



## Minutes of the meeting of the English Pharmacy Board - Open business

**Minutes of the meeting held on 29<sup>th</sup> January 2015 in the Westminster Room at the RPS, 1 Lambeth High Street, London SE1 7JN**

### **Present**

David Branford (Chair)(arrived 9.40)  
Sandra Gidley (Vice Chair)  
Claire Anderson  
Sibby Buckle  
Anthony Cox  
Sultan "Sid" Dajani  
Mahendra Patel (until 2.00pm)

Martin Astbury  
Liz Butterfield  
David Carter  
Ash Soni (until 3.45)

### **Invited Members and Guests**

Chloe O'Beirne  
John Gentle  
Eunice Leong Soo Ling  
Maria Madalina Pelin  
Nick Beavon  
Michelle Kaulbach-Mills (from 11.15)  
Mark Robinson (from 11.15)

President, BPSA  
Shropshire and Staffordshire LPF  
Shropshire and Staffordshire LPF, Pre Reg  
Jersey LPF  
Chair of the Pharmaceutical Advisers' Group  
Primary Care Pharmacists Association Manager  
NHS Alliance

### **In Attendance**

Helen Gordon (arrived 9.40)  
Howard Duff (arrived 9.40)  
Patrick Stubbs  
Heidi Wright  
Charles Willis  
Neal Patel  
Alice Dartnell  
Sam Buckland  
Stephen Robinson  
Ruth Wakeman  
Sabes Thurairasa  
Tanya Rogers  
Yvonne Dennington

Chief Executive  
Director for England  
Director of Membership and Marketing  
England Practice and Policy lead  
Head of Public Affairs  
Head of Corporate Communications  
Local Engagement Lead  
Local Relationship Development Manager  
Pharmaceutical Journal  
Head of Professional Support  
Professional Support Pharmacist  
Professional Support Pharmacist  
Secretary to English Pharmacy Board

### **Apologies**

Deborah Evans  
Shilpa Gohil  
Tony West

#### **15/01 Welcome and Introductions**

Sandra Gidley (Vice Chair) welcomed EPB members, invited guests and staff to the meeting and invited the guest members to contribute towards the debates if they wished. Sandra explained that she would be Chairing the first part of the meeting as David Branford along with Helen Gordon and Howard Duff had been invited to a breakfast meeting with the Officers Group of the Royal College of General Practitioners (RCGP) to discuss pharmacists and GP surgeries.

#### **15/02 Apologies**

Apologies had been received Deborah Evans, Shilpa Gohil and Tony West and Mahendra Patel explained that he was attending a meeting at the RCGP at 2.30 therefore gave his apologies for the confidential session of the meeting.

#### **15/03 Declaration of Interests**

**The English Pharmacy Board noted** paper 15.01.EPB.03.

The Board were reminded by the Chair that any future amendments should be sent directly to Yvonne Dennington in order to update this paper. Board members were also reminded to declare interests at the start of the discussion on any item to which it relates. Yvonne reported that she had received updates from Martin Astbury and these had been captured and was expecting an update from Sibby Buckle for the next meeting.

#### **15/03 Minutes of the EPB meeting held on 9<sup>th</sup> October 2014**

The minutes of the meeting held on 9<sup>th</sup> October 2014 (circulated as paper 15.01/EPB.04) were received and **agreed** as a correct, proposed by Martin Astbury and seconded by Anthony Cox.

#### **15/04 Matters arising not specifically included on the Open Business agenda**

**The English Pharmacy Board noted** paper 15.01/EPB.05 and the following issues were raised:-

**14/93 and 14/99.2**– Concerns were raised that the PJ did not cover the party conferences in the print version as requested. A letter expressing the disappointment of the EPB is to be written to the PJ.

It was explained that Ash Soni in his role as President was now having regular meetings with Arash Hejazi, Matthew Wright and Stephen Robinson to discuss issues. It was reiterated that the PJ does have editorial independence.

Invited guests voiced the opinion that they had mistakenly thought the PJ was the mouthpiece of the RPS.

**Action:** CW to write letter to the PJ expressing the EPBs disappointment that coverage of the 2014 party conferences did not appear in print.

**14/97 (14/75)** Sandra Gidley is pursuing a telephone conversation with Norman Lamb.

**14/100 – Pharmacist Prescribing** – Liz Butterfield to follow up with Catherine Duggan regarding this work.

**14/108.3 - Action:** HD to report back to the EPB on progress regarding Harmonisation of Accreditation and meeting with CPPE and Public Health England.

**15/05 National Chair to have additional title of Vice President of the RPS**

The English Pharmacy Board discussed paper 15.01/EPB.06 as circulated.

The Scottish view from its board meeting was tabled stating that they did not agree with the title of Vice President being used but agreed it was acceptable to state that the chair was “acting on behalf of ..”. The English Pharmacy Board concurred with this suggestion.

The English Board members debated the subject in some detail and concluded to **reject the proposal** contained in the paper.

**15/06 English Pharmacy Board Elections Information**

**The English Pharmacy Board noted** paper 15.01/EPB.07.

The issue of the amendment to the Election Scheme for 2015, as per the extract below, was discussed:-

“Item 12 – Eligibility Criteria

(2)A retired Member of the Society shall be eligible for election”

It was explained that this sentence was added to the scheme to give clarity, it is not a change to the rules. This prompted a discussion on whether retired members should in fact be eligible to stand for election. The President **agreed** that as this is an Assembly matter he would raise the issue at a future Assembly meeting.

**Action:** YD to inform the Secretary to the Assembly that the issue of the eligibility of retired members for the elections needs to be raised at the Assembly.

**15.07 Update papers for noting formally by the English Pharmacy Board**

The Chair reminded members that this item was primarily for noting papers and that a surgery session had been held with staff and Board members the previous evening to address some of the issues contained in the papers.

**15/07.1 Corporate Communications Update**

**The English Pharmacy board noted** paper 15.01.EPB.08 (i)

There was some discussion on Item 4 of the paper – “Prescription charges: pharmacist policing of”, and board members and invited guests were assured that the message being relayed during dialogue is that the pharmacist’s role should not include policing the prescription exemption system and about how the proposal would impact on patient care. The dialogue is ongoing.

**Please note:** David Branford, the Chair, arrived back from his meeting at the RCGP at 9.30 and took over as chair of the meeting at this point.

**15/07.2 Public Affairs Update**

**The English Pharmacy Board noted** paper 15.01/EPB.08 (ii).

**15/07.3 LPF update**

**The English Pharmacy Board noted** paper 15.01/EPB.08 (iii)

The LPF team were congratulated on the user friendly format developed for presenting information across the spectrum of LPFs.

Questions were raised regarding LPFs and their use of social media with regard to the risk of liability this could impose on the RPS. Governance, in the form of a “code of conduct” has been drawn up to address this issue.

The guests from LPFs were invited to speak on behalf of their LPFs. Both representatives said that their LPFs were active and going well.

**Action:** It was agreed that the social media guidance will be sent to all LPFs with an update on using social media (AD)

**15/07.4 IM&T Update**

**The English Pharmacy Board noted** paper 15.01/EPB.08 (iv).

A resume of the journey taken over the last four years in relation to the IM&T project was given saying that good progress had been made and that IM&T was a good platform for collaborative working and that the RPS had shown strong leadership in this area. Thanks was given to Sultan “Sid” Dajani and Sibby Buckle for their contributions to this work.

**15/07.5 Pharmacy Public Health Forum update**

**The English Pharmacy Board noted** update 15.01/EPB.08 (v)

Congratulations are to be sent to Jonathan McShane, recently appointed chair of the PPHF. It is noted that Jonathan was on the advisory group of the Now or Never project and he also held the position of Public Health Lead for the Local Government Association.

**Action:** Send letter of congratulations to Jonathan McShane (DB)

**15/07.6 Consultations and Policy**

**The English Pharmacy Board noted** paper 15.01/EPB.08 (vi) and were asked to note that the response on Nicotine inhaling products has now been submitted.

**15/07.7 Science and Research update**

**The English Pharmacy Board noted** paper 15.01/EPB.08 (vii).

**15/07.8 Professional Standards update**

**The English Pharmacy Board noted** paper 15.01/EPB.08 (viii).

**15/07.9 Library and Museum update**

**The English Pharmacy Board noted** paper 15.01/EPB.08 (ix).

**15/07.10 Leadership**

**The English Pharmacy Board noted** paper 15.01/EPB.08 (x).

All colleagues were requested to actively promote the Leadership frameworks through their networks and contacts. A copy can be downloaded from the website.

**15/07.11 Medicines Optimisation update**

**The English Pharmacy Board noted** paper 15/01/EPB.08 (xi)

Board members were reminded to attend the Academic Health Science Network roadshows and to contact Liz Butterfield if further information is required.

#### **15/07.12 Faculty**

**The English Pharmacy Board noted** paper 15/01/EPB.08 (xii)

The English Pharmacy Board agreed that these updates can be uploaded on to the English Pharmacy Board virtual network on a monthly basis.

#### **15/07.13 Foundation**

**The English Pharmacy Board noted** paper 15/01/EPB.08 (xiii)

The English Pharmacy Board agreed that these updates can be uploaded on to the English Pharmacy Board virtual network on a monthly basis.

### **15/08 Education**

The English Pharmacy Board met at their working day (28<sup>th</sup> January 2015) to discuss education, in particular the five year integrated degree and clinical training along with the draft RPS Strategic Direction document produced by Professional Development and Support.

Much was discussed at the meeting which has yet to be processed into two sections:-

- i) items for referral to the Education Expert Advisory Panel
- ii) aspects on which the EPB can agree or reaffirm its position/policy.

Four Board members were nominated at the working day to assist with the work on education including the RPS Strategic Direction, namely, Claire Anderson, Sibby Buckle, Liz Butterfield and Tony West. A meeting will be convened as soon as possible with these four leads, Catherine Duggan, Chris John and Howard Duff.

All board members should read the RPS Strategic Direction (draft) document and feed back comments to Howard Duff or the Board Leads. Comment are due in by the end of February.

It was reported that HEE will be launching its consultation on the 5 year integrated degree imminently, time is therefore of the essence.

It is also to be noted that a consultation with the members will be taking place at an appropriate time to gather wider views on the RPS Strategic Direction. A project initiation document (PID) will be circulated to EPB members in the near future.

**Action:** Arrange meeting as above – YD

**Action:** All board members to submit comments by end of February.

**Action:** Circulate PID to EPB members – YD/CD

### **15/09 Innovators' Forum**

**The English Pharmacy Board noted** paper 15.01/EPB.10

Heidi Wright gave a short verbal update informing the meeting that an Innovators' Forum meeting was held at the Society on 8<sup>th</sup> January 2015.

It was noted that Mahendra Patel was in attendance but Claire Anderson was unable to attend as the date conflicted with other diary arrangements she already

had in place. More consideration is to be given to availability in the future as both board leads felt their attendance at future forum meetings is important.

The launch of the Innovators' Forum referral toolkit is scheduled to coincide with the soft launch of the project in East Lancashire, therefore the launch will now be at the end of February.

A list of stakeholders is contained in the paper. Board members were asked to consider if there were any additional stakeholders who should be included.

Implementation of the toolkit remains an issue and it was highlighted that the purpose of setting up the Innovators' Forum was to encourage the spread of innovation. A publicity campaign is pivotal to the success of the referral toolkit. The importance of evaluation of the toolkit was also raised. When considering future innovations it is important that process is in place, therefore learnings from this initial innovation are to be captured and improved upon in establishing a process for future projects. The board leads, as chairs of the group, have an important role to play in facilitation.

Questions were raised around the fluidity of the group and (if it is possible for more board involvement). The board were reassured that the group is already fluid.

Positive comments were given by the Jersey LPF lead, she has been watching the group with interest and the referral toolkit will be beneficial in Jersey as communication between secondary and primary care is minimal.

It was suggested that messaging through various networks such as the Pharmacists Advisers Group be used to help with the implementation plan and spread of the innovation.

The Innovators' Forum has not yet decided on their next project. Heidi Wright is currently drawing up a list of projects for them to prioritise.

It was suggested that the group be galvanised into more action with more members of the group working in small groups on innovations. It will be beneficial to link their work to the EPB campaigns.

It was noted that the EPB had been bold in their approach to prioritising their work under five campaigns and to date the results of these campaigns had been very encouraging.

## **15/10 Public Affairs and Policy Statements**

### **15/10.1 Public Affairs**

**The English Pharmacy Board noted** paper 15.01/EPB.11

Charles Willis gave a verbal update on the activity plan for pre and post general election.

An APPG meeting held at the RPS of all three main political parties is unlikely to take place ahead of the election but Charles Willis is tasked with convening such a meeting post election using the new location at 66 East Smithfield as a platform.

It was suggested that Jamie Woodward, the new Public Affairs manager be tasked with keeping the Board up to date with new changes in the NHS. It was agreed

that this could be co-ordinated by the Public Affairs team using a co-ordinated approach from various sources such as other staff members in the organisation and groups such as the LPN chairs,

**Action:** Arrange post election meeting at RPS of the 3 main political parties at 66 East Smithfield

**Action:** Co-ordinate updates on changes to the NHS to be circulated regularly to the EPB

### **15/10.2 Policy Statements**

Heidi Wright informed the Board that there were no policy statements for sign off at this meeting. However the policy team (Heidi Wright - England, Aileen Bryson – Scotland and Elen Jones - Wales) are currently pulling together a list of policy initiatives for the three National Boards to consider and prioritise in order to develop in depth pro-active policy statements for use externally such as with political contacts and stakeholders. The list will consist primarily of major GB policies but may include a few England only policies.

### **15/11 “Now more than Ever” Report Launch – One year Review**

A verbal update was given by Neal Patel.

The launch of the “Now more than ever” report was held on 20<sup>th</sup> December at Church House and was well attended.

The purpose of the one year review was to hold ourselves and others to account against the recommendations.

Judith Smith’s summary of progress is mixed and she would like to see a lot more activity. She did however compliment the EPB on their campaign approach but said that patients and public are still largely unaware of the role of a pharmacist and big ticket items like long term conditions still need to be addressed. Focus should be on the Five Year Forward View and getting involved.

Professor Keith Willett, Director for Acute episodes of Care, NHS England, a speaker at the event, is a great advocate of pharmacy and the Urgent and Emergency Care implementation plan is soon to be published, pharmacy must use this as leverage.

The Five Year Forward View is happening and new positions are being appointed. EPB are engaging with key stakeholders, endeavouring to secure meetings with the new team.

The Chair raised concerns that there was a lack of publicity about the launch post event. It was reported that it was covered in the *Pharmaceutical Journal* and there was much twitter activity. It was highlighted that although we own some communication channels others we can only influence.

It was suggested that a practical approach be taken post launch looking at next steps. A stakeholder engagement plan is already in place.

## 15/13 EPB Campaigns

The Chair welcomed the three invited guests, Nick Beavon, Michelle Kaulbach-Mills and Mark Robinson to this session on the campaign work of the EPB, and invited all around the table to introduce themselves.

### **Campaign No 1 – Urgent and Emergency Care**

**The English Pharmacy Board noted** paper 15.01/EPB.13

Heidi Wright gave a verbal update and commented on the success of this first campaign referring to the three items under “what we asked for” and the related success measures:-

1. NHS England are considering a national minor ailment scheme
2. National pilots of pharmacy services in emergency departments
3. RPS is working with NHS 111 to explore the role of pharmacists in call centres and also as referral point and also the use of community pharmacies for repeat urgent medicines supply – Yorkshire/London/North East

A huge programme of work underpinned this campaign including infographics member survey, media launch, social media, member communications, policy briefing, web page, template letters to MPs and commissioners, blogs, podcasts, engagement plan and attending high level meetings.

The animation has been successful with the uptake growing through CCGs and GP surgeries.

It was suggested that an exercise be undertaken establishing what went well and what did not go so well with this campaign, putting the learnings into practice for future campaigns.

It was highlighted that research is needed to provide an evidence base for the outcome of this campaign.

**Action:** Email to be circulated to Board members canvassing their views on campaign no 1 (what went well/what did go so well). HW

### **Campaign No 2 – Pharmacists and GP Surgeries**

The Chair cautioned that some of the information under this item is to remain confidential at this stage and not to be disseminated or discussed outside of this meeting.

Heidi Wright gave a verbal account of the campaign plans as set out in the confidential slides which will be circulated after the meeting.

**Action:** HW to circulate slides on Campaign No 2.

The launch of campaign No 2 will be held at the Kings Fund on 17<sup>th</sup> March in partnership with the RCGP.

A joint statement between the RPS and RCGP is in preparation for the launch of this meeting. The statement is currently in draft form and is awaiting comments for the RCGP following on from the meeting this morning. Once comments have been received a draft copy will be circulated to the board (marked DRAFT AND CONFIDENTIAL) for comment.



The breakfast meeting was primarily about pharmacists working in GP practices but also covered community pharmacies working collaboratively with GP practices, various models exist, such as sessional work, working through CCGs, outreach work etc. Alignment of primary care contracts in the future was also discussed all with a focus on patient benefit.

### Events

A National Voices workshop is to be held on 24<sup>th</sup> February and they are calling for RPS representation. Sandra Gidley and Liz Butterfield agreed to attend.

**Action:** Inform National Voices that SG and LB will attend workshop on 24<sup>th</sup> February. HW

Kings fund launch event 17<sup>th</sup> March. 250 people expect to attend.

**Action:** Circulate email asking board members if they would like/are available to attend event on 17<sup>th</sup> March.

A NAPC/RPS roundtable event is planned for the end of March (date still to be confirmed) focusing on better integration and collaboration of Community Pharmacy and GP practices via new models of care.

Progress to date has been encouraging with a joint briefing from NHS Alliance and RPS on Pharmacists and General Practice, the aim of the briefing was to present the case for pharmacist working with GP surgeries and to gain the support of RCGP, the briefing has been successful on both objectives.

A stakeholder engagement plan is ongoing and the RPS is also working with PAG and PCPA on job descriptions and resources. PCPA added that they are already developing a GP resource pack and job description and are happy to work jointly with the RPS on producing resources. The Chair agreed that joint working was the way forward and there was no point in duplicating effort.

The RPS/RCGP's joint statement and business case will be ready to present to Simon Stevens when the chair meets with him on 13<sup>th</sup> February. Areas of concern will be addressed in the statement such as professional autonomy, the complexity of the role, maximising the potential for community pharmacies and ensuring pharmacy services are accessed by local populations. The job description will include the experience that will be expected for the nature of the role.

Members discussed the new role in some detail highlighting factors such as linking with mental health and improving communications between secondary and primary care and that pharmacists working in general practice will need to have clinical experience. Professional autonomy is essential to the role, although it was highlighted that being a registered professional equalled having professional autonomy.

Some concerns were raised regarding the relationship between pharmacists and GPs and how it will be important to ensure the competence and expertise of a pharmacist as an expert in medicine is recognised. It is important to emphasise that this new role is not a re-creation of the primary care trust pharmacist, it is a completely new role and career path. Other concerns raised were around encouraging patients to go to GP surgeries rather than the pharmacy and also that GPs had joint roles as both commissioners and providers, therefore competition for

community pharmacy. The new role is likely to attract hospital pharmacists and the oversupply of pharmacists is currently in the community. There was a call for CPPE/RPS to develop training urgently for this new role. It was highlighted that the pharmacy network should be involved with the development of a job description for this role. BPSA thought that this new role brought exciting opportunities for pharmacists but that the degree course would need to reflect this.

Board members were assured that a stakeholder engagement plan underpinned this campaign and meetings with the main pharmacy bodies have occurred to discuss this new role alongside discussions with local opinion leaders. Board members were encouraged by the suggestion that primary care contracts may be aligned in the future. NHS England and the Department of Health are supportive of this new role.

The Chair summarised thanking NHS Alliance, PAG and PCPA for attending the meeting and for their offer of working together on this campaign and said what a great opportunity it was for the profession, whilst recognising there were some concerns. He encouraged board members to advocate amongst their networks for this great opportunity for the future of the profession.

**Action:** EPB members to come forward to meeting key opinion leaders they know

#### **15/14 EPB Business Plan**

**The English Pharmacy Board noted paper 15.01/EPB.14.**

#### **15/15 Any other open business**

There is not any other business to report.

#### **15/16 Agree Key Messages**

**The English Pharmacy Board agreed** to announce the start of the Pharmacists and GP Surgeries campaign on 17<sup>th</sup> March with the launch of the event at the Kings Fund. Neal Patel, Sandra Gidley and Stephen Robinson are to meet after the meeting to discuss the messaging.

#### **15/17 Close of meeting**

The open session of the meeting closed at 13.15pm and the Chair thanked all those present for attending, including the invited guests.

#### **15/18 Dates of next meetings (2015)**

|                               |   |
|-------------------------------|---|
| EPB working day               | Tuesday 14 <sup>th</sup> April 2015 (tentative) |
| EPB Meeting                   | Wednesday 15 <sup>th</sup> April 2015           |
| EPB induction and working day | Wednesday 24 <sup>th</sup> June 2015            |
| EPB meeting                   | Thursday 25 <sup>th</sup> June 2015             |
| EPB working day               | Wednesday 7 <sup>th</sup> October 2015          |
| EPB meeting                   | Thursday 8 <sup>th</sup> October 2015           |
| Annual General Meeting        | Wednesday 24 <sup>th</sup> June 2015            |

**Board Members please note:** *All of the above dates are to be diarised. Board meeting dates are firm dates but Working Days will only be used at the discretion of the Chair and the Director for England.*

