

## **SCOTTISH PHARMACY BOARD MEETING**

Minutes of the meeting held on Wednesday 3 July 2019, at Holyrood Park House, 106 Holyrood Road, Edinburgh EH8 8AS.

### **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)

Mr Alasdair Macintyre (AM) (from 10 am)

Dr John McAnaw (Chair)

Dr Ailsa Power (AP)

Mrs Deborah Stafford (DS) (from 10 am)

### **In attendance:**

Aileen Bryson (ABr), Deputy Director and Scottish Practice and Policy Lead, Alex MacKinnon (AMK), Director for Scotland, Annamarie McGregor (AMcG), Practice Development Lead, Helen Reilly (HR), Head of External Relations, Boyana Atanasova (BA), Digital Communications Executive, Carolyn Rattray (CR), Business Manager, Dawn Ferguson (DF), Business Support Assistant, Paul Bennett (PB), Chief Executive, Professor Luigi Martini (GM), RPS Chief Scientist, Ashok Soni (AS), RPS President, Robbie Turner (RT), Director of Pharmacy and Membership Experience.

**Attendance by Skype:**

Corrinne Burns (CB), Reporter (Pharmaceutical Journal team) for the entire meeting, Steve Field (SF), Relocation Project Manager joined the meeting via Skype for the agenda item on the property (19/07/11) and Gail Fleming (GF), Director for Education and Professional Development, for the update on Education and Professional Development.

**Guests:**

Pamela Mills (PM) and Shady Botros (SB), Clinical Fellows focussing on Integration of Pharmacy Services and Hospital Pharmacy Service Transformation respectively.

<b>19/07/01.</b>	<p><b>Welcome and introductions</b></p> <p>The Chair welcomed everyone, extending special welcomes to Brian Addison (BAd), newly elected SPB member and to John McAnaw (JMcA) who has been re-elected to the SPB. The Chair also welcomed the Chief Executive, RPS President, Robbie Turner (RT), Director of Pharmacy &amp; Member Experience and Professor Luigi Martini (GM), RPS Chief Scientist.</p> <p>Board Members were advised that Pamela Mills and Shady Botros would join the meeting for their agenda items and for lunch.</p> <p>Skype: Corrinne Burns (CB) to attend the entire meeting and Steve Field and Gail Fleming to attend for their agenda items.</p>	
<b>19/07/02.</b>	<p><b>Apologies</b></p> <p>Apologies were received from Mrs Kathleen Cowle (KC).</p>	
<b>19/07/03.</b>	<p><b>Declarations of interest</b></p> <p>Amendments to Board Members' (BM) Declarations of Interest:</p> <p><u>Tamara Cairney (TC).</u></p> <ul style="list-style-type: none"> <li>Remove references to specific GP practices</li> </ul>	

	<p><u>Jonathan Burton (B)</u></p> <p>Remove:</p> <ul style="list-style-type: none"> <li>• Council member, Community Pharmacy Scotland</li> <li>• Committee member, Community Pharmacy Forth Valley</li> </ul> <p>Add:</p> <ul style="list-style-type: none"> <li>• Chair, Scottish Pharmacy Board, RPS</li> <li>• Assembly Member, RPS</li> <li>• Assistant Editor of a textbook in the Pharmaceutical Press pipeline</li> </ul> <p><u>John McAnaw (JMcA)</u> TBC.</p> <p><u>Andrew Carruthers (AC)</u> Remove reference to Patient Group Direction (PGD)</p> <p>There were no other changes to Board Members' declarations of interest.</p> <p><b>Action:</b> CR to update the declarations of interest.</p>	<b>CR</b>
19/07/04.	<p><b>Minutes of the SPB Public Business meeting held on Wednesday 24 April 2019</b></p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;"><b>accepted as a true and accurate record</b></p> <p>the minutes of the Scottish Pharmacy Board Public Business meeting, held on Wednesday 24 April January 2019 (19.07/SPB/04).</p> <p>Approved by Ewan Black and seconded by Tamara Cairney.</p>	
19/07/05.	<p><b>Actions Log (19.07/SPB/05)</b></p> <p><u>Pharmacy and Member Experience.</u></p>	



	<p>Areas covered included Brexit, international, pricing, professions, inclusion and diversity, Work Buzz, the RPS Governance Review and business planning.</p> <p>The Scottish Pharmacy Board</p> <p><b>noted</b></p> <p>The Chief Executive's overview of RPS Activities since April 2019.</p>	
19/07/07.	<p><b>SPB Business Plan 2019 (Quarter 2)</b></p> <p>Alex MacKinnon (AMK) provided an update on activities pertaining to the SPB Business Plan 2019, Quarter Two (19.07/SPB/07).</p> <p>Highlights included:</p> <p><u>Launch of the Care Homes Policy</u> – this was debated in the Scottish Parliament and a motion submitted by Monica Lennon MSP. It has been confirmed that a Clinical Fellow is to be appointed to focus on care homes. A watching brief will be kept to ensure that recommendations are adopted. BMs were asked to promote the report within their health boards.</p> <p><u>Primary Care and Medicines Inquiries</u> – The inquiries were considered at a workshop the previous day.</p> <p><u>MEX goals</u> – RT to update on MEX activities in the P &amp; ME Directorate update.</p> <p><u>Mental Health</u> – The intention to hold a round table which will result in a report and a <i>Call to Action</i>. The work that has been done by the EPB will be used as a basis for the Scottish report.</p> <p><u>RPS Local</u> – There have been 12 events since the last Board meeting – topics have included Diabetes and the Menopause. The local networks will be vital in the roll-out of the RPS education and professional development products in 2020 (Q1 and Q2).</p> <p><u>Mentoring</u> – BMs were asked to be mentors. The new mentoring platform is to be launched in September 2019; RPS Local will be used as a platform to spread mentoring. JMCA suggested that RPS Fellows could be asked to be Mentors: 'a way of giving back'. BMs were advised that a priority for the next year will be the enabling and delivery of the RPS educational products - the RPS USPs.</p>	<p><b>BMs</b></p> <p><b>BMs</b></p>

	<p><u>Pharmacy Practice Collaborative</u> –The purpose of this group is quality improvement and safety. Careful management is required to ensure that RPS ambitions are realised.</p> <p><u>Primary Care Clinical Professions Collaborative (PCCPC)</u> – ABr reported that there is a national conversation which is part of the public involvement in the H &amp; S Committee inquiry. To date, only the Royal College of General Practitioners (RCGP) has been invited to the table and so RPS will attend the first official meeting, representing the other members of the Collaborative.</p> <p>ABr confirmed that access to / sharing of the patient record hadn't been considered. AMK asked that it be included on the agenda for the next meeting.</p> <p>The Collaborative also discussed:</p> <ol style="list-style-type: none"> <li>1. Informing patients of the new models of care – ‘enhancement rather than replacement’</li> <li>2. The Royal College of Nursing (RCN) is keen for the Collaborative to consider care homes. The new CEO of the Care Inspectorate is to be invited to a PCCPC meeting.</li> </ol> <p><u>Pharmacy as a Career</u> – Paper later in the day. ACB suggested that we invite newly qualified pharmacists to meetings to encourage their contribution.</p> <p><u>H &amp; S Committees</u> – BMs will be asked to contribute to this work.</p> <p>Alex noted the success of social media and the activities that the team have undertaken have helped Scotland to achieve its retention target.</p> <p><b>Action:</b> Fellows to be approached to be mentors (this should be GB).  <b>Action:</b> Newly qualified pharmacists (former RPS Champions) to be invited to strategy day meetings to encourage engagement.  <b>Action:</b> ABr to ensure that access to / sharing of the patient record is included on the agenda for the next PCCPC meeting.</p> <p>The Scottish Pharmacy Board</p> <p><b>noted</b></p>	<p><b>RT</b>  <b>AMcG / CR</b></p> <p><b>ABr</b></p>
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	The SPB Business Plan 2019 update for Quarter Two (19.07/SPB/07).	
<b>19/07/08.</b>	<p><b>Pharmacy and Member Experience Update</b></p> <p>Robbie Turner (RT), Director of Pharmacy and Member Experience (P&amp;ME) provided an update on the work of the P&amp;ME Directorate since April 2019.</p> <p>Subjects covered included events, professional standards, the MEP, resources, the Museum and membership.</p> <p>The Scottish Pharmacy Board</p> <p><b>noted</b></p> <p>the Pharmacy and Member Experience Directorate Update Item: (19.07/SPB/08).</p>	
<b>19/07/09.</b>	<p><b>Scottish Pharmacy Leadership Scheme – Integration of Pharmacy Services</b></p> <p>The Chair welcomed Dr Pamela Mills (PM) and Shady Botros (SB) to the meeting.</p> <p>Dr Pamela Mills (PM), Clinical Fellow focussing on the integration of pharmacy services, provided an overview of the Fellowship, activities undertaken and ambitions. Sharing with medical and dental colleagues.</p> <p>The fellowship has been evolving and this group is the eighth cohort, although the first group of pharmacist fellows. It has been very useful to ‘showcase pharmacy’ and to work with the different professions. PM gave a brief summary of the different leadership activities undertaken which are transferrable. Being part of the Fellowship has allowed for different thinking, looking to individual strengths to work better as a group. The five Pharmacy Fellows worked together to develop a mission statement and Fellows’ goals; these will be taken forward for future cohorts of Pharmacy Fellows.</p> <p>As well as the Fellows’ goals, a HUGG (huge unbelievably great goal) has been developed around pharmacy language, to make it consistent.</p> <p>Two components relating to the integration of pharmacy services work have been identified:</p>	

	<ul style="list-style-type: none"> <li>• People and Workforce</li> <li>• Information Technology and Digital Health</li> </ul> <p>PM went through a Driver Diagram which showed how the integration of pharmacy services could be improved by 50% by the end of August 2019, taking into account the barriers to pharmacists around accessing essential information.</p> <p>PM concluded her presentation noting achievements:</p> <ul style="list-style-type: none"> <li>• Linking with key stakeholders</li> <li>• Link with national digital platforms</li> <li>• Collaborative work with fellow fellows</li> <li>• Vision for future – passing the baton</li> </ul> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;"><b>noted</b></p> <p>Dr Pamela Mills' overview of work on the integration of pharmacy services.</p> <p><b>Action:</b> CR to circulate the presentation with BMs.</p>	
19/07/10.	<p><b>Scottish Pharmacy Leadership Scheme – Hospital Pharmacy Service Transformation</b></p> <p>Mr Shady Botros (SB), Clinical Fellow focussing on Hospital Pharmacy Service Transformation, provided an overview of work to date and ambitions.</p> <p>The Fellowship is part of the Achieving Excellence strategy. SB is the hospital pharmacy Fellow creating the conditions to transform hospital pharmacy services to deliver world leading pharmaceutical care and to do this despite the ongoing workforce issues. He has been engaging with key stakeholders to define what world leading pharmaceutical care is. Once there is a better understanding of the 'gaps', an action plan will be developed.</p> <p>The draft Vision is now at version 5 with discussions ongoing:</p>	



	<p><i>Pharmacy at the heart of prescribing as a recognised leader of medicines optimisation, to drive excellence in pharmaceutical care through direct patient care where prescribing is the norm.</i></p> <p>The intention is to present the Vision in pictures, making it clearer and more memorable.</p> <p>There was a discussion around targeted seven day working, capacity issues and how staff viewed this. SB confirmed that staff (Tayside) had viewed seven day working favourably.</p> <p>BMs were guided through a diagram which looked at primary and secondary drivers to transform hospital pharmacy services and change ideas.</p> <p>SB noted that he had underestimated what he could do with his Fellowship. He had started off with a very generic definition of what could be achieved, however, working with stakeholders had allowed this generic definition to evolve exponentially. An example of this was that focus had been on a pharmacist being a prescriber; the vision looks to a pharmacist being a leader in medicines optimisation, with prescribing being one component of this.</p> <p>The Scottish Pharmacy Board</p> <p><b>noted</b></p> <p>the presentation on Hospital Pharmacy Service Transformation.</p> <p><b>Action:</b> CR to circulate the Hospital Pharmacy Service Transformation slides to BMs.</p>	<p><b>CR</b></p>
<p><b>19/07/11.</b></p>	<p><b>Property Update</b></p> <p>Steve Field (SF), Project Manager, provided a brief update on the progress of refurbishment work at the new RPS premises at 44 Melville Street.</p> <p>The refurbishment is progressing very well, the 'rip out' works in preparation for refurbishment are on track and on budget and the furniture has been ordered. AMK observed that the process to date has been very smooth. The aim is to make the four floors a 'living museum'.</p> <p>SF confirmed that contingencies had been put in place.</p>	

	<p>It was agreed that over the next few months, consideration will have to be given to how to promote the new premises to RPS Members as possible and how to make it as welcoming as possible. AMK confirmed that a number of events would be organised for the new building.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;"><b>noted</b></p> <p>the update on progress of works at 44 Melville Street.</p>	
19/07/12.	<p><b>Science and Research Update</b></p> <p>Professor Martini (GM), RPS Chief Scientist provided a summary of the work of the Science and Research team (19.07/SPB/12). Further updates were provided.</p> <p><u>Updates since paper:</u></p> <ul style="list-style-type: none"> <li>• <b>Museum:</b> As of 1 July 2019, the Museum will now sit within the Science and Research team; ‘a bold statement that the RPS takes science seriously’.</li> <li>• <b>Cannabis:</b> There is confusion about the levels of THC allowed in Cannabidiol (CBD) oil; THC shouldn’t be present in any CBD products. GM spoke of a QC who specialises in CBD oil and cannabis; he suggested that the PJ should interview him.</li> <li>• <b>Dinitrophenol (DNP):</b> GM provided background; DNP was originally used as a weapon in World War I and has more recently been used as a slimming aid. There are approximately five DNP related deaths each year and although legislation is in place, because it is not treated as a poison and isn’t psycho active, it is not banned. DNP falls between agencies and so, it has been agreed that RPS should take the lead on the production of a policy and to recommend that DNP should be banned.</li> <li>• <b>Research Ready (RR):</b> RR is to be ‘re-vamped to make it fit for purpose’ and so encourage research.</li> <li>• <b>Vaccinations:</b> This was an unexpected work stream which came about as a result of an article in <i>the Times</i>.</li> </ul> <p><u>Events:</u></p> <p><b>Qualified Persons (QP) Symposium (16 May):</b> One of the themes was CAR-T therapies; very exciting and innovative with pharmacists set to play a key role.</p>	

	<p><b>RPS Annual Conference:</b> GM has been working with RT on a Medicines Safety panel; members of the panel include Professor RoseMarie Parr (Scottish CPhO), GM, Professor Phil Routledge and Sir Michael Rawlins.</p> <p>There followed a discussion about unlicensed products. GM confirmed that the S &amp; R team proactively looks at 'what is coming on the horizon', noting that magic mushrooms will be the next issue. The issue of CBD oil is more complicated; CBD oil at 100% concentration is a licensed medicine in the USA and it has been evidenced to be successful in the treatment of children with epilepsy.</p> <p>ASo suggested that RPS's role is to educate pharmacists and to provide the evidence base to support pharmacists to make informed decisions.</p> <p>The Scottish Pharmacy Board</p> <p><b>noted</b></p> <p>the update from the Science and Research team (Item: 19.07/SPB/12).</p>	
19/07/13.	<p><b>RPS Local – fees structure</b></p> <p>AMcG referred BMs to paper: 19.07/SPB/13. England and Wales have always charged non-members to attend their RPS events. 53% of participants at RPS Local events are Members and 47% non-members. RPS Local Coordinators have confirmed that a charge should be applicable to non-members. BMs were asked to consider whether to adopt the RPS fees structure.</p> <p>Andrew Carruthers declared an interest as an RPS Local Coordinator; he suggested that this could be trialled in the larger areas.</p> <p>The Scottish Pharmacy Board</p> <p><b>approved</b></p> <p>The RPS fee structure proposed in Paper (Item: 19.07/SPB/13).</p>	

19/07/14.	<p><b>External Relations</b></p> <p>Helen Reilly (HR), Head of External Relations, introduced a paper on proposals for the ‘<i>Promoting pharmacy as a career</i>’ campaign. The campaign will aim to raise the profile of pharmacists and pharmacy. HR confirmed that ACB and BAd have both considered the campaign proposals</p> <p>The campaign will focus on four stages, the first of which will be primary schools. Primary schools hold ‘World of Work’ weeks and it is important that pharmacy is included in the mix. At this stage it is more about getting children interested in science rather than pharmacy specifically.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;"><b>approved</b></p> <p>the proposals for the <i>Promoting pharmacy as a career</i> campaign (19.07/SPB/14).</p>	
19/07/15.	<p><b>Policy and Consultations</b></p> <p><u>E-cigarettes.</u></p> <p>Professor Gino Martini (GM) reported that a review of the e-cigarettes policy (19.07/SPB/15(i) had been conducted and a revised draft policy produced; the draft is being reviewed by each of the NPBs. A review was required as the original policy was no longer fit for purpose. It had been hoped that the updated policy would be published by the end of 2019, however, publication has been delayed until the MHRA has completed its review and The Tobacco Control Board in Wales, which the WPB sits on, has completed its Tobacco Control Strategy. It is likely that publication will now be in the late spring of 2020; It was confirmed that a holding statement, that could be expanded, has been placed on the RPS website. BMs to feedback comments to ABr.</p> <p><u>Workforce pressures.</u></p> <p>The SPB was asked to consider the paper on Workforce Pressures (19.07/SPB/15ii). The paper had been developed at the request of the EPB. The EPB had agreed that the mental health campaign, launched in 2018, should be reinvigorated and that the focus of this should be on the health and wellbeing of pharmacists. The EPB had chosen to support Option 3, to conduct a member survey and</p>	<b>BMs</b>

	<p>then to host a roundtable. The SPB was asked if it supported Option 3, thus considering it a GB piece of work. The intention would be for each of the countries 'to work in parallel'.</p> <p>ABr highlighted the five <b>What we want to achieve</b> points; the SPB requested that points 1 and 2 of this section are switched.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;"><b>supported</b></p> <p>Option 3, mirroring England with a member survey and a round table.</p> <p><b>Action:</b> ABr to switch points 1 and 2 in the <b>What we would like to achieve</b> section.  <b>Action:</b> ABr to develop this workforce pressures work stream in conjunction with England and Wales.</p>	<b>ABr</b> <b>ABr</b>
19/07/16.	<p><b>Education and Professional Development (E&amp;PD) Directorate Update (19.04/SPB/16)</b></p> <p>Dr Gail Fleming (GF), Director of Education and Professional Development, provided an update on E&amp;PD Directorate activities for Q2, focussing specifically on the RPS Faculty, RPS Foundation, RPS e-Portfolio and Pre-registration Pharmacists.</p> <p><u>RPS Faculty Review:</u> Proposals for the revised RPS Faculty will be presented to the RPS Assembly in November 2019. The Chair asked how the updated Faculty will look; although not completed, the revised process will be less onerous. The next meeting will be about process</p> <p><u>RPS Foundation:</u> A review of the RPS Foundation Pharmacists Framework has been undertaken with more than 900 pharmacists participating. The conclusions of the review will be available in the Autumn of 2019.</p> <p><u>E-Portfolio:</u> This will be used to support the RPS Faculty, Foundation and also Revalidation. The core functionality needs to be refreshed and discovery work is just about to start.</p> <p><u>Pregistration Pharmacists:</u> The RPS preregistration offering is being reviewed by a pre-reg internal operational group (reps from all directorates); it will look at how the new One RPS can provide support and training to preregistration pharmacists.</p>	

	<p>The Scottish Pharmacy Board</p> <p><b>noted</b></p> <p>the Education and Professional Development Directorate Update (19.07/SPB/16).</p>	
19/07/17.	<p><b>Social Media Report</b></p> <p>Boyana Atanasova (BA), Digital Communications Executive referred to the Social Media report (item: 19.07/SPB/17) and provided a brief summary. The RPS social media presence in Scotland is increasing at a healthy rate. Live tweeting at events is creating significant engagement. BA noted that RPS in Scotland tweets have been 'seen' more than 100,000 times since the April SPB meeting.</p> <p>The second quarter was a strong period for Scotland with an increase in numbers. There is confidence that our social media interaction is having a positive impact; going forward, followers won't grow in the same way as previously; the trend is reaching a plateau.</p> <p>BMs were asked to engage with the RPS social media channels; BA to provide training and support.</p> <p>AC suggested that RPS in Scotland should create an Instagram account to encourage engagement with younger pharmacists.</p> <p>BA noted that a Member Survey is about to be launched. BMs were asked to encourage Members to complete the survey.</p> <p>The Scottish Pharmacy Board</p> <p><b>noted</b></p> <p>The Social Media Report for Quarter 2 (Item: 19.07/SPB/17).</p> <p><b>Action:</b> BMs were asked to encourage members to complete the RPS Member survey.</p>	<p><b>BMs</b></p>

19.07/18.	<p><b>Updates on Board Member representation and Chair and Vice-Chair's report</b></p> <p>Board Members were advised that Board Member representation would be a standing item going forward and that BMs would be asked to submit activities before each meeting.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;"><b>noted</b></p> <p>The Chair and Vice Chair's report (<u>19.07/SPB/18</u>).</p> <p><b>Action:</b> BMs to submit details of activities before each meeting. CR to coordinate</p>	<b>BMs / CR</b>
19/07/19.	<p><b>Key messages</b></p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;"><b>agreed</b></p> <p>the following key messages:</p> <ul style="list-style-type: none"> <li>• Promotion of Pharmacy as a career</li> <li>• Two leadership fellows attending the meeting</li> <li>• Workforce member survey</li> <li>• BPSA presented to the SPB and proposals for closer working in the future</li> </ul>	
19/07/19.	<p><b>Any other competent business</b></p> <p><u>Safe Injecting Rooms.</u></p> <p>ABr introduced this item noting that drug deaths are 2.5 times that of the UK average figures. The SPB was asked if it supports the concept of the Safe injecting room in Glasgow.</p> <p>It was agreed that this is too substantive to consider at this stage.</p>	

	<p><b>Action:</b> ABr to prepare a paper for the Board to consider at the September SPB meeting.</p> <p><u>Retired Pharmacists' event:</u></p> <p>ABr reported on an event to celebrate the 60<sup>th</sup> anniversary of a group of retired pharmacists taking their exams. The event was very successful and, in her speech, the organiser noted that the group felt that 'the Society is in good hands'.</p>	
<b>19/07/20.</b>	<p><b>Dates of next SPB meeting</b></p> <p>SPB Board Day: Wednesday, 25 September 2019</p> <p>Two further strategy days – dates TBC.</p>	

**The meeting closed at: 16:00.**