

SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Wednesday 22 January 2020, in the Duncan Room at 44 Melville Street, Edinburgh EH3 7HF.

Present

Mr Brian Addison (BAd)

Mr Ewan Black (EB)

Dr Anne Boyter (ACB)

Mr Jonathan Burton (JB) (Chair)

Mr Andrew Carruthers (AC)

Mrs Kathleen Cowle (KC)

Dr John McAnaw (Chair)

Dr Ailsa Power (AP) (By Skype – am only)

Mrs Deborah Stafford (DS)

In attendance:

Aileen Bryson (ABr), Deputy Director and Scottish Practice and Policy Lead, Alex MacKinnon (AMK), Director for Scotland, Annamarie McGregor (AMcG), Head of RPS Local (GB), Helen Reilly (HR), Head of External Relations, Carolyn Rattray (CR), Business Manager, Ms Sandra Gidley (SG), RPS President, Paul Bennett (PB), Chief Executive and Robbie Turner (RT), Director of Pharmacy and Member Experience.

Attendance by Skype:

Dr Ailsa Power (AP), a.m. only, Corrinne Burns (CB) RPS Reporter (Pharmaceutical Journal team), Prof Luigi (Gino) Martini (GM) and Gail Fleming (GF), Director for Education and Professional Development.

Guests:

Graeme Bryson (GB), Pamela Macintyre (PM) and Siobhan McGuinness (SMcG) to present on progress of the pharmacotherapy work stream which is part of the Scottish Clinical Pharmacy Leadership Fellowship.

20/01/01.	<p>Welcome and introductions</p> <p>JB welcomed Board Members, staff and guests to the meeting; it was noted that Dr Ailsa Power (AP) (a.m. only), Corrinne Burns (CB), Gino Martini (GM) (Science & Research item) and Gail Fleming (Educational & Professional Support) would be attending by Skype from 66 ES. Graeme Bryson, Pamela Macintyre and Siobhan McGuinness (SMcG) would attend for their item on the GMS Pharmacotherapy Services and then join everyone for lunch.</p>	
20/01/02.	<p>Apologies</p> <p>Apologies were received from Tamara Cairney (TC), Alasdair Macintyre (AM) and Ailsa Power (AP) for the afternoon session.</p>	
20/01/03.	<p>Declarations of interest</p> <p>Amendments to Board Members' (BMs) Declarations of Interest:</p> <p><u>Kathleen Cowle.</u></p> <ul style="list-style-type: none"> • Remove: Chair Forth Valley APC • Add: Member of Scottish Management Group (CCA Scotland) • Amend: Daughter works for NHS Lothian <p>Action: CR to update the declarations of interest as noted above.</p>	CR
20/01/04.	<p>Minutes of the SPB Formal Business meeting held on Wednesday 25 September 2019</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 25 September 2019.</p> <p>approved by Ewan Black (EB) and seconded by Debbie Stafford (DS).</p>	
20/01/05.	<p>Actions Log (20.01/SPB/05)</p> <p><u>SPB Business Plan Q2:</u> ABr to ensure that access to / sharing of the patient record is included on the agenda for the next PCPCG meeting. ABr reported that there hadn't been a meeting since July 2019 but BMs were reassured that this matter would be included on the agenda for the next meeting which is scheduled for March 2020.</p>	ABr
20/01/06.	<p>RPS National Pharmacy Board elections 2020</p> <p>Alex MacKinnon (AMK), Director for Scotland and Returning Officer for the Scottish Pharmacy Board (SPB) election 2020, highlighted areas of importance including key dates and timings (20.01/SPB/06)</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the National Pharmacy Board Elections' 2020 paper (20.01/SPB/06).</p>	
20/01/07.	<p>Science and Research (S & R) Update</p> <p>Dr Colin Cable (CC), Assistant Chief Scientist, provided a brief update on e-cigarettes and also changes to the S & R Board:</p> <p><u>E-Cigarettes (e-cigs).</u> As reported, at the September 2019 meeting, work on the e-cigs policy was put on hold. However, concerns over reports of deaths and hospitalisations in the USA, caused by e-cigs use, has led to work resuming with the aim for finalise and publish the policy as quickly as possible.</p> <p>As part of stakeholder engagement, the final draft was sent, as a courtesy, to ASH with the result that the validity of some of the statements was questioned. The evidence and feedback has been reviewed and, although some of the wording will be amended none of the policy points will change. The aim is for</p>	

	<p>the policy to be published in the spring of 2020. CC and the working group were thanked for their contribution to ensuring a policy 'backed by a robust science and evidence base'. The policy will need to be reviewed on a contemporaneous basis as the matter is so 'fast moving'. ACB suggested that the policy should be reviewed in the same way as the SIGN Council, i.e. the policy is accurate up to a certain date.</p> <p><u>Science and Research Board.</u> CC provided some background around the establishment and development of the S & R Board since the demerger. It was decided that the S & R Board should no longer continue as it was and so it was dissolved at the December 2019 meeting; an S & R Committee is being developed in its place. The recruitment of Committee members has been through a combination of appointments and applications; now awaiting ratification. The aim is for current working groups to continue to provide the RPS with high quality S & R advice over a wide range of topics and environments.</p> <p>CC then went on to make a personal statement, advising the Scottish Pharmacy Board that, as a result of the recent restructure, the post of Assistant Chief Scientist had been made redundant and he would be leaving the organisation on 2 April. CC noted his thanks to the SPB and to the present Chair and all past Chairs, for the support given to himself, the S & R team and the S & R Board; he asked the Board to continue its support going forward for the work of the new S & R Committee and the RPS S & R team. JB, on behalf of the SPB, thanked Colin for his contribution and professionalism, noting that trust is vital in health care and that 'Colin is the embodiment of this'. AMK went on to thank Colin on behalf of the Directorate team, noting that it was 'a distinct privilege having you as a colleague' and that his contribution would always be hugely valued. There were further tributes from AMcG and ABr.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the Science and Research Team Update and the accompanying verbal update (20.01/SPB/07).</p>	
20/01/08.	<p>Public Affairs Update</p> <p>Helen Reilly (HR), Head of External Relations, provided an update on activities in 2019 and priorities for 2020; BMs were asked to consider how they can support this work.</p>	

<p><u>Advocacy and Lobbying.</u></p> <p>Read / Write access to the electronic patient record: This was a priority for 2019 and was tied into activities throughout the year.</p> <p>Care Homes Report: This was launched at the Board day (24 April 2019) and was followed by a reception in the Scottish Parliament and further engagement with stakeholders.</p> <p>Raising the profile of pharmacists in the Scottish Parliament: through briefings, sending submissions and giving evidence at Health & Sport (H & S) Committee Inquiries, having motions presented on behalf of RPS members in Scotland and PQs asked.</p> <p>There have been some very positive outcomes from this work, an example of which is the Minor Ailments Service (MAS) being made available to care home residents. The MSP survey has shown a slight increase in favourability but a very positive increase in recognition from the H & S Committee.</p> <p>HR reported that there has been activity to raise the media profile of the RPS in Scotland. To help with this, media training has been provided for BMs, staff and RPS Local Coordinators. Much of the media activity has been reactive although there has been some proactive activity, particularly around the care homes report.</p> <p>There has been increased member engagement through social media, webcasts (RPS Local) and also a CPR event in October.</p> <p><u>Stakeholder Engagement.</u></p> <p>There were a number of stakeholder activities and events in the last quarter of 2019 including a Mental Health (MH) round table event which was hosted by Emma Harper MSP and an Inclusion and Diversity workshop which took place in November. Also, promoting pharmacy as a career has been a common thread running throughout the year.</p> <p>The activity around mental health and inclusion and diversity has helped to establish and develop a number of key partnerships including <i>See Me Scotland</i> and <i>Inclusion Scotland</i>.</p> <p>HR was able to report that as a result of the MH round table, a mental health policy has been drafted which will be launched in the spring of 2020.</p> <p><u>Priorities for 2020.</u></p> <ul style="list-style-type: none"> • Publish Mental Health Policy • Pharmacy Career 'Wall of Fame' 	
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	<ul style="list-style-type: none"> • Activity around the 2021 Parliamentary Scottish elections • Wellbeing • Workforce <p>The aim is for this work to be carried out as much as possible as One RPS.</p> <p>BMs were asked to support these activities by:</p> <ul style="list-style-type: none"> • Encouraging participation – social media, RPS local • Writing blog / opinion pieces • Local advocacy – meeting with your MSP • Conducting a virtual tour of your pharmacy <p><u>Evaluation.</u></p> <p>The impact of Public Affairs activities in 2019 has been to increase the reach and enhance the reputation of the RPS</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the public affairs update (20.01/SPB/08).</p> <p>Action: BMs to consider how they can support public affairs activity. Action: CR to circulate the Public affairs presentation.</p>	<p>BMs CR</p>
<p>20/01/09.</p>	<p>Board Members' Report</p> <p>The Chair gave a brief overview on Board member activities since September 2019:</p> <ul style="list-style-type: none"> • October 2019: JB gave evidence to the Health & Sport (H&S) Committee inquiry on primary care. Feedback re: pharmacy contribution was very positive. There will be a total of four such sessions and the RPS has been invited to give evidence at three of them. • November 2019: EB and JB attended the RPS Assembly days. 	

	<ul style="list-style-type: none"> • November 2019: JB attended a Pharmaceutical Press branding meeting. • November 2019: AC, JB, KC and TC attended the Inclusion and Diversity workshop. • December 2019: SPB Strategy Day. <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the verbal report on activities from members of the SPB.</p>	
20/01/10.	<p>GMS Pharmacotherapy Services and the profession – opportunities, challenges and solutions</p> <p>The Chair welcomed Graeme Bryson (GB), Director of Pharmacy (DoP) (D&G), Pamela Macintyre (PM) and Siobhan McGuinness (SMcG) to the meeting. PM and SMcG are both members of the Scottish Pharmacy Clinical Leadership Fellowship (SPCLF).</p> <p>GB began the presentation by providing a brief history of primary care pharmacy and context around the development of the GMS Pharmacotherapy Services, integrating community, hospital and GP Practice based pharmacy; all linking in with Quality Improvement (QI), a Scottish Government commitment to making continuous QI a feature embedded into the community pharmacy contractual arrangements in line with all other NHS bodies. GB then gave an overview of pharmacotherapy service specification, noting that a high-level deliverable is to deliver a pharmacotherapy service to patients in every GP practice in Scotland by 2021.</p> <p>SMcG and PM provided some background about the SPCLF programme. SB's focus will be on pharmacotherapy in community pharmacy whilst PM's focus will be on Level 2/3 pharmacotherapy in primary care.</p> <p>SMcG's background is as a primary care pharmacist working in GP practices; SMcG has been tasked with looking at pharmacotherapy and how to expand it without destabilising community pharmacy. PM's background is in primary care and she is looking at how to ensure that the patient is at the centre of pharmaceutical care; a data collecting exercise is being undertaken and patients are being consulted to increase understanding of their experiences and understanding of clinical pharmaceutical care. BMs were invited to support the projects and also to consider the opportunities around the SPCLF.</p>	

	<p>GB explained the pharmacotherapy ‘landscape’ and why he is involved in this work stream. GB co-chairs the National Pharmacotherapy Service Strategic Group with the Deputy CPhO. The Pharmacy Landscape shows the ‘various connections’ within the Primary Care Transformation Programme.</p> <p>Plans for the future:</p> <ul style="list-style-type: none">o Year 3 Primary Care Improvement planso Preparatory work for 2021o Shift in approach - Focus on Improving Patient Care<ul style="list-style-type: none">• Medicines Reconciliation – technical role & transfer of care• Acute Prescription requests – move to repeats as appropriate• Increase focus on medication review (link to serial prescriptions)o Community Pharmacy role in medication review <p>GB concluded the presentation by noting that the DoPs are very supportive of the SPCLF and its projects. BMs were encouraged to get involved; GB noted the potential developmental opportunities. There followed a discussion around how it is intended that this work will be disseminated nationally.</p> <p>RPS was asked to support this work through:</p> <ul style="list-style-type: none">o engagement with politicians promoting key messageso Supporting the membership to deliver the primary care transformation work. RT suggested that the Fellows could promote membership of the professional body as part of this. <p>The Chair thanked GB, PM and SMcG, on behalf of the SPB, for their presentation on the Primary Care Transformation Pharmacotherapy Service.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the GMS Pharmacotherapy Services and the profession presentation.</p> <p>Action: CR to circulate the GMS Pharmacotherapy presentation.</p>	<p>CR</p>
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20/01/11. One RPS Business Plan 2020

AMK provided context to, and the thinking behind, the draft One RPS 2020 Business Plan. Going forward, the various teams that make up the Pharmacy and Member Experience (P&ME) Directorate will work collaboratively on work streams. This way of working has already been tested with GB policy and has proved to be successful. 'Planning together across the directorate will enable us to track progress, plan delivery and optimise impact'.

The confirmed GB wide projects for 2020:

- Delivering a workforce wellbeing campaign
- Inclusion and Diversity
- RPS Education
- Innovation: Pharmacogenomics/Digital capabilities and digital enablement of the workforce
- Delivery of a new and vibrant member engagement and recruitment package (to include the new RPS Local engagement model)
- Advocacy - patient/public awareness

Each director will be responsible for one of these areas of work and all three boards will sign off on GB policy.

Scotland specific priorities (outputs from December 2019 SPB Strategy Day) to include:

- Engaging with Members to help develop an RPS Manifesto for the 2021 Scottish Parliamentary elections; advocating with politicians to support RPS Members in their careers
- Campaigning for pharmacists to play a greater role in improving mental health
- Continuing to work with other health professions to support and highlight pharmacists' roles in the multidisciplinary team
- Continuing to raise awareness of the work our Members do with the public and to champion pharmacy with policy makers and politicians
- We will continue to engage with members and the wider profession, to understand the workforce pressures and health and wellbeing issues and will develop a workforce wellbeing campaign to support our Members

	<ul style="list-style-type: none"> • Providing leadership in Innovation and Technology in pharmacy practice, helping Members to improve digital capability in a world of rapid technological change • Engaging with Members through RPS locals, to develop events to support the development of their pharmacy practice <p>The Scottish Pharmacy Board</p> <p>supported</p> <p>The One RPS draft Business Plan for 2020.</p>	
20/01/12.	<p>Workforce Well-being Campaign</p> <p>Using the outputs from the recent survey to Members, a GB campaign and delivery plan for Workforce Well-being will be developed in Q1; key stakeholders, including patient groups, will be invited to collaborate through a round table and other activities. The results of the survey have demonstrated a number of issues which the campaign, and accompanying report, will look to address.</p> <p>A discussion followed around the results of the survey; it was agreed that if a campaign is to be developed it needs to be seen through to fruition, taking into account the issues and concerns highlighted in the survey and ensuring that the membership and stakeholders are aware that these issues are being addressed. It is clear that the issues and concerns expressed traverse all sectors of pharmacy. It was confirmed that the campaign can be discussed in public forums, e.g. with politicians and government.</p>	
20/01/13.	<p>Draft Budget 2020</p> <p>AMK explained the rationale behind the budgetary implications of recent cost efficiency measures of the draft Scottish budget for 2020. There was agreement that AV/Skype should be used more frequently for meetings; not only would this constitute a cost saving but would also save BMs' time travelling to and from meetings.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p>	

	the Scottish draft budget for 2020.	
20/01/14.	<p>Update from the RPS President</p> <p>Sandra Gidley (SG), RPS President, provided a summary of her background as a community pharmacist and also as an MP. As President she is keen to learn about the aspirations and visions of each of the NPBs and to see if there are areas of 'cross-fertilisation'. SG supports the One RPS Business Plan which has the capacity within it for countries to express their own identities through devolved matters and through the RPS Locals.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the verbal update from the RPS President.</p>	
20/01/15.	<p>Update from the Chief Executive</p> <p>Paul Bennett (PB), Chief Executive, brought BMs up to speed on matters since the last Board and Assembly meeting and also on matters that the Society will be focussing on in 2020. Including Membership and Pharmaceutical Press. PB noted changes to central functions, i.e. Legal, People and Compliance. He also advised of changes to governance and engagement plans as a result of the 2019 review. There was also a discussion about the Pharmaceutical Journal.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the verbal update from the Chief Executive.</p>	
20/01/16.	<p>Pharmacy and Member Experience (P&ME) Update</p> <p>Robbie Turner (RT), Director of Pharmacy & Member Experience, provided an update on matters not contained in the report provided; matters considered:</p> <ul style="list-style-type: none"> • RPS Conference – a review of the 2019 conference and thoughts and suggestions for 2020 event. 	

	<ul style="list-style-type: none"> • Membership Campaign – innovative promotion and marketing but BMs were encouraged to have one-to-one conversations. • Digitalisation of RPS publications. <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the Pharmacy & Member Experience team update (Item: 20.01/SPBC/16).</p>	
20/01/17.	<p>Inclusion and Diversity (I&D)</p> <p>Robbie Turner (RT), Director of P&ME, provided some context and background to this major GB work stream; he also gave an update on activities pertaining to the I&D workstream.</p> <p>The RPS has three main strategic priorities around I&D; the organisation is committed to:</p> <ul style="list-style-type: none"> • Create a culture of belonging within the profession and support inclusive workplaces • Champion authentic and inclusive leadership • Challenge barriers to inclusion and diversity. <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the Inclusion & Diversity update (Item: 20.01/SPBC/17).</p>	
20/01/18.	<p>Education and Professional Support</p> <p>Gail Fleming (GF), Director for Education and Professional Support, provided a brief update on current activities pertaining to the education and professional support workstreams. Area covered included:</p> <ul style="list-style-type: none"> • RPS Foundation Pharmacist Curriculum and the Foundation Framework; this is in conjunction with the Assessment and Credentialing work 	

	<ul style="list-style-type: none"> • The new NHS Consultant Pharmacist guidance which has been launched across England, Wales and Northern Ireland • Mentoring – target of 500; this has been surpassed; further work is planned to increase and focus reach • Educational delivery and support; working with the country teams to deliver through various channels including RPS Locals. <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the Education and Professional Support updates (20.01/SPBC/18).</p>	
20/01/19.	<p>Any other competent business</p> <p><u>Careers in Healthcare in Scotland – advertising.</u> Brian Addison (BA) was concerned that the Healthcare.scot website is advertising careers in healthcare but that careers in pharmacy are not mentioned at all. Board Members were asked for their thoughts on this and how it can be tackled.</p> <p>It was agreed that research should be carried out and then advocacy with appropriate parties to address this.</p> <p>Action: ABr and HR to carry out research around the omission of pharmacy as a career on the Careers in Healthcare in Scotland website. ABr and HR to prepare a plan of advocacy to address this.</p>	HR/ABr
20/01/20.	<p>Key messages</p> <p>The Scottish Pharmacy Board</p> <p>agreed</p> <p>the following key messages:</p> <ul style="list-style-type: none"> • Pharmacotherapy • Careers in healthcare website and plans to address the omission of pharmacy. 	

	<ul style="list-style-type: none">• A focus on Membership	
20/01/21.	Dates of next SPB meeting SPB Board Day: Wednesday, 29 April 2020 (TBC).	

The meeting closed at: 17:00.