

**Shropshire and Staffordshire Pharmacy LPN Steering Group**  
**Friday 10<sup>th</sup> January 2014, 14.00 – 16.00**  
**Board Room 2, Angelsey House, Rugeley**

**Attendees**

Mani Hussain (Chair) (MH)	Chair – Pharmacy Local Professional Network
Trish Campbell (TC)	Head of Medicines Management (SCCG)
Andy Pickard (AP)	Pharmacy Advisor, (NHS England)
Gill Hall (GH)	Service Development Officer, (South Staffs LPC)
Tania Cork (TC)	Chief Officer, (North Staffs LPC)
Julie Lomas (JL)	Director of Pharmacy (MSFT)
Louise Jackson (LJa)	Chief Pharmacist (NSCHC)
Lucy Jones (LJo)	Administrator, NHS England (Minutes)

Agenda Item		Actions
1	<b>Welcome and Introductions</b> <b>Apologies:</b> Mark Seaton, Liz Welsh	
2.	<b>Minutes of the previous meeting (06.12.2013)</b> Agreed as accurate.	
3.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• MH sent the amended ToFR to the group for consultation; these are now agreed as the final version, LJ to distribute to group.</li> <li>• Plan on a page - agreed, LJ to amend to Dr Gill Hall and then distribute to the group.</li> <li>• MH will follow up meeting with Rebecca Woods and Neil Adams to discuss flu uptake. Pharmacists have a crucial part to play on accessibility and MH will be discussing with the above on how pharmacy can contribute towards achieving the flu targets. AP has been invited to an emergency planning meeting in February and will raise the issues there.</li> </ul>	LJo LJo MH
4.	<b>Winter Pressure Schemes</b> <b>Minor Ailment Scheme</b> – to encourage patients to visit their Pharmacist rather than GP. Currently awaiting confirmation from Liz Welsh / Daryl Jackson regarding the funding. Actions agreed: <ul style="list-style-type: none"> <li>• AP to oversee amendment of the Pharm Outcomes system, 1-2 days to alter and make fir for purpose within the local area and complete the service spec - 13.01.2014.</li> <li>• MH to forward TC the poster for amendment</li> <li>• LPC will amend the logo on the posters, commission the printing and distribution which will be reimbursed using winter pressures funds, it was agreed that 350 A3 posters would be needed for pharmacies and a further 300 for GP practices.</li> <li>• AP to draft an email which LW can distribute to the 111 service, A &amp;E, GPs etc. to inform of the scheme – 15.01.2014</li> <li>• AP to draft an email to pharmacy services to advise that this scheme is imminent – 15.01.2014</li> </ul> <p>The winter pressure MAS will be used instead of any existing MAS (Leek, Stoke, South Staffs) unless treating a condition which is solely covered by the</p>	MH TC  AP AP

	<p>existing schemes. In the case of the latter, treatment can be made under any existing schemes.</p> <p><b>Emergency Supply</b> - Thanks to Peter and Gill who have made the amendments to the document, GH went through the amendments, MH will distribute the agreed document.</p> <p>It was discussed that the consultations would be recorded in real time to help prevent patients from accessing additional supplies from a different pharmacy. It was agreed that the paper form should be downloadable on line but not available in hard copy. Pharmacists should be strongly encouraged to use the online version to avoid fraud.</p> <p>Both of the above services will be launched together to 111 Service, A &amp; E, Walk in Centres and out of hours providers. All Pharmacies will be strongly encouraged to take part.</p> <ul style="list-style-type: none"> <li>• AP to draft relevant emails for AE, 111 Service, Walk in Centres, OOHs</li> </ul>	<p>MH</p> <p>AP</p>
5.	<p><b>Pharmacy Call to Action</b></p> <p>An opportunity to Shape the Future of NHS Commissioning, consists of 4 main questions which MH would encourage any comments on:</p> <ol style="list-style-type: none"> <li>1. How can we create a culture where the public in England are aware of and utilise fully the range of services available from their local community pharmacy now and in the future?</li> <li>2. How can the way we commission services from community pharmacy maximise the potential for community pharmacy to support patients to get more from their medicines?</li> <li>3. How can we better integrate community pharmacy services into the patient care pathway?</li> <li>4. How can the use of a range of technologies increase the safety of dispensing? This is around changing the culture – Pharmacy incidents are not currently shared</li> </ol> <p>AP/MH/LD/LW have met briefly – It has been proposed that Area Team will organise 4 events at HWB board level for commissioners (CCG, PH, LA) and providers (Hospitals). There will be further events focusing on patient engagement ideally one per CCG. LPC are to organise events for their own contractors/staff. Jim Barlow was supportive of this initiative going forward and a Pharmacy Call to Action Steering group will be formed. Awaiting meeting.</p> <p>A Patient questionnaire could be devised and Contacts at Wolverhampton University have offered support to input the data.</p>	ALL
6.	<p><b>Steering Group Terms of Reference</b></p> <p>Deferred to future meeting.</p>	LJo
7.	<p><b>Workstream Updates:</b></p> <p><b>Professional leadership and Workforce Development</b> No further update from last meeting.</p> <p><b>Mental health</b></p>	

	<p>LJa updated the group that the mental health workstream group had met on 14<sup>th</sup> January. Draft Tors had been done and discussion around quick wins, medium term projects and more long term initiatives. One quick win could be sharing the information of the choice and medication website across the LPN. Medium term projects could include developing a mental health pack for community pharmacy. Long term goals would focus on pharmacy to pharmacy referral.</p> <p><b>Self-care</b> No further update from last meeting.</p> <p><b>Medicines Optimisation – Respiratory</b> Meeting scheduled on 20<sup>th</sup> January 2014.</p> <p><b>Pharmacy Interface</b> JL gave an update on the last meeting of the workstream. Lots of enthusiasm and a large group. The group resulted in a number of potential ideas which require narrowing down to a few initiatives. MH suggested that they a categorised into short term, medium term and long term objectives for pragmatic management.</p> <p>JL agreed to relook at the output of the meeting and identify 4-5 key initiatives which could be taken forward in short term, medium and developed in long term. To bring back to next steering group meeting.</p> <p>JL to send out minutes of workstream to steering group</p>	<p>JL</p> <p>JL</p>
	<p><b>Next Meeting:</b> Thursday 13<sup>th</sup> February 2014, 2.00 – 4.00pm, BR 1, Angelsey House</p> <p><b>Future LPN Steering Group dates – Monthly 10.00am – 12.00pm</b></p> <p>Friday 14<sup>th</sup> March – Boardroom 2, Angelsey House  Friday 25<sup>th</sup> April - Boardroom 1, Angelsey House  Friday 23<sup>rd</sup> May - Room B, Halesfield 6, Telford  Friday 20<sup>th</sup> June - Boardroom 2, Angelsey House  Friday 18<sup>th</sup> July - Boardroom 1, Angelsey House  Friday 15<sup>th</sup> August – Room B, Halesfield 6, Telford  Friday 12<sup>th</sup> September Boardroom 2, Angelsey House  Friday 10<sup>th</sup> October Boardroom 2, Angelsey House  Friday 7<sup>th</sup> November Boardroom 2, Angelsey House  Friday 5<sup>th</sup> December Room B, Halesfield 6, Telford</p> <p><b>LPN Board Meetings – Quarterly</b> 2.00pm – 4.00pm, Board Room 2, Angelsey House, Rugeley</p> <p>Friday 7<sup>th</sup> February 2014  Friday 2<sup>nd</sup> May 2014  Thursday 31<sup>st</sup> July 2014  Thursday 30<sup>th</sup> October 2014</p>	