

SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Wednesday, 1 October 2008 at 36 York Place,
Edinburgh EH1 3HU

PUBLIC BUSINESS

Present

Mrs S Melville (Chairman)	Dr R M Parr
Mr A Jack (Vice-Chairman)	Dr D Stewart
Mr E Black	Mr C Tait
Professor C Bond	Mr W Templeton
Professor G Downie	Ms A Timoney
Mr F Owens	Mrs A Mair

Ex-officio

President, Mr S Churton and Vice President, Mr M Astbury

In attendance

Lyndon Braddick, Director for Scotland; Aileen Bryson, Principal Policy Advisor; Elaine Preece, Office & Facilities Manager; Marie Stewart, PA to Director; Keith Geddes and Emma Beeby, Pagoda PR.

08/50. Welcome and Apologies

The Chairman welcomed the President to his first Scottish Pharmacy Board meeting; Nigel Clarke, Chairman of Transitional Committee; Wendy Harris, Deputy Registrar & Director of Regulation; Branch Observers Margaret Bingham from Ayrshire & Arran Branch and Peter Jones from Edinburgh & Lothians Branch; Keith Geddes and Emma Beeby.

Apologies were received from the Jeremy Holmes; Chief Executive & Registrar and from David Thomson.

08/51. Declarations of Interest

Board members were reminded to declare any specific interests prior to discussion of agenda items.

08/52. Confirmation of Board Meeting Minutes

Scottish Pharmacy Board

approved

the minutes of the public business part of the Board Meetings held on Wednesday 11 June and Wednesday 9 July 2008.

08/53. Matters Arising

Scottish Pharmacy Board

agreed

that there were none.

08/54. Communications Working Group – update

Alistair Jack, Chairman of the Communications Working Group (CWG), updated the Board on the main issues considered by the Group at the meeting on Wednesday 17 September.

Final Draft of the artwork for the Exhibition Stand

The Group reviewed the draft artwork for the exhibition stands and Alistair Jack explained that these would be used initially to represent the Society at the Scottish Government 2-day Regulation conference at the end of October and at the RPSGB exhibition at Holyrood in December.

Scottish Pharmacy Board

agreed

to sign off the final draft of the artwork for the exhibition stands.

Final Draft of the Virtual Branch Network and Members Ezine

Patrick Stubbs, Head of Membership and Marketing, attended the CWG meeting in July and informed the group that his short-term priorities included the redesign of the Society's website and the new Customer Group. Lyndon Braddick, Director for Scotland, relayed the feedback from Patrick on the Virtual Branch network proposal, which he thought was a proactive idea and could feed into the development of the Society's website.

The draft proposal had also been reviewed by Aberdeen and Moray & Banff Branches and received positive feedback.

The Board discussed the proposal and felt it was important that the review process was qualitative, not just quantitative, to ensure that this was what members wanted and that the comments need to be fed back into the framework for the Society's website.

The President said that there is a window of opportunity for this proposal which is currently valid but will lessen as time goes on and the Society's website is developed. He commented that the budget for Scotland should not have to bear the full costs.

Scottish Pharmacy Board

agreed

to sign off the final draft of the Virtual Branch Network and Members Ezine proposal and that the CWG should take forward the proposal.

Final Draft of the Survey Panel

Board members reviewed the Survey Panel Proposal that detailed sample topics for future surveys. The aim of the survey is to regularly receive feedback from members on their needs and views; the findings could be used as news hooks and it is a good PR tool so that members can see we are constantly canvassing. The panel does not need to be restricted to 100 pharmacists, it could be issued to all pharmacists in Scotland with registered email addresses, and then await the responses, which would allow the interested participants to be categorised. Each survey would contain no more than 5 questions and take less than a minute to complete.

The Board agreed that it was a proactive, cost-effective way to hook in the grass root members across all sectors but was cautious about a self selecting panel. They also expressed the need for the sample to be refreshed on a regular basis. The Board agreed to seek advice from a statistician when selecting a panel to ensure that results are representative.

Scottish Pharmacy Board

agreed

the final draft of the Survey Panel proposal.

Liaising with Cross Party Groups

The Board reviewed the shortened list of Cross Party Groups. Aileen Bryson, Principal Policy Advisor, explained that it would be beneficial to have representation on these groups and it would be good to find a pharmacist with a genuine interest in the subject matter in which to represent the Board.

The Board questioned the viability of having representation on these groups and if there were any other pharmacy organisations in attendance. The main concern was finding representatives who would regularly attend and feed back to the Board.

The Board felt it needed more information on the cross party groups such as:

- How often the groups meet?
- Are there any other pharmacy organisations/special interest groups involved?
- Is there a possibility of setting up a buddying system with other pharmacy organisations to attend?

Although the cost of joining these groups is modest it is important that the Board can maintain its representation.

Prof Christine Bond expressed an interest in the Drug and Alcohol Misuse Group and the Chronic Pain Group; Prof George Downie on the Epilepsy Group and the Chairman on the Cancer Cross Party Group.

Scottish Pharmacy Board

agreed

to prioritise 4 or 5 of the groups and review the list on a yearly basis.

Arrangements for University Visits

Aileen Bryson, Principal Policy Advisor, met with Alex MacKinnon of Community Pharmacy Scotland (CPS) and confirmed that they are still willing to participate in the joint visits to the Schools of Pharmacy. Provisional dates have been put forward for early February 2009, which is a good fit with the curriculum.

Joint Working with Community Pharmacy Scotland (CPS)

Lyndon Braddick, Director for Scotland, gave a brief outline of how the Scottish Directorate of RPSGB came to be working with CPS at Party Political Conferences. He explained that before the organisations decided to jointly represent *Pharmacy in Scotland* they both lobbied at the conferences and this often caused confusion with MSPs and other attendees. The joint working approach gave strength to the presence of the profession and the agreed messages. This arrangement, whilst still valid, is informal and would benefit from a framework agreed between the SPB and CPS.

Scottish Pharmacy Board

agreed

that there is considerable benefit in continued joint working with CPS and that representatives from the Board (Chairman, Vice Chairman & Frank Owens) should meet with the Chair and Vice-Chair of CPS to discuss a joint working framework.

Contact with MSPs

The Board received an update on the progress its members have made writing to their twinned MSPs. It was noted that the meeting between the Chairman and MSP Jim Mather had been put back to Friday 24 October and that Angela Timoney's arranged meeting with Shona Robison had been postponed.

Media Campaigns

Alistair Jack explained that the 'Rx Factor' had been launched to encourage pharmacists to nominate themselves as the voice of pharmacy in their local areas. Laura Wilson had been announced as the 'face of pharmacy' in Scotland at the BPC in September.

The Board was informed that only one winner was allowed for Scotland but that another candidate, George Romanes, has been asked to represent the Society in certain campaigns where it is more suitable, e.g. Men's Health, and to fill in for Laura at times when she is not available. Full media training has been offered to both candidates and is scheduled for the beginning of December.

The campaigns already identified for 2009 to involve the RX factor winners are:

- Sexual Health
- No Smoking Day
- Hay fever
- Planning for a healthy holiday
- Pregnancy
- Antibiotics mis-use

RPSGB Holyrood Exhibition

The exhibition is being held at Parliament from Tuesday 9 – Thursday 11 December with the evening reception being held on Wednesday evening.

Board members were asked to volunteer to man the exhibition stand at Holyrood so that a rota could be drafted and issued to Security at Parliament at least 6 weeks in advance.

Scottish Pharmacy Board members

agreed

to inform the Scottish Office of their availability to man the exhibition stand.

08/55. Branch Survey Results

Dr Rose Marie Parr declared her interest as Director of Pharmacy for NHS Education for Scotland (NES).

Dr Derek Stewart took the lead to update the Board members on the results from the Robert Gordon University survey: *A cross sectional survey of Scottish pharmacists' views, experiences and attitudes towards the branches of the RPSGB and their functions*. This survey initiated by Dr Derek Stewart with contribution from 2 Board members and the Director for Scotland was issued to 1000 members of the Society with a response rate of 404 (40.4%).

The aims of the survey were to:

- determine Scottish pharmacists' views, experiences and attitudes towards RPSGB Branches.
- identify facilitators and barriers to branch meeting attendance.
- explore future preferences regarding a local network for professional support.

The research found that pharmacists would attend Branch meetings if they deemed the meeting topic to be educational or clinically based and that email was the most favoured means of communication.

On the relevant role of the Branches the results showed that pharmacists felt that they should serve as a forum for exchange of ideas and experiences within the profession, promote professional standards and provide an opportunity for continuous professional development. Leading on from this, pharmacists would attend Branch meetings if they were joint with other pharmacy organisations, e.g. NHS Education for Scotland (NES), or provided an opportunity to debate current pharmaceutical issues. The majority of the respondents felt that their current Branch programme did not meet their needs.

Dr Derek Stewart informed the Board that further research was due to be carried out this year on the comments / feedback received.

The Chairman thanked Dr Stewart for conducting this informative survey on behalf of the Board.

08/56. Pharmacy Regulation and the General Pharmaceutical Council

Wendy Harris, Deputy Registrar & Director for Regulation, took the lead to update Board members on the progress of pharmacy regulation and the General Pharmaceutical Council (GPhC).

Within the presentation she gave reference to the progress of the Pharmacy Regulation and Leadership Oversight Group (PRLOG), which has a wide range of independent members, set up to provide advice to Ministers on the establishment of the GPhC. The GPhC aims to make patient safety paramount and provide regulation able to keep up with the profession's developments.

After the presentation the Board discussed future joint working between GPhC and the Professional Body and the importance of the regulatory body not stifling innovation in the profession. Some of the real implications of the split, such as non-practising pharmacists not being able to use the title 'pharmacist' as this is a restricted title for registered pharmacists only, were highlighted.

The public consultation on the Section 60 Order – the draft Pharmacy Order 2009 - to set out the role, functions and powers of the GPhC is expected shortly.

The Chairman thanked Wendy Harris for attending the meeting to update the Board.

08/57. Professional Leadership Body

Nigel Clarke, Chairman of the Transitional Committee (TransCom), began by updating the Board on the current work being undertaken by the Committee. He emphasised the fact that the work undertaken by the Committee was all in public business with minutes of the meetings being available on the website for interested members to follow the line of discussion and giving them the opportunity to comment. It was interesting to see how the debate was growing and the changing points of view as the meetings proceeded and more members and organisations became involved.

The first draft of the TransCom prospectus is to be presented to the Committee on Tuesday 14 October. Then the Committee will have 8 days to re-examine its content and feedback at the next TransCom meeting on Wednesday 22 October. The final version of the prospectus will be presented to Council on Thursday 6 November.

In order for the prospectus to fully reflect the views of the profession the Committee has established 8 working groups to tackle specific pieces of work, as follows.

Membership – to advise on the categories and types of membership.

Governance - to advise on the governance structures.

Support in relation to CPD & Revalidation - to advise on the support services that the professional body would offer its members in relation to the formal CPD requirements of the Regulator, and support services to be provided in relation to future requirements for revalidation.

Research – to look at mechanisms through which the new body will support the development of research capacity in the profession and how the results from evidence based research will be used to inform the work of the new body, nationally and internationally, in the research agenda relating to pharmacy.

Membership Services - to advise on the essential core services to be available to members of the new professional body.

Education - to include sufficient capacity and expertise on educational issues to engage with the Council of University Heads of Pharmacy (CUHOP), the higher education funding councils for the devolved countries, the General Pharmaceutical Council, NHS Education for Scotland (NES), and other stakeholders. Also, to support the mission of the professional body being a key voice in promoting education in pharmacy.

Leadership - to advise on the mechanisms to devise, set out and consistently review a vision for pharmacy, acting in the public interest for the safe and effective use of medicines.

Improved, advanced and specialist practice - to encourage generalists in all sectors and existing professional groups and organisations of the profession to improve and advance their practice through the National Boards. Also to provide appropriate accreditation processes to establish independent verification of particular advanced and specialist qualifications.

Board members have participated in several working groups:
Dr Rose Marie Parr – Board representative on TransCom, Chair of the CPD and Revalidation Working Group, and member of the Education Working Group.

Alistair Jack – member of the Membership Working Group

Prof. Christine Bond – member of the Research Working Group

Frank Owens – member of the Governance Working Group

The Board members gave a brief update on the current agenda of the working groups that they are attending.

Concern was expressed that there was still a large number of members not engaged in the process. The President commented on the current work being carried out to engage with the members, such as the membership survey, and that there is an opportunity for members to feed directly into the work of TransCom.

The Board expressed its desire to feed into the Council debate on the TransCom prospectus on Thursday 6 November. The President agreed and said there would be an opportunity for the Board to review the prospectus prior to the Council meeting and that the comments would form part of the discussion.

Scottish Pharmacy Board

agreed

to set up a TransCom working group meeting prior to Thursday 6 November to discuss the prospectus.

Nigel Clarke said the main challenge for the Society was going to be trying to market the new professional body whilst still being responsible for regulation of the profession. It is for the National Boards to step up to the mark and promote the professional side. It was mentioned that a positive step forward would be the development of the virtual network for the branches.

Questions were raised over the current assets of the Society and how they would be allocated after the split in the Society. Nigel Clarke informed Board members that the assets would go to whichever body was performing the functions.

The Chairman thanked Nigel Clarke for his contribution to the meeting.

08/58. Scottish Pharmacy Board Representation

Board members received updates from the Board members who represent the Scottish Pharmacy Board on other groups.

Angela Timoney updated the Board on the previous meeting of the National Sexual Health and HIV Advisory Committee, which was going through a stocktaking review.

Alpana Mair updated the Board on the first meeting of the Responsible Pharmacist Standards & Guidance Steering group. The Group discussed the role of the responsible pharmacist and the practicality of the responsible pharmacist position, e.g. what if you were a locum pharmacist who did not agree with the standard operating procedures for the pharmacy. She informed the Board that the implementation of the regulations would be a phased process commencing in October 2008.

Frank Owens updated the Board on the previous meeting of the National Clinical Assessment Service (NCAS) Working Group. The Group discussed the support required for poorly performing pharmacists, a service which NCAS already provides to the medical and dental professions.

Prof Christine Bond updated the Board on the work of the Scottish Advisory Committee on Drugs Misuse (SACDM). She informed the Board that the Committee has produced 3 reports:

- *The Essential Care* report concluded that recovery should be the main focus of treatment and care for people with problem substance use. The Government accepts all the recommendations in Essential Care and the response outlines how this will be implemented through the new drugs strategy and elsewhere.
- *The Psychostimulant* report identified the extent and impact of psychostimulant use in Scotland; making recommendations on how to improve access, range and quality of services available to psychostimulant users.
- *The Integrated Care for Substance Misusers* report draws together all the strands of work sponsored by the group, including the Essential Care report and an update of Integrated Care for Drug Users and makes several recommendations for implementing improvements in service integration.

08/59. Council and National Pharmacy Boards Liaison Group

Dr Rose Marie Parr declared her interest as Director of Pharmacy for NHS Education for Scotland (NES).

The Chairman informed the Board that the Council and National Pharmacy Boards Liaison Group had been set up to help communication between the Boards and Council and that this group had now evolved into the Policy & Communications Forum. The group is currently looking at the process for handling policy issues and how the Boards will input into TransCom.

It was also highlighted that Alison Moore, Council Member, is currently reviewing the Society's special interest and other working groups. An update on this initiative will be provided at the Council Meeting in October.

08/60. Process for Developing Policy

Board members were asked to review the *Policy Development and Implementation in the Society* paper which is to be discussed at the October Council meeting. The President confirmed that this was the same process for

developing policy described in the Governance Handbook and that it was important to review it periodically.

Scottish Pharmacy Board

agreed

with the content of the paper.

08/61. Co-Payments

Angela Timoney declared her interest as a Director of Pharmacy.

Lyndon Braddick, Director for Scotland, informed the Board that co-payments were being debated in the Scottish Parliament this afternoon. Nicola Sturgeon, Cabinet Secretary for Health and Wellbeing, had announced a formal review by the Scottish Government.

The Board felt that this was a challenging issue and that it was important to respond to the Scottish Government consultation, emphasising that the Board supports all patients getting the best care.

The topic of co-payments is to be discussed at the next Council Strategy day.

Scottish Pharmacy Board

agreed

to form a small working group and feed into the Council discussion on co-payments and that Angela Timoney would chair the working group.

08/61. NHS Pharmacy Education and Development Committee

Dr Rose Marie Parr declared her interest as Director of Pharmacy for NHS Education for Scotland (NES).

The Board reviewed the request to nominate a representative to the NHS Pharmacy Education & Development Committee.

Scottish Pharmacy Board

agreed

that it was appropriate to be informed of the work of the NHS Pharmacy Education and Development Committee through the NES representative.

08/63. Scottish Office of the Royal Pharmaceutical Society of Great Britain

The Chairman took the lead and updated Board members on a constructive meeting that took place in September to fully appraise the President of the future requirements for the Society's premises in Scotland.

As a result of that meeting it was decided that the next step forward was to organise an Options Appraisal with an independent facilitator to consider the agreed options against a set of weighted criteria. The proposed options are:

1. Do nothing – to stay at 36 York Place renting from the Benevolent Fund.
2. Purchase 36 York Place from the Benevolent Fund and separate the facilities from 34 York Place.
3. Purchase 36 York Place, separate the facilities from 34 York Place and upgrade the building.
4. Purchase alternative premises in Edinburgh city centre – these premises would be fit for purpose.
5. To lease premises in Edinburgh city centre.

Scottish Pharmacy Board

agreed

to the proposed options and participating in a Premises Options Appraisal.

The President felt it was important to keep Council members informed of the issues surrounding the premises of the Scottish Office.

Scottish Pharmacy Board

agreed

that the Chairman would inform Council of the current situation surrounding the premises of the Scottish Office at the Council meeting in October.

08/64. Programme of Meetings for 2009

Dr Rose Marie Parr declared her interest as Director of Pharmacy for NHS Education for Scotland (NES).

Board members were asked to review the suggested dates and agree dates for next year's Strategy & Discussion meetings. The Board was reminded that the dates for 2009 Board meetings were agreed at the Board meeting in June.

Scottish Pharmacy Board

approved

the suggested Strategy & Discussion day meeting dates for 2009.

The Board discussed the benefit of holding another Professional Leadership Seminar (PLS) in 2009.

Scottish Pharmacy Board

agreed

to host a Professional Leadership Seminar in 2009 to discuss the proposals in the TransCom Prospectus.

The Branch Secretaries' meeting was postponed this year due to a lack of available representatives from the Branches. The Board discussed the importance of communicating with Branches but agreed that the formal meeting was not working. The roadshows on the other hand offered a forum for debate with Branch members and had received positive feedback.

Scottish Pharmacy Board

agreed

to hold a series of roadshows in 2009.

The Registration Ceremony for newly qualified pharmacists is traditionally held on the evening of the first Board meeting after the summer. The timing of the event is thought to have a direct impact on the reduced number of pharmacists who attend the ceremony as this year they were registered and practising as pharmacists as of Monday 21 July, with the Registration Ceremony planned for the evening of Wednesday 1 October.

Scottish Pharmacy Board

agreed

to review and bring forward the date of the Registration Ceremony to be nearer to pharmacists' qualification date.

08/65. Date of Next Meeting

The date of the next meeting will be Wednesday 28 January 2009.