

## NHS Pharmacy Education and Development Committee Terms of Reference

### 1. Membership

Representatives of NHS Pharmacy in English Strategic Health Authority (SHA) areas, Northern Ireland, Scotland and Wales. Representatives should hold posts that concern the education, training and development of pharmacy staff, principally pharmacists and pharmacy support staff (pharmacy technicians and pharmacy assistants), and be able to represent the NHS interests of their geographical area. They may be employed by the NHS or another body provided that their main duties concern the NHS. Each area or country may be represented by one or two persons as appropriate to their staffing structure / activity.

Observers from the Department of Health - England (Office of the Chief Pharmacist or equivalent) are invited to attend. There are formal communication links between committee members representing Northern Ireland, Scotland and Wales and the Chief Pharmacists in the Departments of Health in each of these home countries.

The Director of Centre for Pharmacy Postgraduate Education (CPPE) in England is an observer member. The members representing the NHS in Northern Ireland, Scotland and Wales also have links with Northern Ireland Centre for Postgraduate Pharmaceutical Education & Training (NICPPET), NHS Education for Scotland (NES) and Welsh Centre for Postgraduate Pharmacy Education (WCPPE) respectively.

The committee should ensure that appropriate links with various organisations (see below) are maintained. Other parties may be invited to attend for specific items.

### 2. Purpose

To promote and support education, training and workforce development for all members of pharmacy staff in order to ensure the development of NHS services and the provision of a high standard of pharmaceutical care in the NHS.

### 3. Principal functions

1. To identify and anticipate developments within pharmacy and the NHS that affect pharmacy education, training and workforce development. To interpret these developments and respond appropriately at both local and national level.
2. To identify and anticipate developments within pharmacy and the NHS that affect pharmacy workforce planning and skill mix and act accordingly to aid effective recruitment and retention.
3. To develop and evaluate education & training materials to support pharmacy workforce development, and to disseminate results.
4. To carry out national surveys of pharmacy workforce to inform national policy and to aid pharmacy workforce development.
5. To run a National Recruitment Scheme for the recruitment of preregistration trainee pharmacists into NHS posts
6. To exchange information in order to promote good practice in the commissioning, delivery & evaluation of pharmacy education and training, and facilitation of CPD.
7. To participate in evaluation of pharmacy education, training and workforce development, and to disseminate results.
8. To maintain and develop relationships with pharmacy and NHS organisations and Departments of Health in order to inform and advise on policy and practice in pharmacy education & workforce development.
9. To facilitate a Support Staff Specialist Group and a Preregistration Pharmacists Specialist Group to explore and address similar issues when they are specifically applicable to pharmacy support staff and preregistration trainee pharmacists respectively.

(Last amended April 2007)