

Minutes of Welsh Pharmacy Board Meeting held on Wednesday 18th April 2018 – Open Business

Present Welsh Pharmacy Board:- Suzanne Scott-Thomas (Chair); Paul Harris (PH), Vice Chair; Phil Parry (PP); Richard Evans (RE); Fiona Jones (FJ); Cheryl Way (CW); Sudhir Sehrawat (SS); Jamie Hayes (JH); Ruth Mitchell (RM); Rob Davies (RD); Mike Curson (MC);

In Attendance Mair Davies (MD), Director for Wales; Cath Ward (CW) Business Manager; Elen Jones (EJ), Principal Policy Lead; Ross Gregory (RG), Head of External Relations; Jodie Williamson (JW), Membership Engagement and Communications Managers; Corrine Burns (CB) PJ Correspondent, Ash Soni President (AS); Paul Bennett Chief Executive (PB); Christopher John (CJ) Head of Workforce Development present for item 12; Dylan Jones as an observer

Apologies: None noted

Item number and heading	Related paper/s	Notes and actions	Action by
01 Welcome & Introduction		The Chair welcomed WPB members, staff and guests to the meeting.	
02 Apologies for absence		No formal apologies were received.	
03 Declaration of Interest (DoI)		The Chair reminded all Board Members about their responsibility to update their declarations of interest information in accordance with the Governance Handbook 2017-2018.	
04 Minutes of the Open Business meeting held on 19.01.18	18.04.18 WPB 01	The Welsh Pharmacy Board received and approved the minutes of the open business meeting held on 19.01.18 as a true record of proceedings.	

<p>05 Matters Arising from Open Business Meeting 19.01.18</p>		<p>Matters Arising</p> <ul style="list-style-type: none"> • Update on election process -all actions completed • Explore how RPS engage with change – This issue was raised in the Public Affairs sub group • Issue Friday email to Local co coordinators – This is being piloted on a Monday and is well received by local coordinators • Key messages to be issued – this action has been completed • Board discussed issuing an email to members weekly to members as per WPB Friday email • Cannabis Update – No further information received <p>Action 1 - Cannabis next steps –Update for next meeting</p> <p>Action 2 - Team to explore options for a model of communications to members in addition to the existing methods and report back to the Board at the next meeting</p>	<p>RG</p> <p>JW</p> <p>Team</p> <p>EJ</p> <p>Team</p>
<p>06 Call For AOB</p>		<p>There was no other business notified to the Chair.</p>	
<p>07 Update on Election Process 2018</p>		<p>MD advised the Welsh Pharmacy Board that 8 Candidates were standing for election to the Welsh Pharmacy Board, and noted that this was an excellent turn out for Wales this year. The Board also noted that the Husting were held 17th April 2018 and the report was very positive and professional.</p> <p>The Welsh Pharmacy Board also noted the following key dates for the election process:-</p> <ul style="list-style-type: none"> • Voting opens 30/04/18 • Voting closes 18/05/18 	

		<p>Other points noted in discussion were:-</p> <ul style="list-style-type: none"> • WPB noted the issues around social media commentaries and it was noted that any questions should be dealt with directly by the Country office involved. The Board were also conscious of the protocol for using social media. • Should the PJ send out the husting questions first so candidates have more time to focus on real issues? • The Board raised the issue of whether separate hustings could be held for different Country Boards as this added value. The Board also questioned whether the media tool (telegraph) was the right platform, and if there is a better way maybe a different platform is more appropriate? <p>Action 3 - Separate hustings and media platforms to be considered and raise as part of the debrief</p>	MD
<p>08 Welsh Directorate Update OPP 2018 Q1 Directors Report</p>	<p>18.04.18 WPB 03/04/05</p>	<p>The Welsh Directorate, OPP and Directors update was noted and the following points were raised in discussion:-</p> <ul style="list-style-type: none"> • WPB Board noted that the role of Director of Education for Professional Development had been advertised with the departure of Dr Catherine Duggan that Mair Davies would be back filling the Education role in the interim period. Elen Jones would be Acting Director supporting the team in Wales. Other aspects of PDS are being taken forward by Robbie Turner in England. The backfill post for Ellen’s post would be advertised the Board and sought reassurance that the backfill post would be achievable given the time frame. Assurance was given that this would be the case • Board were asked to support the arrangement to help team going forward • Digital newsletter how we can share that quickly – sending through the e news – is this a platform we can use weekly? 	

		<ul style="list-style-type: none"> • Good detail themes need to look at what RPS are doing for members – Revalidation and Wellbeing- simple messages • Do we need to use a platform for members and Board – like telegram which is more interactive? • Need to update member’s communication – ie opting out of emails etc...people have to be able to opt out. • Board requested reports of outcome from visits in their locality and also advance notice of when RPS staff are visiting in their local area. • Board would like to have the opportunity to look at the OPP. This would provide greater assurance that work load is relevant and on track and would ascertain whether the reporting system is fit for purpose in its current format. <p>Action 4 Board to examine OPP ahead of the next Board meeting - Next working day agenda item</p>	<p>Board Members</p> <p>MD and CW</p>
09 Chair’s Report	Verbal	<p>The Chair provided a verbal update as follows:</p> <ul style="list-style-type: none"> • Main areas activity have been in influencing the education agenda • North Wales visit – meeting Chris Jones and Fiona Jones and Berwyn Owen • Education support is moving at pace • Attended Assembly meeting • Meeting with Andrew Evans to discuss the education agenda 	
10. Local Engagement Update	18.04.18 WPB 07	<p>Board noted the Local Engagement update and noted that Alan Hughes would be stepping down as Admin Lead for North Wales.</p> <p>Action 5– The Board asked that thanks be sent to Alan for his continued passion and commitment to RPS North Wales</p>	Team

		<p>JW provided an oral update on the RPS Wales wellbeing next steps which were endorsed at the WPB working day</p> <p>Key priorities</p> <ul style="list-style-type: none"> • Campaign for parity of access to protected time for training and development • Promote a cultural change around safety, professionalism and empowerment • Develop a series of local events to support all of the priorities • Explore the possibility of Member Benefits associated with your Membership card • Ensure that all members feel connected at all times and develop a strong network including Wellbeing Superheroes 	
<p>11 Policy Update</p>	<p>18.04.18 WPB 08</p>	<p>EJ provided an oral update on the revised timelines for the Palliative Care and End Life Policy as endorsed at the WPB working day.</p> <ul style="list-style-type: none"> • WPB agreed they would finalise and launch the document by October 2018 this would give more time to look at Paediatric Palliative Care and more meetings in the diary very important that we engage fully. • Board were asked to consider options for launch Policy Document <p>Option 1 - RPS Wales only launch, organised form Wales Office will try and attract multidisciplinary audience. Some cons that it may appear RPS are very pharmacy process</p> <p>Option 2 - Build on the partnerships already established – for example Royal Colleges keen to align with RPS as Palliative Care high on agenda, some similarities. Board asked if there is an opportunity to co badge and produce joint statements. This would increase the audience – press media of we work in partnership – key joint messages really important.</p>	

		<p>Option 3 – Not have a big launch event just publish the document, but we need to keep the document alive.</p> <p>Board asked if RPS consider the draft recommendations to see who the key audience for the recommendations are and how we can target that group. The Steering Group should be involved in this work.</p> <p>In discussion the following points were also raised:-</p> <ul style="list-style-type: none"> • Who are the key audience to the recommendations and target them – key stakeholder • Collaboration is good • Happy that Steering Group is being involved • Timing is fortuitous for Med Safety Conference – good speakers • A launch partnership and replicate in North Wales <p>Board agreed that the preferred option would be to work in partnership.</p> <p>EJ will scope some options on this proposal</p>	EJ
<p>12 Education and Workforce Update</p>		<p>The Chair welcomed Chris John to the meeting via VC.</p> <p>A handout of slides was distributed to the meeting, which highlighted the summary of responses to the consultation on Health and Workforce strategy for England.</p> <p>RPS consultation on the Role of the Pharmacist 61 individuals and 26 organisations responded. The response rate disappointing but the range of organisations was encouraging. Quantitate analysis has been carried out but still working on qualitative analysis.</p>	

		<p>Feedback from the GPhC Education Advisory Group meeting 6th April 2018 attended by Chris John and Professor Peter Kopelman:-</p> <p>Three main points</p> <ul style="list-style-type: none"> • Initial education and training for pharmacists direction of travel • Research on preparedness for Practice • Consultation on education and training standards for pharmacist independent prescribers <p>Welsh Pharmacy Board noted that the revised statement will be presented back to Board it must be ready by July 17 to tie in with rebranding.</p> <p>Action 6– Agenda item for June WPB meeting – update</p>	
<p>13 Board Member Updates</p>		<p>Faculty and Education Board - RD RD reported that he had not attended a meeting of the new Board – check membership is accurate.</p> <p>NWIS – CW CW updated as follows:-</p> <ul style="list-style-type: none"> • 527 Community Pharmacies – Choose Pharmacy • Piloting 11 sites one in each health board for the emergency medicine supply (EMS) module with access to WGPR. • FMD – hospital pharmacists – process maps – follow up meeting arranged for June • Working with WG promoting the service • Vital key factor success of common ailments working with GPs, Need patients to be actively triaged rather than self-prescribing • Choose pharmacy work is exemplar 	

		<p>In discussion the following was noted:-</p> <ul style="list-style-type: none"> • Can we look how can RPS help in the wellbeing agenda to help with the workload agenda • Need to manage the accessibility of the Pharmacist and managing public perception • Need to find a different way of giving people their prescriptions, need to propose a medicines supply is made in a more efficient way <p>As a Board we need to capture long term conditions, further scope what is RPS can do to help the wellbeing agenda and How support the reengineering of services Feedback into the wellbeing steering group</p> <p>SS provided an update on GDPR following a National Pharmacy Association presentation Key points were:-</p> <ul style="list-style-type: none"> • Data Protection Bill – implementation dates • Lawful basis around dispensing and consent in terms of record keeping • Implications compliance Health care sector is at high risk due to personal data need to be careful and fines may be imposed and these are huge fines for example delivering a prescription to the wrong person – there is a breach that needs to be reposted within 72 hours • Raise awareness with the organisation – all pharmacies need a DPO – could be within a group of Pharmacist • Further Guidance from NPA and templates which SS will share with the Board • IS there a role for RPS to support its members in a signposting and raise awareness? <p>Action 7 Issue Guidance on Friday email Team to inform Board and members of GDPR guidance</p>	<p>Team</p>
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14 AOB		<p>The Chair thanked Phil Parry for his time on the WPB and for his valued contribution to RPS as a Board Member.</p> <p>The Director thanked PP for his long and dedicated 25 year membership of firstly the Welsh Executive and laterally the WPB. His contribution has been invaluable over the years.</p>	
15. Key Messages		<ul style="list-style-type: none"> • Thanks to Pill Parry for his contribution to RPS and note that he standing down from the WPB and thanks to Alan Hughes • Update on the work plan for Wellbeing agenda • Election details 	

Action list for WPB – Meeting 18.04.18

Action	Action By
Action 1 - Cannabis next steps – No further update – action bring back to next meeting	EJ
Action 2 - Team to explore options for a model of communications to members in addition to the existing platforms and report back to the Board	Team
Action 3 - Separate hustings and media platforms to be raised as part of the debrief of the election process	MD
Action 4– Working day agenda item Board to scrutinize OPP - Next working day 19 th June 2018	CW
Action 5– The Board asked that thanks be sent to Alan for his continued passion and commitment to RPS North Wales	WPB
Action 6– The Role of the Pharmacist consultation - Agenda item for June WPB meeting – CJ to be invited	CW
Action 7 - Issue Guidance on Friday email - Team to inform Board and members of GDPR guidance	Team

Action 8 - Key Messages Thanks to Pill Parry for his contribution to RPS and note that he standing down from the WPB and thanks to Alan Hughes Update on the work plan for Wellbeing agenda Election details	Team