

ENGLISH PHARMACY BOARD

Meeting to be held on Wednesday 24 June 2009 from 0915-1500:

- **Public Business will be held from 0915-1400**
- **Confidential Business, if required, will be held from 1430-1500**

The meeting will be held in the Conference Room at the Lakeside Centre, Aston University, Aston Triangle, Birmingham B4 7ET.

Agenda

PUBLIC BUSINESS

1. Election of the Chair and the Vice-Chair of the English Pharmacy Board

Full details of the procedure for the election of Chairman and Vice-Chairman can be found in Appendix G of the National Pharmacy Boards Governance Handbook. (*Staff lead Howard Duff, Director for England*)

2. Welcome & introductions

3. Apologies

Rachael Lemon

4. Declaration of interests

5. Minutes from the EPB meeting held on 4 March 2009

6. Matters arising not specifically included on the Agenda

7. Key objectives 2009

To note the updated table of key objectives for 2009, and to discuss progress on key objectives not covered elsewhere in the agenda. (*Staff lead Howard Duff, Director for England, attached at 09.06/EPB/01*)

7.1. Support implementation of pharmacy policy developments in England

- Pharmacy in England.
- Harmonisation of Accreditation.

7.2. Supporting pharmacists in practice

- In core roles – Responsible Pharmacist, Lindsey Gilpin & Howard Duff.
- In advanced and specialist roles.

7.3. PhwSI Frameworks

- Verbal update on creating PhwSI discussion groups within our existing IT platform. (*Staff lead, Howard Duff, Director for England*)
- NICE Work Programme for 2009-10 (*Meghna Joshi, Senior Professional Support Pharmacist, attached at 09.06/EPB01A*)

7.4. Develop Work of EPB in Line with Role in Future Professional Body: Transitional Working Group (TWG)

- Presentation on the Transitional Working Group for the new professional body. (*Staff lead Howard Duff, Director for England*)
- TWG Workstreams. (*Staff lead Howard Duff, Director for England, attached at 09.06/EPB/02*)

8. Governance in the new PLB

8.1. Update on the meeting of Chairs and Deputies on the role of the National Board's governance arrangements for the new professional body.

(Beth Taylor and Richard Daniszewski)

8.2. Presentation on the Policy Governance Model

(Staff lead Elaine Mulingani, Governance Co-ordinator)

8.3. Charter consultation, Special Resolution

Verbal update on Charter consultation and the Special Resolution. (*Howard Duff, Director for England. Background paper to be emailed, not attached will follow 09.06/EPB/03*)

9. Meetings attended by EPB members

- Verbal reports from members about meetings attended.
- Richard Daniszewski to provide an update on NHS (E) smoking cessation (Pharmacy Needs Assessments toolkits).
- Sid Dajani to provide a verbal update on the Community Pharmacy Group.

10. Communications Working Group

Update on actions from the Communications Working Group including public affairs. (*Staff lead Charles Willis, Head of Public Affairs*)

- Consider the composition of the Working Group.

11. IT and Health Informatics

11.1. Anne Joshua from NHS Direct

11.2. Pharmacy IT Update

(Stephen Goundrey-Smith, Health IT Pharmacist, attached at 09.06/EPB/04)

12. Guidelines for medicines administration in police custody

To support the Faculty of Forensic and Legal Physicians RPS Guidelines for the Safe and Secure Administration of Medication in Police Custody. (*Paper previously circulated via email, Heidi Wright, Head of Practice, attached at 09.06/EPB/05*)

13. For noting

13.1. Policy Development update

- Paper update for noting on the work of the Policy team. (*Gregor McKirdy, Policy Analyst, attached at 09.06/EPB/06*)

13.2. National Pharmacy Boards Governance Handbook 2009/2010

- Paper update for noting. (*Corporate Secretariat, attached at 09.06/EPB/07*)

14. Any other business

14.1. Quality Metrics

Ms Heidi Wright, Head of Practice, to provide a verbal update on quality metrics.

14.2. Advanced and Specialist Practice Project Team

To cover national and community representation a volunteer from each of the three country boards will join the project team to represent community pharmacy and contribute to the project. The estimated time commitment is about 1 day a month in the form of some meetings, workshops, pre-reading and some material review etc. (*Staff lead Howard Duff, Director for England*)

14.3. EPB involvement in POM to P guidance

To inform members of the process for the development of practice guidance on newly reclassified medicines. (*Sadia Khan, Practice Pharmacist, attached at 09.06/EPB/08*)

14.4. Publication of EPB expense of Board members expenses

Howard Duff, Director for England to provide verbal update.

15. Dates of next meetings

English Pharmacy Board, 2009

Wednesday 16 September, 1030-1530

Wednesday 25 November, 1030-1530

Communications Working Group, 2009

Thursday 16 July, 1030-1300

Wednesday 14 October, 1030-1300

Wednesday 9 December, 1030-1300