

## WELSH PHARMACY BOARD

Minutes of the meeting held Thursday, 30 April 2015 at 2 Ash Tree Court, Cardiff Gate Business Park, Cardiff, CF23 8RW

### OPEN BUSINESS

#### Present

Mair Davies (Chair)	Gareth Holyfield
Richard Evans (Vice Chair)	Lynwen Jones
Paul Harris	Rob Davies
Jodie Williamson	Jodine Fec
Suzanne Scott-Thomas	

#### In attendance

Helen Gordon, CEO; Angela Grant, Business Manager; Ross Gregory, Health Policy Analyst; Elen Jones, Principal Policy Advisor; Kirsty Luff, Communications Officer

#### Guest

Howard Rowe, Chief Pharmacist, - Cwm Taf University Health Board (UHB), Fiona Jones, Gogledd Cymru North Local Practice Forum (LPF) and Sally Lay, Aneurin Bevan Local Practice Forum (LPF), Stephen Robinson, RPS Correspondance; Arash Hezaji, Pharmaceutical Journal Editor (part).

#### Apologies

Ash Soni, President; Board members Phil Parry and Wendy Davies and staff Jocelyn Parkes and Cynthia Langaveldt

#### 15/29 Welcome & Introduction

The Chair, Mair Davies opened the meeting and welcomed Board members, guests, LPF Observers and staff, to the Welsh Pharmacy Board (WPB) meeting. The Chair informed that Helen Gordon and Lynwen Jones are on route and shall be joining the meeting in due course.

Fiona Jones is the LPF for North Wales who is, working in GP surgeries, community and primary care. Fiona declared that she was considering putting her name forward for the casual vacancies within the Welsh Pharmacy Board.

The Chair asked all to introduce themselves for the benefit of guests attending the day. Stephen Robinson introduced himself as the RPS Correspondent for the Pharmaceutical Journal and asked Board members to approach him with forthcoming news and ideas in support of the articles within the journal

Sally Lau explained her portfolio of pharmacists' roles that she has undertaken in the last four years to the Board. Her varied roles consist of a role as a Specialist Advisor of Care Quality Commission (CQC) (England), Trainer and Advisor to Social Service (Wales), the Wales Centre of Pharmacy Practise and Education (WCPPE) and as a community pharmacist.

**15/30 Apologies for absence,**  
Apologies were received from the President, Ash Soni, Board members, Phil Parry and Wendy Davies and staff, Jocelyn Parkes and Cynthia Langaveldt.

**15/31 Declaration of Interest**  
Item 15.04/WPB/03 was circulated for Board to note. Board members were reminded that as part of the governance process, each member should notify Angela Grant, Business Manager of the Welsh Office of any amendments to their register of interest.

**15/32 Minutes of the Open Business of the Welsh Pharmacy Board meeting held on 5 February 2015**

The Welsh Pharmacy Board received and **approved** the minutes of the open business meeting (item 15.04/WPB/05) held on 5 February 2015 and confirmed it as a true record of the meeting. The approval was supported by Rob Davies, Jodine Fec and Suzanne Scott-Thomas.

**15/33 Matters arising from the minutes not specifically included in the agenda**

Item 14/84 – 14.67 – GP/ Primary care clusters. Following a Company Chemist Association (CCA) meeting, Suzanne Scott-Thomas updated the Board that CCA has already produced some work on Primary care clusters in Scotland and has agreed to share their work with RPS. The Chair suggested that models produced by Federations in England should also be looked at and used in terms of sharing of best practices. It was suggested that RPS should explore further the many best practices of primary care cluster works in Powys and Cardiff and Vale Local Practice Forum, lead by Sudhir Sherawat.

The Welsh Pharmacy Board **agreed** to explore the sharing of good practices within the primary care cluster models used within the network and update the GP/Primary Care Cluster briefing paper produced at previous WPB meeting and circulated to Board members accordingly.

**Action**

Item 15/07 – Business Plan 2015 –i) it was suggested that Cheryl Way being elected as a new WPB member could update the Board on the electronic transfer of discharge system and possibly fit in a demonstration at the next WPB meeting, agenda allowing. ii) It was confirmed that WPB do receive regular updates on the Faculty however, if anything pertinent development arises, a representative will be invited to provide an update at Board meeting. It was **agreed** that the five year strategy plan will be circulated to the Board at the next Friday email.

**Action**

Item 15/08 – Board was informed that the joint document with RPS Wales and Royal College of Nursing (RCN) was still with RCN and it will be followed-up at a scheduled meeting next week.

15/09 – title of Vice President – Board queried if the use of the title has uniformly agreed with the English and Scottish Boards. The Chair explained that was a general consensus on the role however the title of Vice President are still being debated if it is the right title for the deputy President's role. Currently there are no further details available.

Item 15/10 – Research and development event – It was confirmed that the event is planned for the autumn delivery. Chair asked for reassurance that the event is being organised with the appropriate individuals from the appropriate bodies are involved in the organising of the event and to be led by RPS staff, Elen Jones.

**15/34 Call for any other business**

The Chair confirmed the following items to be noted as additional agenda item to be discussed later in the meeting;

- i) Choose Pharmacy – evaluation update
- ii) Nomination of Chair and Vice Chair

**15/35 Leadership in Wales**

**15/.i Business Plan 2015**

The Welsh Pharmacy Board **noted** paper 15.04/WPB/08 detailing the first quarter of the 2015 business plan activity report and Welsh Directorate activities.

The Chair informed the Board that the update and the delivery of the Business Plan is normally part of the Director's role. In the absence of a Director, the Chair expressed her gratitude to the Welsh staff for preparing the Board papers and their commitment in delivering the business plan activities. In light of staff shortages at present, the Chair commended the volume of activities that have been achieved to date.

The Board queried if there has been any progress on the Board development agenda and the Chair assured the Board though this is not on top of the agenda but it is being looked at and will be raising at the next Professional Leadership Body Board meeting.

**Action**

Suzanne Scott-Thomas informed the Board that with reference to Hospital standards work, RPS and Welsh Chief Pharmacist Quality subgroup met to look at how to engage and progress the work with gaps being identified across Wales. This has progressed in terms of producing patient information leaflets about pharmacist team in hospitals, managing expectations and possibly to produce some standards on how to work with patients and carers. However, at present it is unclear what RPS's involvement other than some recent seminar delivered in London on patient experience.

The Welsh Pharmacy Board **agreed** to follow-up on where RPS is and report back to the Board.

**Action**

*Lynwen Jones joined the meeting at 9:52am*

**15/36 Chair update**

Board was asked to note the Chair's report paper 15.04/WPB/09. The Chair informed the Board that when she attended the Unique Role of Pharmacist workshop recently, it was felt that the word 'role' was not right as it was much more

about contribution of a pharmacist rather than just the use of a disciplinary word. The Chair felt it was very well facilitated workshop and most importantly, she was able to use the notes taken from Board discussions which helped to contribute to the session. Board was encouraged to be more forward with their views particularly on policy development which could be used by RPS representatives in taking things forward.

The Chair also asked to note how delighted she was with the policy statements from Cwm Taf UHB about RPS and Faculty membership. She thanked the particular dedication from Howard Rowe and this team in supporting individual pharmacists, not only for their time and peer support but also for their willingness to get their action learning sets up and running.

Rob Davies echoed the support and the commitment of Welsh members in the recent Faculty assessor's training.

### **15/37 RPS Conference**

Richard Evans provided a verbal update following a recent steering group meeting. Board was asked to note the conference date for 2015 is the 13<sup>th</sup> and 14<sup>th</sup> September and the date for 2016 is the 4<sup>th</sup> and 5<sup>th</sup> September. The hot topic for the conference will be discussed at the June meeting therefore any further suggestions from the Board is asked to be fed back to Richard. The steering group are seeking key note speakers from Wales and Scotland as well as considering topics for 2016 conference.

The Welsh Pharmacy Board suggested the following to be considered by the RPS conference steering group;

- i) to look at Pharmacy Show and Clinical pharmacist congress format on how best to attract member attendance and possible look at.
- ii) Bursary or sponsorship should be made available particularly with community pharmacist at grass root level where attendance time and commitment could hinder their attendance. Suggest this to be forwarded to Superintendent's meeting.
- iii) LPFs to sponsor one recently qualified pharmacist each to attend

The WPB were also asked to liaise with their LPFs in encouraging them to sponsor their LPF members to attend the conference and share their learnings with their LPFs. Gareth Holyfield emphasised that the contributions towards posters and information displayed are equally important and that this should not be underestimated.

### **15/38 Membership Engagement update**

Elen Jones asked the Board to note the updates and activities outlined in paper 15.04/WPB/11 and asked Board LPF leads to chip-in as well on the activities within their LPFs.

The Welsh Pharmacy Board discussed the LPFs activities in the last quarter and **agreed** the following;

- i) Jodine Fec to encourage recently qualified pharmacist the Powys LPFs to attend the pub quiz organized by the recently qualified pharmacist group from Morgannwg LPF on 29<sup>th</sup> May

- ii) Rob Davies volunteered to contribute on the recently qualified group in North Wales to produce questions for their pub quiz event.
- iii) Research event in North Wales– to invite some key people like Sarah Hiom and Will Ford from Cardiff Uni. to attend the event to see how it is delivered in North Wales and their success contributor.

**Action**

**15/39 Consultation updates and key policy statements formed by consultation responses**

Board noted paper 15.04/WPB/12 on the recent consultation responses submitted in Wales and GB wide.

The Welsh Pharmacy Board discussed the Care Homes policy document and the need to develop a policy in Wales in line with the policies produced in England Scotland. The consider having a Care Homes campaign inline with the policy document was also discussed briefly the detailed discussion was differed to Item 14 of agenda.

Elen Jones updated the Board on the Rebalancing Medicines Legislation that is currently being led by Heidi Wright, Policy Advisor in England with a draft consultation to be shared with National Boards in due course. Further discussion was differed to Confidential Agenda.

*Helen Gordon joined the meeting at 10:42am*

WPB was also informed that the English Pharmacy Board (EPB) has now decided not to go ahead with a Care Homes campaign instead focusing on Electronic Patient Records which will be a GB campaign. WPB considered if they would like to take Electronic Patient Record in Wales and concluded that Wales do not necessarily need to follow the campaigns in England however, WPB will consider exploring it further to identify potential opportunities to voice the profession in Wales.

The Welsh Pharmacy Board **agreed** the following actions;

- i) Some draft headings and potential models from the Pharmacist working with GP's and Primary Care Clusters policy document to be shared with Community Pharmacy Wales and primary care colleague and not the whole document at this stage. In return, those parties will be asked to raise questions and comments in support of formalise a final policy document and preferred model of care from RPS.
- ii) to keep a watching brief from Welsh Government care homes work linked to the technology project being undertaken across care homes within the ABM area; which includes work on care homes and pilot work in Swansea, Neath Port Talbot and Bridgend, as well as enhanced services with GPs for Care Homes in North Wales.
- iii) For Board to provide feedback, ideas and comments via Friday email to help the drafting of the consultation document
- iv) to seek support and professional input from Sally Lau on the Care Homes policy document.
- v) to setup a working group to look at Wales' Electronic Records and joining with the GB campaign, with Chair / Vice Chair and Board members Paul Harris, Cheryl Way and if possible, to seek support from Emma Hinks – to confirm via Friday email.

#### 15/40 Public Affairs Update – 2016 Welsh Election

Ross Gregory, Health Analyst and Support, provided an update on the development of messages for the manifesto document and assured the Board on the timeline to deliver the document is well within the programme. Board was asked to consider the need to move away from bricks and mortar idea public health type of messages and come-up with some catchy phrase and messages that will ensure longevity and align the thinking with Welsh Government.

Suggestion were made to consider joint forces with other Royal colleges in producing the manifesto could create a bigger voice for the profession. Ross assured the Board that a meeting has been arranged with Royal College of General Practitioners (RCGP) however, RPS are quite ahead in the manifesto for other Royal Colleges to follow suit.

WPB **agreed** with the direction of travel and for the next steps for developing key messages for the 2016 Welsh manifesto document and suggested that the PA steering group should come up with catchy phrases and straplines of key messages that could be used to promote the manifesto in the first instance before a completed and detailed document is finalised.

**Action**

#### 15/41 RPS Wales Communications

Kirsty Luff, Communication Officer, asked the Board to consider if there is a need to have a Care Homes campaign Wales I light with the various media and press coverage regarding the need to improve the current standard of care for older people living in care homes.

Sally Lau who have had 16 years of training within care homes raised her concern regarding the lack of emphasis on the level of care in Wales and she emphasized that current campaigns appears to be task driven rather than care driven. WPB supported Sally view and discussed further how the campaign could be delivered in Wales with the limitation of staff resources in Wales and budget implication.

Helen Gordon asked WPB to carefully consider what there already is and to build some wriggle room for a bit of change with really practical stuff.

WPB concluded their discussion and was fully supportive of a Care Home campaign and **agreed** to support Option D which is a combined options of B&C i.e. to keep our option open by participating in a GB or joint campaign and also running a Welsh-specific campaign to maximise the impact of a campaign into care homes. However to take this forward WPB insisted that the campaign is delivered with a caveat of obtaining support from the central Communication's team and fully commitment from the Board where Board members should be prepared to be interviewed and stand-up to the policy campaign.

**Action**

#### **15/42 Update from Chief Pharmacist of Cwm Taf University Health Board (UHB)**

The Chair welcomed Howard Rowe, Clinical Director: Head of medicines management Cwm Taf UHB and Chair, All Wales Chief Pharmacists Committee (AWCPC) April 2015.

Howard Rowe provided updates on the AWCPC overall priorities in Wales along with Cwm Taf UHB priorities. The recent launch of the UHB's position statement in support of RPS and Faculty membership included a personal journey in completing the RPS Faculty portfolio. Howard briefed the Board on Pharmacy key deliverables with Prudent Healthcare and how this impacts community pharmacies and pharmacists in Wales. Howard concluded on how RPS's role as a professional membership body could help with the cultural change within the pharmacy profession and have positive influential role with the Welsh Government.

The Chair expressed her admiration on the breath of work being done in one of the smallest Health Board and how Cwm Taf had shared their work with other members and non-members. The welcomed the opportunity to work more closely through an informal engagement with Health Boards and Chief Pharmacist on common themes such as Research and Development to change the culture within health care.

WPB **agreed** to explore the suggestion to invite Michele from Cwm Taf UHB to provide a support session to Board members who are interested in the Faculty journey.

**Action**

#### **15/43 WPB Election 2015 Casual Vacancies**

Board noted paper 15.04/WPB/13 outlining the National Pharmacy Board Election 2015 and the casual vacancies that has appeared in the Welsh Pharmacy Board.

WPB expressed their disappointment that there will not be an election in Wales this year and discussed the implication of the vacancies in terms of fair representation of sectors in Wales.

The Welsh Pharmacy Board **agreed**;

- i) to fill both casual vacancy places in primary care and community pharmacy place to ensure a fair representation of sectors and this will be in the form of calling for nominations from Board members.
- ii) A self-nomination seconded by a member will also be accepted
- iii) Circulate nomination criteria and guidance including request for submission of curriculum vitae for casual vacancy places at the same time as call for nomination for Chair and Vice Chair to Board members to share within their networks.

**Actions**

#### **15/44 Medicines Safety Conference**

Board noted paper 15.02/WPB/14 and discussed the proposed overarching theme for the conference and the implication of delivering a joint conference with partners such as public health and Royal Colleges.

Concerns were raised on the charging principle and the budget implication for future sustainability of the conference and RPS's membership benefit.

The Welsh Pharmacy Board **agreed**;

- i) to support the delivery of the 5<sup>th</sup> Annual Medicine Safety Conference in Wales with an overarching theme of service integration and multidisciplinary/multi-professional working.
- ii) to the form a working group consisting the Chair and three other Board members who are interested, to submit their interest to the office
- iii) the working group will be looking into the following;
  - to support the Welsh staff in the development of a conference programme and help source key note speakers
  - To come up with some costing on delegate fees, consider sponsorship and possible subsidiary place for delegate.

**Action**

#### 15/45 **Any Other Business**

The WPB considered the following additional items and concluded with an **agreement** to take the items forward as follows;

- i) Choose Pharmacy – WPB was informed that the Welsh Government (WG) has asked RPS to jointly host the roll-out of the CAS evaluation. It was confirmed that budget has been allocated by the WG for the delivery and further organisation and who will take the lead is yet to be decided. WPB **agreed** to support the roll-out event with a caveat that clearly defined responsibility should be set out from the beginning.
- ii) Date of next WPB meeting – The Chair raised concerned that a number of Board members have sent their apologies for the meeting in June therefore it was proposed to postpone the meeting to an agreed date sourced via Doodle Poll. Tentatively the Board are looking at 1<sup>st</sup>, 6<sup>th</sup> and 7<sup>th</sup> July. It was also **agreed** to postpone the Induction day to a date when co-opted members are in their role to be able to attend.
- iii) Chair and Vice Chair nomination – As per the concerns raised above, the Chair suggested that the call for nomination for Chair should also include a call for nomination for Vice Chair. This is to ensure all nominations are put forward in good time for WPB members particularly for new members to have advance opportunity to consider their vote. The WPB **agreed** for a formal submission of nomination for the two role however the Vice Chair nomination does not need a submission of 1000 words supporting statement as stated in the Governance Handbook.

**Actions**

#### 15/46 **Matters to Report**

The Welsh Pharmacy Board noted the papers that were presented as matters to report;

- i) RPS Professional Standards Update
- ii) Museum and Library update
- iii) Science and Research Update



iv) Notes of weekly teleconferences – *circulated on Friday emails*

**15/47 Key Messages from meeting**

The Welsh Pharmacy Board confirmed the following key messages for publication in Pharmaceutical Journal and the RPS website.

- i) WPB in support of the 5<sup>th</sup> Annual Medicines Safety Conference
- ii) WPB in support of producing an RPS policy on Pharmacist working with GP/Primary care clusters and to collate best practice across the network
- iii) The launch of Cwm Taf UHB's position statement in support of RPS Faculty membership

The Open part of the business meeting closed at 2.30pm

**Next meeting:**

WPB Induction – 22 June 2015 (*postponed*)

WPB Meeting – 23 June 2015 (*rescheduled – to be confirmed*)