend as observers. SG confirmed that this matter would revert to the NBCF for a final decision.</p> <p><u>Recording of meetings.</u> The Scottish Pharmacy Board discussed matters concerning Board record keeping.</p> <p><u>NPB Elections 2021 – board member pledge.</u> This is linked to the Inclusion and Diversity strategy regarding encouraging and engaging with as many members as possible encouraging them to stand for election, especially in a year when there are so many places to be filled. JB / CM to draft a proposal to be considered by all the NPBs.</p> <p>Action: JB/CM to draft a proposal for consideration by the NBCF who will then take back to the NPBs.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">agreed in principle</p> <p>To promoting the RPS NPB 2021 elections and the Board member pledge as described by JB. from all backgrounds to stand for election.</p> <p><u>Education and Standards (E&S)/Science and Research (S&R) Committees – Board representation.</u> The E&S and S&R Committees replaced the Education and Science and Research Boards and, whereas, the terms of reference for the Boards stated that there would be BM representation from each of the countries on each of the Boards, this was not replicated in the terms of reference for the replacement committees, i.e. there is only representation from one Board member to cover the three countries on each of the committees. It was noted that the President can attend these</p>	
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	<p>committees in an ex-officio capacity. Board members were asked for their views as to how they should be represented on the committees. PB confirmed that the Committees are different to the Education and Science & Research Boards in that their focus is technical and advisory to the 'function' and is not a governance body. RT confirmed that these are GB committees.</p> <p>The Scottish Pharmacy Board</p> <p>Supported</p> <p>The status quo, i.e., that there should be one BM representative from all three countries on each of the committees.</p>	
20/10/09C	<p>Any other confidential business</p> <p>There was no other confidential business to consider.</p>	
	<p>The Zoom meeting ended at 17:00.</p>	