**North Staffs and Stoke Pharmacy Committee**

Minutes of the meeting held on 27th November 2018 at meeting Thea Pharmaceuticals, IC5 Keele University Keele Staffs

**Present:**

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| Committee member | Present | Apologies |
| Nita Allen (NA) - Chair | ✓ |  |
| Clare Stott (CT) - Vice Chair | ✓ |  |
| Sue Adams (SA) | ✓ |  |
| Elliot Patrick (EP) | ✓ |  |
| Raj Morjaria (RM) | ✓ |  |
| Hema Morjaria (HM) |  | A |
| Harpal Bhandal (HB) | ✓ |  |
| Becky Norton (BN) | ✓ |  |
| Ellie Lawton (EL) | ✓ |  |
| Liane Hannah (LH) |  | A |
| Peter Walker | ✓ |  |

**In Attendance:** Mrs T Cork (TC), Simon Hay (SH) (part)

**In Chair:** Nita Allen (CT)

**Chief Officer:** Tania Cork

**Standing Items**

*1118-1* **Chair:** NA welcomed all members to the meeting

*1118-2* **Apologies:** Liane Hannah (LH), Hema Morjaria (HM). NA made the members aware that LH has stepped down from the LPC as she could not attend any meeting dates.

**AGM**

**Chair**

**NA** thanked all members for their continued support and commitment during 2017/18

**Chief Officer**

TC summarised the achievements of the LPC for 2017 to 2018.  The report was accepted by the committee, NA voted and PW 2nd the vote

**Treasurers Report, Financial Declarations and Approval of LPC documents**

Accounts cover period from 1st April 2017 to 31st March 2018.   The accounts were endorsed by the committee as SA voted to approve the reports and NA 2nd the vote.

*1118-3-* **Governance/Declarations of Conflicts of Interest (DOI):** TC reminded members that these should be updated by themselves and checked at each meeting. HB and RM updated their DOI. TC drew the committee’s attention to understanding what should be in the DOI folder such as acquiring new businesses or receiving remuneration from pharmaceutical companies

*1118-4-* **Power to act:** Come to light during meeting agenda.

*1118-5-* **Minutes from previous meeting:** all correct and signed off

*1118-6-* **Matters Arising:** No matters arising

*1118-7-* **Finance:** TC gave figures of bank balances. TC also reminded the committee that Care Navigation work that SH carries out is being funded by the CCG ie. wages are being funded for the next 3 months (until end of January). CCG has also paid for walk in their shoes bill from the pharmacy attending the surgery. PSNC 2nd payment will be paid this week. The budget is on target. Simon Hay contract was extended for an extra year.

The PSNC has recommended Clyde & Co LLP to support the LPC with employment law advice. A special offer of £150 for the first year.

**Business Agenda**

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| *1118-8* | **Action sheet update**  Developing long-term plans for the NHS consultation – nita wrote and submitted  Invites for CCG (Amanda Lovatt) – TC will inform Mrs Lovatt of the LPC dates for 2019 once agreed later in the committee meeting  Care Navigation wages – these have been paid  Invite Simon Dukes to LPC meeting – again TC will inform Mr Dukes of the LPC dates for 2019 once agreed later in the committee meeting. Questions from the committee need to be devised before the visit date |
| *1118-9* | **Price concessions**  TC discussed with the committee that contractors are very unhappy with price concessions and that the they are always behind and the pharmacy has already dispensed. The contractors are losing a lot of money. The committee mention the cost of enquiry and how that would mitigate some high and low prices. In other words, sometimes, the contractor will lose and sometimes win. However, the committee stated their disagreement with this process now as no contractor can afford to lose money since the funding cuts. In addition, some contractors may lose a lot due to the prescribing of GP in that area. Pharmacies can not make an informed decision of how to buy anymore because the dispensing has taken place before the payment has been agreed. Committee also stated that contractors were saying that their staff were spending a considerable amount of time (man hours) ringing manufactures and wholesalers to find stock. This time could be better spent on patient care.  The committee agreed that a letter should be sent to the PSNC and reflect the contractor’s unhappiness with the current system and we would like to understand what plans they have to combat the process. TC would also talk to Simon Duke when she sees him in 2019. Also need to check if price concessions are 0% discount. |
| *1118-10* | **Training event update**  TC updated members on the training event. Mr Pickard delivered a talk on the services. Mr Hay talked about care navigation and walk in my shoes. Public health talked about oral health and CHSL.  TC mentioned how poorly this event was attended by contractors and her concern about how training sessions could be better attended considering the event was advertised on the website, emailed and faxed to pharmacies. There was also a concern about the cost of delivering an event, such as venue and food. Members discussed about webinar type training however, this does not help with valuable networking for the profession. |
| *1118-11* | **Report from Simon Hay**  PW requested that Walk in their Shoes needs to be rolled out further. This is a project for S Hay next year (2019). There was a discussion around left prescriptions on pharmacies shelves and that surgeries need to know about this. Also, the committee mentioned that patients are stock piling because they are hearing about the amount of out of stock medicines. SH stated that he had two other pharmacies in mind for the project.  One area of focus of work has been HLP and VirtualOutcomes. There needs to be more pharmacies taking part in using these training modules although, we have had a good response in some pharmacies.  SH has also analysed campaign responses through PharmOutcomes and remined pharmacies how important it was for them to enter their data onto PharmOutcomes. He has Liaised with Area and Cluster managers to make them aware of their pharmacies non-compliance  Another area of work is in relation to Care Navigation. TC reminded the committee that SH wages for this work stream are paid for by the CCG.  TC discussed the future work plans for SH. |
| *1118-12* | **Services update**  Missed payments – TC informed committee that there were some payments and these would be corrected next month  **MUR/Skype**  All pharmacies are ready. we have had two issues that have slowed the project down.  Firstly, the MUR consent form. We were hoping that patients consent could be achieved electronically by the patient signing the tablet screen and then forwarding this straight to the pharmacy. However, due to the cost of the software and the funding envelope from the project it was decided that if we spent the money on software fewer pharmacies would be able to deliver the service in the future. The patient consent will now be completed on paper (the Home First Team will have numerous copies at hand) and then scanned back to the pharmacy.  Secondly, the Home First Team were part of SSOPT.  SSOPT does not exists anymore and has been taken over by Midlands Partnership Foundation Trust (MPFT), this put the project was on hold for a little while, until the MPFT had settle in and assessed the project. TC has now received that sign off from the clinical director who is very happy for the MUR/Skype to go ahead.  The Home first Team will now be receiving their computer tablets in the coming days. The next task is for the IT to develop a training video of the patient journey, so pharmacists and Home first team can use this video for training themselves and staff.  **ENT – phase 2**  TC reminded members that they had been successful in a bid to obtain more money (£218k) to continue the ENT service. TC also reminded the committee how each pharmacy was selected from their submitted EOI. These are RAG rated, the LPC will decided from the Green RAG rated pharmacies based on local knowledge and by matching figures from other services. The LPC ensures the selection process following the normal robust procedures in order to ensure the best pharmacies or selected to deliver the service.  TC also mentioned that the pharmacies MUST deliver the service if they have attended the training and have signed up to take part in the service. Phase 2 of the ENT service will now see a further 15 pharmacies taking part in the service, which is in addition to the original 9 from phase 1.  RN mentioned the course from Bath funded from the integration fund that community pharmacies could access. RN to send more information to TC. There was some concern as this course would help pharmacist understand ENT conditions. Our course allows for using otoscopes and issue antibiotic. The LPC also has a pot of money to pay for the pharmacist intervention.  TC and GH on now working on the project to increase the number of pharmacists to deliver ENT. The next stage will be them to look at respiratory and skin conditions in which we could treat in the service in order to reduce capacity on general practitioners.  **MAR Chart service**  TC informed members that UHNM have signed a contract with MAPPs to issue MAR charts rather than MDS trays. All patients entering hospital with a tray will stay on a tray. This is so new patients are now started on a MDS tray. The MAR chart will be an approved version that the Home First Team have been trained on. This will be available for pharmacies on the LPC website, pharmacists can download and put their labels on. The LPC recommend that the pharmacists signs over the label and MAR chart to avoid movement of labels. Hand writing the items on the MAR is also an option. The committee decided that the option for this service would be left with the contractor. The service is to save pharmacist time in not producing a MDS tray.  There was a discussion around payment for the service. TC said that at the moment there is no money available however, she would check other areas and ask at LPN if any money is available.  **e-TCP**  The service is now on hold due to UHNM work plans. It may be resumed in April 2019  **substance misuse** TC briefed members that the meeting with the LA was successful in that they agreed to the £40k reduction in remuneration and this would also be including any reduction in activity. The reduction will start April 2019. TC also mentioned the use of Buprenorphine in a novel lyophilised instant-melt formulation.RM mentioned about the vast methadone prescribing in relation to brand and generic prescribing and also sugared and sugar free – this takes up too much space in the CD cupboard and so some contractors are withdrawing from ythe service. TC to talk to commissioners about prescribing. |
| *1118-13* | **E-RD**  TC reported back on progress including feedback from the Phase 1 practices after 6 months, and the disappointing level of interest from practices in Phase 2. TC discussed the issues raised from the Phase 1 practices and how eRD might be perceived in terms of priority/importance by other practices who are already under pressure and have many other initiatives to manage. The committee discussed many issues with the service. TC needed to also understand the CCG's intentions for support of eRD after the planned end of the project on March 31st. The committee also need to know which practices are holding the business meeting in order for pharmacy teams to attend, this does not always happen in time for the pharmacy to make necessary arrangements. Simon Hay to have this information so he can ensure the pharmacy knows. |
| *1118-14* | **Developing long-term plans for the NHS consultation**  NA led on this consultation and obtained ‘good news stories’ from all committee members. Questions from the consultation were discussion and agreed by members. NA agreed to reply to the consultation |
|  | **Closed meeting** |
| *0918-15* | **Regulation**  The following pharmacies were discussed;   1. Change of ownership application for Imaan Ltd at Longton Pharmacy, 22 The Strand, Longton, Stoke on Trent, Staffordshire, ST3 2JH by Adam-Locums Ltd 2. Distance selling pharmacy - WDA Logistics Ltd t/a ILY Pharmacy Keele University – cease trading as of 13th December |
| *1118-16* | **AOB**  There was a discussion in relation to sending prescriptions to the BSA at the month end and how difficult this had become. TC to pass on details of a local transport scheme some community pharmacies are using within the area. |
|  | **Next Meeting**  29th January 2019 |

These minutes are signed as being a true record of the meeting, subject to any necessary amendments being made, which will, if any, is recorded in the following meeting’s minutes.

Signed: ………………………………………………Position:......CHAIR............. Date:............................

Signed: .................................................................Position:......CEO.................Date:............................