

Meeting	Joint Programmes Board Coordinating Committee (JPBCC)
Venue	Advanced Pharmacy Studies Centre, School of Pharmacy, 21 Russell Square, London WC1B 5EA.
Date and Time	Tuesday 11 th May 2010 at 11 am.

Minutes

Attendance

David Webb, Chair (E&SE England Specialist Pharmacy Services)
Professor Graham Davies (Chair of CARG & also on behalf of Professor Peter Hylands, KCL)
Susan Sanders (Director, London Pharmacy Education & Training and JPB London Employers Group)
Stuart Semple (BLT, JPB London Employers Group),
Jane Portlock (University of Portsmouth, South Central JPB)
Bhulesh Vadher (Portsmouth Hospitals NHS Trust, South Central JPB),
Professor John Smart (University of Brighton, South East Coast JPB)
Margaret Stone on behalf of Professor Larry Goodyer (Head of School, De Montfort University)
Mike Gray (Royal Surrey County Hospital, South East Coast JPB)

1. Apologies

Professor Anthony Smith (Dean London School of Pharmacy)
John Quinn (Chief Pharmacist Buckinghamshire Hospitals NHS Trust)
Ian Costello (Chief Pharmacist, Royal Marsden NHS Trust)
Dianne Adams (Richmond & Twickenham PCT)
John Wong (University of Portsmouth SoP),
Martin Keble (West Herts Hospitals),
Professor Peter Hylands (King's College)
Professor John Brown (Kingston University)
Gail Fleming (SEMMED)

2. Minutes of previous meeting (October 2009)

Susan Saunders (SS) commented that the minutes should be of the JPB Steering Group as the change to JPB Coordinating Committee occurred after this meeting. SS also asked that the number of SHAs be corrected to 10, rather than 20 (page 2) and that clarification of the term 'JPB South East forum' (page 4) was required. It was agreed that the word *forum* should be changed to *collaboration*.

3. Matters arising

(a) Commissioning paper

Mike Gray (MG) brought the committee up to date with the developments regarding the possible commissioning of Diploma training from NHS South East Coast.. A document, prepared by Gail Fleming, Railton Scott and Ian Bourns, had been submitted to the SHA. A meeting was scheduled for the 6th June to discuss commissioning of training. A number of individuals requested a copy of the SE Coast Commissioning Proposal to inform future proposals in other JPB regions.

Action: MG to discuss this with Gail Fleming and arrange for a copy of the proposal to be sent to admin@jpbsoutheast.org for distribution.

(b) Distribution of Governance Document and final SDF Report

Graham Davies (JGD) informed the group that he had sent copies of both papers to Dr Ridge at the Department of Health, offering to meet should he have any comments or questions in relation to either paper. No further contact had been received. It had also been agreed to circulate copies to the RPSGB lead (Dr Sue Ambler) however she had in the meantime moved to the Department of Health. It was agreed that the documents should now be sent to Dr Catherine Duggan in her new role at the RPSGB.

Action: JGD to send copies of JPB Governance and SDF Report to Dr C Duggan (RPSGB)

(c) Membership list

It was agreed that the membership should now be aligned to that described in the Governance Document and that a lead from both the NHS and academia would be identified for the 4 regions and deputies agreed. Some JPB regions had already nominated individuals to sit on this committee while others were due to agree their nominees in the coming few months.

NHS Membership	Academic Membership
Chair of JPB Coordinating Committee David Webb (Director of Specialist Pharmacy Services, East and SE England)	
Chair of CARG Professor Davies (next 12 months)	
JPB South East Coast Mike Gray (RCSH, Guildford) Ian Bourns (Deputy; East Sussex Hospitals Trust) Gail Fleming (SEMMED; Education Lead)	JPB South East Coast Professor John Smart (Brighton) Professor Iain Cummin (Deputy; Medway)
JPB South Central Bhulesh Vadher (Portsmouth Hospitals Trust) John Quinn (Buckingham Hospitals Trust) One to attend as availability allows.	JPB South Central Dr Jane Portlock (Portsmouth) Professor Adrian Williams (Deputy; Reading)
JPB London Stuart Semple (Barts & the London Trust)) Deputy to be confirmed Susan Sanders (LPET; E&T Lead) Members to be confirmed	JPB London Professor Anthony Smith (the School of Pharmacy London) Professor Peter Hylands (King’s College) Professor John Brown (Kingston) Representation to be agreed.
JPB East of England Sheila Baldwin (Suffolk PCT) Martin Keble (West Herts Hospital NHS Trust)	JPB East of England Dr Paul Grassby (University of East Anglia) Steve Curtis (University of Hertfordshire)
Associate Members John Marriott (University of Aston) Larry Goodyer (De Montfort University)	

Action: David Webb (DW) to email Jane Giles. to clarify the East of England Members.

Action: List to be circulated to all once up-dated by Verona Zloh (VZ)

Action: JGD to email 3 London Heads of School to ask for their views on representation on this committee.

(d) Risk register

All items listed on the Risk Register remained current No other additions were identified. The item associated with Speciality Hospitals was partly resolved, as both the Royal Brompton and Royal Marsden were engaged in the programme whilst many of the Mental Health Trusts provide DAP experience only. It was understood that Moorfield Hospital was in discussion with UCLH about collaboration to deliver the programme. No information was available regarding Great Ormond Street Hospital.

4. Health Innovation and Education Clusters (HIEC)

JGD circulated a Department of Health document summarising the HIEC initiative and detailing that 17 HIECs had been established across the 10 SHAs in England. Three of these were in London, 2 in East of England and 2 in South Central. A total of £11m was being made available to support work in these areas. As the HIECs were relatively new and there appeared to be opportunities for pharmacy engagement it was agreed that this should be a regular agenda item for future JPBC meetings. Members working in a HIEC area would gather further information by next meeting to share with colleagues.

Action: VZ to add to next JPBC agenda. All working in HIEC area to gather further information about HIEC activity and report to next meeting.

5. Curriculum update

Technical and Medicines Information Services

Significant progress had been made with regards to the Technical Services Curriculum. It had been reviewed so that it could be delivered within Trusts that do not possess a Technical Services Unit. In addition, a new performance assessment tool DOPS (Direct Observation of Procedural Skills) had been developed so that aspects of technical skills delivered at the bedside (i.e. compatibilities etc) could be assessed and used as evidence that the learning outcomes had been met. The new approach was currently being piloted at a number of hospitals across London and the South East and the process will be reviewed at a meeting in June. Richard Bateman has also agreed to provide a study day to ensure that some of the basic knowledge aspects are covered. It was stressed that where Units existed they continued to provide a local experience for trainees in order to encourage juniors to consider a career in this area.

Contact had also been made with David Erskine (DE) at UKMI to raise the problem of meeting the MI learning outcomes at hospitals which no longer have an MI Centre. Alison Innes (JPB Associate Director) was leasing with DE on this matter. It was generally felt that the DOPS approach could also work for MI.

DW stressed that it was important that these changes be implemented in time for the next intake of trainees in September 2010.

Action: Changes to Curriculum Guides to be implemented in time for September 2010 intake by programme leads. DOPS information to be shared with all programme leads once piloting complete.

6. Curriculum & Assessment Review Group (CARG) Report

JGD circulated a draft note of the CARG meeting held on 14th April and highlighted a number of issues:

(a) Assessments

A formative 250 item MCQ paper had now been produced and all London trainees had completed a version and received feedback. The aim was to serve as a diagnostic for trainees in order to direct their learning. It had already been made available to Medway and Brighton trainees and could be accessed by other academic centres. This should soon be available on-line so that trainees could sit the MCQ at their base hospital and receive immediate feedback – currently this was being managed manually. In addition, a formulary of top 100 drugs was being developed to direct the learning of trainees – in particular relating to the pharmacological and pharmaceutical knowledge base. Jane Portlock (JP) mentioned that Portsmouth used a *Therapeutic Framework* to capture the trainees' knowledge of the underpinning science and related medicines information.

Action: JP to send Therapeutic Framework document to VZ for circulation to CARG members.

(b) Tutor Support

A number of initiatives were in development to provide detail relating to the roles and responsibilities of Trust tutors and facilitators. SEMMED were undertaking a project to try and standardise some of the teaching terms and roles across the pharmacy profession (not just PG Diploma tutors) and to describe the key competencies of such positions.

Claire Oakley (London) and Barry Jubraj (London) had developed a briefing document for Practice Tutors and Education Facilitators – this was again available to all academic centres to adapt for their local use.

Shivaun Gammie (SE Coast) and Barry Jubraj were also going to produce a number of podcasts around tutor training which could be accessed in the workplace.

(c) Programme Parity

The academic centres delivering the Dip GPP had provided information relating to the structure, content, assessments and duration to share data and to ensure parity in core aspects of learning outcomes and assessment processes.

Some variation in programme length was noted (2 to 3 years) – shorter programmes tended to have a lead in period of up to 6 months – making the total length approximately 2.5 years. This was an issue which was likely to be discussed at the regional JPBs. Stuart Semple (SSe) commented that the North East London collaborative had discussed trainees moving to Band 7

positions after 2 years – and then completing their Diploma (via the DAP elements) during the first year of their Band 7 post. David Webb (DW) commented that originally some NHS senior pharmacists' had advised that the programme should be 3 years in duration to support Band 6 training. However, Band 6's were now unlikely to spend this length of time in this band. DW suggested that it would be useful to separate the training from AFC band – this would then support the need, independent of career progression. DW asked CARG to provide detail of duration of programmes, including information relating to soft starts and exit points. This should also include the various entry points – once or twice a year.

Action: JGD to collate programme duration, induction and entry/exit points for all HEIs – add to next CARG agenda.

7. Devolved model

(a) Governance paper final sign-off

The revised Governance paper was formally accepted. DW and JGD agreed to realign the logo to the new devolved structure.

An issue was raised in relation to how the core functions of the JPB could be maintained now that a devolved structure was in place. It was agreed that the Governance document clearly outlined that any regional changes relating to:

- Learning outcomes
- Assessment Principles
- Quality Assurance Systems

would be brought to the JPB Co-ordinating Committee for agreement before local action. This would ensure that the core values of the approach were maintained.

Action: JGD and DW to review logo for next meeting.

(b) Accreditation

JGD distributed details of the current accreditation process used to approve Training Centres. This approach was being used by UEA, Medway, Brighton and London. Portsmouth had a different historical arrangement in place but would soon review this.

BV, MG and SSe commented that it would be useful to link other mandatory quality approaches (such as CQC and NHSLA standards) to this system so that the resource applied to one would support criteria listed in the accreditation document and *visa versa*. BV, MG and SSe agreed to review the document in light of this so that it supported the work of Chief Pharmacists more clearly.

Action: JGD to circulate accreditation document electronically to BV, MG & SSe for review of criteria in light of other policy documents.

8. Update from regional boards

▪ *JPB South East Coast*

MG and JS reported that meetings had already taken place and matters relating to establishing a central contract for the Diploma (fees plus infrastructure) were underway. A proposal had been submitted to the SHA, authored by Gail Fleming, Ian Bourns and Railton Scott, to request a model of commissioning be established. Due to the close working between SEMMED and the medical Deanery, the programme had been linked to Foundation training. Members asked that the paperwork, once a decision had been made, be circulated to group members as this might serve as a template for others to approach commissioners in an attempt to secure financial support.

Action: MG to discuss with GF and, if in agreement, circulate Commissioning Proposal when available.

MG requested that CARG standardise student feedback so that similar paperwork and timings were used across the geography.

Action: GD to add “Standardisation of student feedback” to next CARG agenda.

▪ *JPB South Central*

A meeting had already taken place, chaired by Clare Howard (SHA Pharmaceutical Adviser) to establish membership and structure. A follow-up meeting was set for 22nd June where Portsmouth and Reading Universities would present their programmes.

▪ *JPB East of England*

Although no-one from the region was in attendance, it was noted that developments were under way and progress had also been made on commissioning arrangements.

▪ *JPB London*

A date to meet had yet to be agreed. DW outlined a survey of Chief Pharmacists across London which was being developed, with a view to eliciting their views on aspects of the programme. DW to circulate to other regions when available for local use, if appropriate.

Action: DW to circulate questionnaire to Regional JPBs when available.

▪ *East Midlands Progress*

Margaret Stone (De Montfort School of Pharmacy) gave an update on progress with their Diploma programme. University of Derby had withdrawn their programme . The structure of the

programme was being finalised and discussions were progressing on establishing a commissioning model. No further news to report from West Midlands.

9. External Relations

- JGD reported that CPPE had confirmed that various materials could be used to support trainee learning, either in the workplace or as part of a learning set.
- JGD reported that an informal discussion had taken place with colleagues from Welsh School of Pharmacy who were interested in closer collaboration with JPB. It was proposed that an informal meeting might be held (in Cardiff) of organisations currently delivering work-based learning programmes so that practice could be shared. This might then lead to more formal events.

Action: JGD would report any progress at the next meeting.

10. A.O.B

- JGD asked that Modernising Pharmacy Careers be a regular agenda item due to its likely impact on JPB activity. As Professor Smith would be able to provide an update on progress on the integrated MPharm it was agreed to invite Helen Howe (Chief Pharmacist, Addenbrookes, Cambridge) to provide a brief overview in relation to post-registration developments at the next meeting.

Action: DW to invite HH to present progress on post-registration careers at the next meeting.

11. Date of next meeting

Monday 11th October 2010, 11am to 12.30pm in Conference Room 1, Advanced Pharmacy Studies Centre, School of Pharmacy, 21 Russell Square, London WC1B 5EA.