

# ENGLISH PHARMACY BOARD

**Minutes of the meeting held on Wednesday 16 September 2009 from 0915-1500, in the Conference Suite at the RPSGB, 1 Lambeth High Street, London SE1 7JN**

## Present

Brian Curwain	Chair
Richard Daniszewski	Vice-Chairman

Beth Taylor	Seema Agha
Catherine Duggan	David Mottram
Jonathan Buisson	Lindsay Gilpin
Rachael Lemon	Sid Dajani
Gail Curphey	Martin Astbury
Graham Phillips	David Miller
Steve Wicks	

## Observers

Gemma Donovan	President, BPSA
Nick Haddington	Secretary, Bath and District Branch
Ian Short	Secretary, Bury & Rochdale Branch
Michael Keen	Croydon & District Branch
Anees Ahmad	Grimsby & District Branch
Ross Groves	Secretary, North West Region
Susan Shelley	Secretary, Oxfordshire Branch
Annemarie Ellard	Secretary, Torbay & District Branch

## In Attendance

Howard Duff	Director for England
Charles Willis	Head of Public Affairs
Heidi Wright	Head of Practice
Amanda King	Membership Manager
Margaret Morgan	Communications Manager
Julia Guasch	Corporate Secretariat Co-ordinator
Yvonne Dennington	PA to Director for England

### 09/50 Welcome and Introductions

The Chair opened the meeting and welcomed the EPB members, staff and observers to the meeting.

### 09/51 Apologies

There were no apologies for absence.

### 09/52 Declaration of interests

The Chair reminded Board members to make their declarations of interest as appropriate.

### 09/53 Minutes from the EPB meeting held on 24 June 2009

The Minutes of the meeting held on 24 June 2009 were received and agreed as a correct record.

09/54 Matters arising not specifically included on the Agenda

Minute 09/37 Update on Harmonisation of Accreditation

Gail Curphey gave an update on the HAG process. A well attended meeting had taken place on 25 August 2009 which had also been attended by Jonathan Mason. If financial support was made available from PCTs then a Commissioning Board would be set up. The North West HAG would continue to operate. Lobbying was taking place in this regard and it was important for PCTs to work in unison.

Some of the comments from the table were that the timeline was not clear. The EPB felt that it would be good to use the available networks to send out a clear message in support for HAG and encourage PCTs to commit to the programme. PCT guidance is available from DH but the task was getting PCT uptake. Jonathan Mason was exerting pressure on the SHAs. Focus needs to be centred at PCT level as this was where resources could be found. There was an increasing interest to do something at the SHA level as some PCTs were receptive to the SHA and it would be worthwhile to focus on these.

#### Minute 09/23 London Olympics 2012

David Mottram gave an update on the London Olympics 2012. An education event will be taking place. A meeting was held with the CPPE in August. There would probably be an e-learning package available and volunteers would be assisting with this. David Erskine has been recruited and would be responsible for the formulary. An article had been published in Pharmacy Now as previously agreed.

It was noted that there would be three Polyclinics available including one in Weymouth.

#### **09/55 NPSA Update (National Patient Safety Agency)**

Prof David Cousins (Head of Safe Medication Practice & Medical Devices, NPSA) and his colleague Dr David Gerrett gave a presentation to the EPB on Safer Dispensing using bar coding.

The NPSA presentation on safer dispensing using bar coding, in relation to patient safety, is to be viewed in the context of making Britain the safest place in which to take medicines and the relevant background document "*The Contribution of Pharmacy to Making Britain a Safer Place to take Medicines*".

The aims of his presentation were to agree that the use of bar codes during the dispensing process was essential and should be a central campaign of the 'new' Society, and to agree the technical components required to implement the safety component of this technology.

Some of the points made during the discussion were that it was not enough for pharmacists to just dispense medicines to patients; pharmacists should interact with patients, especially with regard to high risk medicines. Bar coding could definitely help with this by freeing up time from the dispensing process.

There were some questions raised about the practicality of using the bar coding method, given the fact that the packaging of medicines was constantly evolving. The question was asked as to whether if pharmacists went down the bar coding route, would they be able to keep up with all the changes. The point was made that no one size fits all with bar coding and that it needed to be looked at as a broader strategy.

It was felt that, although there were plenty of factors that contributed to human error when dispensing, bar coding would be an additional safety check. This technology could help with alleviating stress and workplace pressures.

The general feeling was that bar coding checks were worthwhile and although there were very few quality studies presently available regarding its use, it could be a very useful resource for patient safety. The feeling was to go ahead with it and build the evidence as they went along. The point was made that this would be a good campaign for the new leadership body to get involved with and it would let the public know that they were taking the lead on patient safety.

The technical issues and costs of using bar codes still needed to be addressed and resolved.

The EPB would need to obtain support from the DH for the implementation of this. The point was made that if the EPB and the NPSA got together on this they could make more progress. The opinion was expressed that it was important not to increase the workload of already overloaded pharmacists, and that these processes could release pharmacists from some of their routine work.

Brian Curwain thanked Prof David Cousins and Dr David Gerrett for their presentation.

The English Pharmacy Board

**Agreed:**

- i. In principle the EPB agreed it would be good to use bar codes in dispensing although it recognised that there were still technical issues & costs which needed to be addressed.
- ii. The EPB would work in collaboration with the NPSA to campaign for the use of bar code technology in the dispensing process.

## **09/56 Local Practice Forums**

The EPB members updated colleagues on their activities to date in setting up regional events:

### Update on NHS South Central region

It was noted that Brian Curwain would be attending a meeting in Portsmouth that evening to go over the next steps. They were very keen to involve LPCs and Universities. A further meeting has been scheduled for the end of October in the Chiltern region.

### Update on the London region

Beth Taylor gave a brief update on the London region. She made the point that there needed to be a London perspective in the structures that were to be put in place. It was noted that dates were now in place for the Society's regional meetings. It was proposed to have a London SHA region and look at how the LPF structure could work within a London structure and it was suggested that there should be a forum to discuss things further. Beth Taylor, Catherine Duggan and Seema Agha were working jointly on the North London region.

### Update on North London region

Catherine Duggan gave a brief update on the North London region. It was felt that more flexibility was needed across the patch. The School of Pharmacy needs to engage with the North London area. The two London Pharmacy Schools were working together, and could morph from LPF to a London wide LPF perspective. It was important to have a local as well as a London wide perspective.

Seema Agha stated that she was happy to cover the Brent and Harrow area to get people working together.

The LPF's were part of the package for those wishing to belong to the Society. An LPF could deliver increased awareness of Pharmacy in general.

It would be good to consider leaders who had their own networks or forums which could perhaps have some kind of minimal joining fee and make the point that joining would make them part of a greater forum.

It was noted that there was difficulty in knowing how to deal with people who could be members but were choosing not to be.

Howard Duff, Director for England announced that Amanda King had been appointed as the new LPF Manager.

#### Update on East of England region

Graham Phillips gave a brief update on the East of England. A second meeting had taken place at the School of Pharmacy. The next step was to work out on the ground level where the LPF's would be and put a flexible approach in place regarding this. Identify and map how many LPF's there would be and work towards bringing the Branches together. It was important to get the tone and communication right to engage with potential future members of the PLB.

#### Update on South East area region

Steve Wicks gave a brief update on the South East region. He had been working together with Lindsey Gilpin. There had been a lot of interest shown from the Margate area and from the Medway School of Pharmacy. Colleagues from the Brighton area attended the meeting and a meeting had been scheduled for next week.

There needs to be a conversation about the Bromley area and whether they consider themselves to be within London or Kent, as Bromley is part of London NHS structure, as per their postcode.

The point was made that it was important to come up with the questions to put forward to these regional meetings and to put the message across that it was not only about where people lived. Many people had still not read the LPF toolkit. There was a meeting scheduled for the whole area for around October/November.

The point was made that it was important to capture and share the intelligence and part of this included putting things on sharepoint.

Amanda King had attended the meeting in Brighton and she reported that some criticism had been directed towards the Board for not having a representative there.

#### The English Pharmacy Board

##### **Agreed:**

- i. An email discussion would be started up to come up with the questions to be put at the regional meetings.

#### Update on East Midlands region

Jonathan Buisson gave a brief update on the East Midlands area. He had met people at the BPC. There had been initial contact made for Nottingham and Leicester. He had also tried to make contact with key people in Lincolnshire. Jonathan Buisson had made contact with Alistair Farquhar.

It was noted that Rachael Lemon had not been allocated to any region.

#### Update on the North West region

Gail Curphey gave a brief update on the North West region. There had been a lot of activity taking place and meetings were scheduled for the following dates:

8<sup>th</sup> September 2009 and 15<sup>th</sup> Oct are Mersey Regional Branch Committee meetings to discuss the arrangements for a Mersey wide LPF meeting planned for 3<sup>rd</sup> November. Ross Groves (EPB Observer on the day) Secretary for the North West Region was also organising a similar event for the North West, again in November

Gail had been invited to the Manchester branch on 22<sup>nd</sup> October to talk about LPF's.

The point was made that there were two branches close to Scotland which did not fit into the Society's regions and these were very isolated - important not to forget these two areas. The view was expressed that the LPF toolkit was very timely and important as there were many pharmacists who were uninformed regarding LPFs. It was essential to inform them and promote what was happening on a wider PR basis. Pharmacists need to know that the profession was about to change and that it would be more open and transparent; this message needs to be translated to the profession. It was important to put the 'hows' into place.

It was noted that Paul John had been in touch with Gail Curphey to arrange a meeting in London for representatives of the Channel Islands and Isle of Man.

#### Update on Yorkshire area region

Richard Daniszewski gave a brief update on the Yorkshire region. The West Yorkshire LPF covered West Yorkshire and part of North Yorkshire which were very isolated areas. A meeting had taken place with representatives from across Yorkshire. Richard Daniszewski had contacted the North Lincolnshire area for their opinions and they were potentially looking at the Doncaster LPF, West Yorkshire LPF, Hull LPF and Sheffield LPF. Richard was attending a meeting later on that day in Harrogate to ensure they had an opportunity to input. A meeting was taking place next week at Bradford University for the West Yorkshire LPF and there would be a launch dinner for the LPF in early April 2010.

It was important to get students involved in LPFs and to let the EPB know if there were any BPSA regional conferences coming up.

The West Yorkshire LPF would be seen as the hub for the region, as they had resources available that other LPFs could access. It was important, in setting up the LPFs, to ensure that all members had their say. It was important to consider the implications for non members of the PLB when planning LPF events and partnership working.

Howard Duff made the point that all these issues were already on the agenda and were being considered by a reference group.

It was noted that it was important to update the microsite regularly so that people were kept informed and up to date.

The English Pharmacy Board

#### **Agreed:**

- i. Richard Daniszewski would be the EPB lead on LPF and would be looking to the other Board members for expertise and input.

#### **09/57 Key Objectives 2009**

Howard Duff, Director for England tabled the updated key objectives table for 2009 and discussed progress on key objectives.

It was noted that a Pharmacy in England co-ordinator, Rachel Wilkinson, had now been appointed. The role involves gathering all activity happening in the white paper agenda. It was suggested that Rachel attend the next EPB meeting.

GPhC standards consultation will be out soon and EPB would want to make a joint submission with the Scottish and Welsh Boards.

The GPhC will produce standards by which to regulate us, a response from the Board is therefore required in assessing the problems and addressing them. This would be discussed further at the Strategy Day on 10<sup>th</sup> November 2009. The initial consultation would be reviewed by the shadow GPhC. It was important to submit a high quality response as this would be the first sight of Board output by the new body.

**It was agreed** that Seema Agha will chair the GPhC Consultation response Working Group. Board members (Gail Curphey (to be confirmed) David Miller and Martin Astbury) who agreed to be part of this group would attend a meeting on 18<sup>th</sup> November. It was agreed that following on from initial drafts a 4<sup>th</sup> draft of the response will be the product of this meeting which will be circulated to a wider membership through the Board's network channels in addition to the membership e-news bulletin and the pioneer group. Heidi Wright to be advised of the network groups used. A further draft will then be written for submission to Council by 20 November 2009. Following approval of the draft Council submission the final response will be prepared and signed off by the 3 Board Chairs in time for the January response deadline. This process should demonstrate consultation with the wider membership and form the basis for future consultation responses from the new professional leadership body.

The formal consultation would be run by the DH. It was agreed to move forward with this and for Howard Duff to be the staff lead. It was suggested that the EPB should mandate the professional support team to provide help.

The consultation is about patient safety, and that it needed to be spread across the whole profession.

Howard Duff informed that Board that they were working with RCGP on how to improve professional relationships between GPs and pharmacists. There would be a draft report in place by December and a final report by February 2010. Brian Curwain would be involved with this.

Locum Information Template – Howard Duff had emailed NPA on this but to date had not received a response.

He informed the Board that there was a new team in place to support the EPB which would be starting on 1<sup>st</sup> October 2009. The team comprises of Heidi Wright, Charles Willis, Margaret Morgan and the Communications team, Amanda King, 3 LPF co-ordinators and Yvonne Dennington. The new team would be picking up on these activities and the new priorities.

There was discussion regarding having a launch event for the new Professional Leadership Body, the point was made that it was also important to celebrate what had been achieved up until now.

#### The English Pharmacy Board

##### **Agreed:**

- (i) Seema Agha would chair the GPhC Consultation Response Working Group.
- (ii) The working group would comprise of Gail Curphey, David Miller and Martin Astbury.
- (iii) Howard Duff to be staff lead on GPhC standards consultation.
- (iv) The bar code campaign would be amalgamated with the EPB campaign on OPD

**09/58 Meetings attended by EPB members****09/58.1 Healthy Living Pharmacies**

The first meeting had taken place on 13<sup>th</sup> August 2009. There would be two phases involved with the work, the first phase would be to review the national evidence and the second would be to explore what the needs were, and understand what the barriers were to change. There was debate as to whether Healthy Living Pharmacies and Healthy Living Centres were the same thing and would the model be transferable.

**09/58.2 Public Health Leadership Forum**

Heidi Wright gave a brief update on the items that PHLF were working on:-

- health trainers and pharmacy staff – document out soon
- resources were being developed around sexual health.

**09/59 NPB Election Scheme 2010**

Declarations of Interest were received from:-

Martin Astbury – Community Pharmacist

Sid Dajani – Community Pharmacist

**09/59.1 Guidance on Sectoral Places for the National Pharmacy Boards Elections 2010**

The following declarations of interest were made:

- Graham Phillips – Community Pharmacy Sector and stood for primary care/public health place in 2009 elections, and involved in working group that established sectoral places
- Lindsey Gilpin - Locum pharmacist

The Chairman made clear to the Board that the focus of this discussion was related to the interim elections of 2010 only.

Discussion centred around the lack of reserved places for community pharmacy locum and employee, along with the possibility of co-option. Under the current regulations, co-option to the EPB was not permissible. There were some concerns regarding return to representation rather than expertise by including these two places into the election scheme. The following motion was proposed by Martin Astbury and seconded by Graham Phillips:-

That the Council be asked to reconsider their decision on the inclusion of a

- Locum community pharmacist
- Employee community pharmacist
- Thereby reducing the three unreserved places to one unreserved place

The Board voted on this motion as follows:-

7 for

5 against

3 abstentions

The English Pharmacy Board

**Agreed:**

- i. Council be asked to reconsider their decision on the inclusion of both a locum and employee community pharmacist, thereby reducing the three unreserved places to one unreserved place. Council to be informed that this was not a unanimous decision by the Board but that the majority voted in favour of the motion after lengthy discussion.

Discussion continued on issuing guidance to candidates and voters. It was felt that "substantive" should be qualified to mean 50% or more of the current occupation – this being the spirit of both the Council's discussion and the EPB meeting. Guidance should be prepared for voters, including clarification of the reserved place of primary care/public health practice, as it is not possible under this election scheme to rename this sectoral place. There was also some discussion around forming a reference group to assist the Returning Officer in dealing with any complexities arising from "substantive" practice, which would probably be drawn from the RPSGB executive and member of the other national boards.

The English Pharmacy Board

**Agreed:**

- i. with the guidance note put forward on forming a reference group  
*"The Returning Officer may consult the Returning Officers for elections to other boards or other such persons as are deemed appropriate for any purpose connected with the proper exercise of his powers under this scheme including for the purpose of ensuring consistency of approach on any matter of interpretation."*
- ii. Guidance prepared for voters in the form of a 5 minute guide
- iii. "Substantive" meaning 50% or more of the current occupation to be checked with Robert Bulling.

**09/59.2 National Pharmacy Boards election timetable and timeline 2010**

The English Pharmacy Board noted the report

**09/60 Medicine Use Review (MUR)**

Heidi Wright gave a brief update on the MUR audit tool.

It was noted that the audit looked at quality rather than quantity. The PCO's could request a report once they entered all the data.

The comment was made that it would be good to get Margaret Morgan's input on this to enhance the uptake and understanding of this tool.

**09/61 Transitional Working Group Update for Board**

**09/61.1 Professional Support Workstream Update**

Howard Duff informed the group that the composition of the TWG had been expanded to include 2 members from each Board with provision for a deputy to attend. The work of the programme, now that the new staffing structure was in place, would begin to become "business as usual" and cease to take a programme approach. TWG will continue as the oversight group. There would be a greater emphasis on the delivery of the "commitments", with the Boards taking ownership.

The group were informed of the following meetings:-

- 30 September 2009 - Board Chairs and Vice Chairs - third meeting of this group discussing roles and responsibilities of future Board and Assembly members.
- 19 October 2009 – Stakeholder event – pioneers welcome

The English Pharmacy Board

**Agreed:**

- To consider the commitments (as set out in spreadsheet) and discuss areas of responsibility that the Board or Board members would wish to sponsor by email over the next 2 to 3 weeks.

**09/61.2 Professional Body Policy on Pharmacy IT**

Stephen Goundrey-Smith gave a presentation and update on this subject. It was felt that this initiative was not being driven by the patient or the pharmacist. Consideration to be given by the Board to champion this initiative, and hence build it into the next round of commitments.

The English Pharmacy Board

**Agreed:**

- To consider becoming champions for this initiative.
- To consider putting this forward as a commitment.
- For Stephen Goundrey-Smith to arrange visits to Manor Pharmacy and a hospital pharmacy.

**09/62 Update from the Communications Working Group including Public Affairs**

**09/62.1 Update on the proposed PLB professional magazine**

Jeff Mills, editor of the new magazine, informed the Board that the new title for the magazine would be "Pharmacy Professional". This magazine would be the voice of the PLB and would enable the cessation of Your Society and Pharmacy Now. The magazine would include a double page spread for each of the Boards and Jeff Mills called for the EPB to populate their pages. The magazine would also include a CPD section, provided by the PJ, along with business related articles and a section on lifestyle.

The Board expressed concerns over support for pre-reg tutors, the mechanism for students and pre-regs to be included in the circulation, and their future membership of the PLB. Jeremy Holmes acknowledged these concerns and agreed to give circulation consideration.

The English Pharmacy Board

**Agreed:**

- to discuss any potential content for the Board pages with Jeff Mills (0207 572 2716/jeff.mills@rpsgb.org).
- JH to consider circulation arrangements for the student groups.

**09/62.2 Progress report on campaign issues**

Charles Willis updated the group on the following:-

- Recent political contacts.

- The EPB and the 2009 Political Party conferences.
- Sponsored fringe events at each party conference.
- A stakeholder list for the RCGP consultation.
- Plans to hold another parliamentary health check session, for which volunteers would be required.
- Information on the current campaigns to be uploaded onto Sharepoint, comments from the Board welcomed.

The English Pharmacy Board

**Agreed:**

- i. that campaign information be uploaded onto Sharepoint.
- ii. the date of parliamentary health check session to be circulated .

**09/63 Pharmacy IT Update**

The English Pharmacy Board noted the report

**09/64 Any other business**

**09/64.1 Generic Substitution**

The English Pharmacy Board

**Agreed:**

- i. That Jonathan Buisson and Sid Dajani assist with the consultation response.

**09/64.2 Update on pre-registration numbers**

David Miller raised concerns around pre-registration places in future years.

The English Pharmacy Board

**Agreed:**

- i. that an updated projection on pre-registration places be obtained from the pre registration department.
- ii. Workforce issues to be discussed at next Board Strategy Day.

**09/64.3 Commissioning Services from Community Pharmacy**

Rachel Wilkinson the Pharmacy in England co-ordinator is looking at this issue and the CCA are looking at working together with other community pharmacy bodies to increase commissioning for primary care.

The English Pharmacy Board

**Agreed:**

- i. Commissioning to be discussed at next Board Strategy Day.

**09/64.4 NHS Pathway Governance Group**

On assessing the requirements for the nominee for this group Beth Taylor proposed that Anne Joshua, NHS Direct, should be approached to represent the EPB on this group.

The English Pharmacy Board

**Agreed:**

- i. To approach Anne Joshua to represent the EPB on this group, and
- ii. ensure appropriate reporting procedures will be in place.

**09/64.5 Working with pharmaceutical scientists, non-pharmacist academics and the BPSA**

Graham Phillips, supported by other members of the Board, raised concerns around these groups feeling disenfranchised from the NPB. He called for support for a strategy for inclusion and proposed that a staff and Board lead were nominated to support the BPSA. Discussion continued around building on the work of Transcom and developing a strategy for inclusion and a timeline. Jeremy Holmes reassured the group that TWG were working on these issues and would be making contact with the groups.

**09/64.6 Regulatory Support**

Seema Agha raised concerns regarding commencing underpinning work on the regulatory standards.

**09/65 Dates of next meeting**

The dates of the future meetings were noted and confirmed.

English Pharmacy Board, 2009

EPB Strategy Day – 10<sup>th</sup> November – time and location to be advised

Wednesday 25 November, 1030-1530

Communications Working Group, 2009

Wednesday 14 October, 1030-1300

Wednesday 9 December, 1030-1300

**09/66 Close of meeting**

The Chair thanked everyone for attending and closed the meeting.