

## JPB CONTENT & ASSESSMENT REVIEW GROUP MEETING MINUTES

**Date and Time:** 10.30am on Thursday 21<sup>st</sup> July 2011

**Venue:** RS3, JPB Offices  
21 Russell Square, WC1B 5EA

**CARG Membership:**

Graham Davies	JPB - <b>Chair</b>	GD
Karen Hong	Kings College London	KH
David Wright	University of East Anglia	DW
Ian Bates	SoP	IB
Jane Portlock	SoP	JP
Rosemary Dempsey	University of Portsmouth & Southampton University Hospitals NHS Trust,	RD
Linda Dodds	Specialist Clinical Pharmacy Services, East and South East England	LD
Chris Cairns	Kingston University	CC
Chetan Shah	University of Hertfordshire	CS
Richard Bateman	Quality assurance	RB
Paul Forsey	Technical Services	PF
Bridget Rankin	Medicines Information	BR
David Erskine	Medicines Information	DE
Tony Carson	Community Pharmacy	TC
Roisin Kavanagh	SoP	RK
Alison Innes	SoP	AI
Shivaun Gammie	Medway School of Pharmacy	SG
Tsana Rawson	GLPC	TR
Barry Jubraj	SoP	BJ
Ross Batty	SoP	RsB
Satinderjit Kaur Bhandal	Reading University	SB
Elaine Sharp	University of Brighton	ES
Nikkie Opara	University of Hertfordshire	NO
Helena Herrera	University of Portsmouth	HH
Neil Haribhai	SoP	NH

	Actions
<p><b>1) Apologies</b></p> <p>David Wright, Jane Portlock, Sue Jones, Linda Dodds, Chris Cairns, Chetan Shah, Richard Bateman, Paul Forsey, David Erskine, Tony Carson, Tsana Rawson, Ross Batty, Beth Philips,</p>	

<p>Elaine Sharp, Nikkie Opara</p>	
<p><b>2) Minutes of previous meeting (24<sup>th</sup> March 2011)</b></p> <p>Minor grammatical changes were made on page two of the minutes.</p>	
<p><b>3) Matters arising</b></p> <p><b>a) Review of Action Points from 18<sup>th</sup> November 2010</b></p> <p>BJ &amp; RK met with Theo Emmanuel on 21<sup>st</sup> July who is keen to integrate clinical trials with the JPB. Discussions are ongoing and further details will be provided at the next CARG meeting.</p> <p>SG: SEMMED have implemented an online programme feedback form (to be completed by students) using survey monkey and have made it a core requirement for practitioners to add to their portfolio. JPB London currently use blackboard to collate programme feedback and have also made it a core requirement as part of the portfolio.</p> <p>All previous actions from the last meeting have been followed up and completed apart from the following which require further action:-</p> <p>IB to place new GLF (Version 3) on CoDEG Website.</p> <p>No further progress has been made with the licence of the current mini-PAT system. It has been proposed an alternative/new system should be looked at to replace the current software all HEI will contribute to the cost if a viable alternative can be found.</p> <p><b>b) JPB Partners Website and Blackboard Course Access</b></p> <p>NH: Website needs to be tidied up, will update front page to include HEI logos. Have agreed the website needs to be more streamlined and information should not be repeated on both SOP webpage and JPB webpage.</p> <p>GD: Would like to include a more interactive element to the front page of the website.</p>	<p><b>BJ to report progress at next CARG meeting.</b></p> <p><b>NH to contact Emma Wright to request a copy of programme feedback form which can then be distributed to all CARG members.</b></p> <p><b>NH to follow up with IB and post new GLF onto website before next CARG.</b></p> <p><b>NH, AI &amp; RK to engage NHS Medical Education &amp; UCL request information and quotes regarding their mini-PAT software</b> <b>RK to forward mini-PAT powerpoint slides to SG.</b></p> <p><b>NH will start to update the website. Will contact Morgan Williams re:UCL facilities.</b></p>

#### 4) Acute Sector Programme Parity

##### a) Core JPB Minimum Requirements Document

SG: The content of the document produced by SG provides a detailed snapshot of the PG Diploma in General Pharmacy Practice. Only a few are amendments required.

##### b) Curriculum

RK: Clinical Services curriculum has been updated for next academic session. The process of consultation and review was described and changes discussed. The Clinical Pharmacy Specialist Services (NHS) led the review and the final version was approved by CARG.

Medicines Information curriculum requires additional terminology to reflect the fact that some Trusts have lost MI services. BR to review and feedback to RK before MI guide can be finalized.

Patient Services – No major changes for CARG to approve.

Technical Pharmacy – No changes to report or approve

All the curriculum guides have been standardised by RK to ensure uniformity in layout and format.

SG: It was noted that we should add sign off for curriculum LO to practitioners portfolio sign off forms at both 12 month & 18 month stages.

##### DAP's Update

BJ: Further details of the proposed new DAP structure for JPB London will be discussed in detail at the next SoP Course Management Board. It has been proposed that JPB London will move towards a 2 DAP programme based upon the GLF Management and Organisation cluster and will incorporate generic clinical learning outcomes.

SG: South East Coast commissioners have requested the introduction of a 12 month Diploma for those starting the certificate in September 2011 and a 2 six month DAP system has been proposed. A meeting will be held in January 2012 to

**GD will forward amended copy to SG & NH to finalise. NH to format document and forward to all HEIs to approve by 22/08/11.**

**NH to forward an e-copy of the guide to BR once the additional changes have been made.**

**GD to discuss the new DAP outlines with NHS Trust partners and implement new system gradually.**

<p>develop options. Potential to co-ordinate with JPB London and develop a DAP model which could be rolled out to all regional JPB sites agreed.</p> <p><b>c) Training Centre Accreditation</b></p> <p>GD: Discussed the re-accreditation process and provided an update regarding the outcome of the 1<sup>st</sup> Trust to pilot the re-accreditation process. It was suggested we invite a member from the NHS as part of the re-accreditation panel.</p> <p><b>d) Assessment Design Group</b></p> <p>AI: Provided members with updated membership of ADG next meeting to be held straight after CARG. It was agreed ADG will meet before CARG starting at 10:30am – 12:30pm. CARG will take place after ADG starting at 1pm – 3pm.</p>	<p><b>GD will forward re-accreditation documents to David Webb &amp; Stuart Semple.</b></p> <p><b>NH will update self assessment documents and forward to all members.</b></p>
<p><b>5) Tutor Support</b></p> <p><b>a) Implementation of new terminology</b></p> <p>BJ: New terminology has been developed by South East Coast JPB. Intention for London JPB to adopt the new terminology for this coming academic year. Other JPB regions will progress at own pace.</p> <p><b>b) Training for Lead Trust Tutors</b></p> <p>BJ: No training has taken place so far still in development. Would appreciate any feedback from CARG members.</p>	
<p><b>6) GLPC Updates</b></p> <p>No updates to report GLPC have not met.</p>	<p><b>RK to engage and encourage group to meet.</b></p>
<p><b>7) Preparing response to Modernising Pharmacy Careers work stream 2</b></p> <p>GD: Received email from MPC regarding providing evidence to work stream 2 - July deadline has been postponed to the</p>	

<p>autumn. GD has requested further information on the format that MPC will require the written evidence and the deadlines. No response has been received as yet. GD felt it important to provide evidence as one organisation – representing four regions. GD reported that he was happy to draft a report on behalf of all JPB sites which will be distributed to all members for comment and approval before submission.</p>	
<p><b>8) Community Programme</b></p> <p><b>a) Review of curriculum guide document</b></p> <p>SG: 4 practitioners have completed the certificate and Medway are currently in the process of approving and implementing DAP's.</p>	<p><b>SG to circulate Final DAP guide to members at the next meeting.</b></p>
<p><b>9) Update from partner sites</b></p> <p>Helena Herrera has replaced Jane Portlock at Portsmouth and will be added to CARG membership list. She will take up her post in September 2011.</p> <p>JPB South Central has not met for some time.</p>	<p><b>RK to investigate.</b></p>
<p><b>10) Date of Next Meeting</b></p> <p>Please note an ADG meeting will now take place before each CARG meeting (in the morning) so that the next CARG meeting will be held on : 1pm – 3pm 17<sup>th</sup> November 2011</p>	<p><b>GD to circulate possible CARG dates for coming academic year.</b></p>