

**Shropshire and Staffordshire Pharmacy LPN Steering Group**  
**Friday 23<sup>rd</sup> May 2014, 10.00am**  
**Room B, Halesfield 6, Telford**

**Attendees**

Mani Hussain (Chair) (MH)	Chair – Pharmacy Local Professional Network
Gill Hall (GH)	Service Development Officer, South Staffs LPC
Lynne Deavin (LD)	Chief Officer, Shropshire LPC
Liz Welsh (LW)	Primary Care Lead, NHS England
Louise Jackson (LJa)	Chief Pharmacist (NSCHC)
Tania Cork (TC)	Chief Officer,(North Staffs LPC)
Lucy Jones (LJo)	Administrator, NHS England (Minutes)

Agenda Item		Actions
1	<p><b>Welcome and Introductions</b></p> <p><b>Apologies:</b> Sue Thomson, Julie Lomas, Trish Campbell, Mark Seaton</p>	
2.	<p><b>Minutes of the previous meeting (25.04.2014)</b></p> <p>Agreed as accurate.</p>	
3.	<p><b>Matters Arising</b></p> <p><b>Winter Pressure MAS</b></p> <ul style="list-style-type: none"> <li>• MP letter received by North Staffs CCG requesting CCG to continue scheme. – Lead will now be Julie Oxtoby, TC to approach from LPC end and include MH in invitation</li> <li>• MH has met with Stoke CCG, going on Executive Committee agenda in June where both the minor ailments and emergency supply results for Stoke will be presented.</li> <li>• MH has contacted SES CCG- Hitesh Mistry by email and will follow up with a letter. Shropshire LPC has also written thanking Sultan for his support and supporting the continuation of the scheme, Staffs LPC will also write.</li> <li>• The group discussed continued support and links with the CCGs, Health watch are to be contacted in South Staffs and Shropshire to gain their support.</li> </ul> <p><b>Pharmacy call for action</b></p> <ul style="list-style-type: none"> <li>• The results are expected to be published in the next couple of months, potentially will be presented at the LPC Conference in Mid-June.</li> </ul> <p><b>Flu Update</b></p> <ul style="list-style-type: none"> <li>• MH meeting with RW 5<sup>th</sup> June, response so far has been very positive.</li> <li>• 28<sup>th</sup> May Meeting – Overall Flu meeting, LPN members have an open invitation, TC and GH will attend to promote the pharmacy input and answer any questions, will feed back to this meeting.</li> <li>• MS to share the link for resources (outstanding action from 25.04.2014)</li> </ul>	<p>TC</p> <p>MH</p> <p>TC/GH</p> <p>MS</p>
4.	<p><b>MAS/ES extended data collection</b></p> <p>The schemes have been extended and during this time further analysis of patient behaviour will take place.</p> <p><b>MAS</b></p>	

	<ul style="list-style-type: none"> <li>A discussion took place to determine the best way for this to be implemented: <ul style="list-style-type: none"> <li>MH will contact AP to update PharmOutcomes and go live ASAP; pharmacies will be informed via the Primary care Area Team of both the question cards and additional questions on the system.</li> <li>MH to email out updated papers and script narrative and create Survey Monkey by 27<sup>th</sup> May.</li> <li>LW to source freepost address and share with Comms team</li> <li>MH to email TC details for the card who will contact printers with regards to costs etc., A5 size, 2000/4000.</li> </ul> </li> </ul> <p><b>ES</b></p> <ul style="list-style-type: none"> <li>Questions were amended and will be added to PharmOutcomes</li> </ul>	MH/AP LW MH LW MH/TC  MH/AP
5.	<p><b>LPN Web page (Draft)</b></p> <ul style="list-style-type: none"> <li>MH gave demonstration of website, it can be found on the NHS England Midlands and East tab.</li> <li>Members of the steering group are to send MH a profile and picture or links through to their own webpage.</li> <li>Members are to send through to MH any additional links which could be added to the publications and resources section.</li> <li>Each Work stream leads is to compile information for each area outlining what is happening within their work stream.</li> <li>It was noted that consistency is needed when using the LPN acronym and it needs to be clearly signposted for people to know they are in the correct place.</li> <li>Would like to add in a calendar page with meeting / training dates and any relevant events.</li> </ul>	ALL ALL Workstream leads
6.	<p><b>Workstream updates:</b></p> <p><b>Pharmacy Interface (JL)</b></p> <ul style="list-style-type: none"> <li>No further update</li> </ul> <p><b>Professional Leadership and Workforce Development (GH)</b></p> <ul style="list-style-type: none"> <li>Will continue to engage with relevant people/organisations. Once commissioning intentions have been finalised this group will develop further.</li> <li>It was agreed that meetings should be suspended until there is something more specific to focus on.</li> <li>GH to keep the webpage up-to-date with relevant links.</li> </ul> <p><b>Mental Health (LJ)</b></p> <ul style="list-style-type: none"> <li>3 events are taking place <ul style="list-style-type: none"> <li><b>Shropshire, Redwoods, 7.00pm – 9.00pm, 3<sup>rd</sup> September.</b></li> <li><b>North Staffs,(pos Harplands), 24<sup>th</sup> September</b></li> <li><b>South Staffs, 25<sup>th</sup> September</b></li> <li>Briefing packs will be put together with links to the tool kit etc.</li> <li>LJa is to put together a 'hold this date' flyer</li> <li>The comms team have suggested using the free online event management tool 'Eventbright'</li> </ul> </li> <li>Discharge form Hospital leaflet <ul style="list-style-type: none"> <li>To be launched at the above events.</li> <li>MH to send TC the Purple pharmacy logo</li> <li>Printer error, TC will contact printer to get a re-run.</li> <li>TC to forward electronic copy to JL and LD for possible use within</li> </ul> </li> </ul>	GH  JLa  MH TC TC/JL/LD

	<p>the acute setting</p> <ul style="list-style-type: none"> <li>○ This leaflet was originally part of an RPS pilot 'Safe discharge of medicines' 3 years previous, it has been adapted for mental health but still generic enough for more general use, acknowledgements need to be added, will be funded through the LPN</li> </ul> <p><b>Self-care (TC)</b></p> <ul style="list-style-type: none"> <li>○ No further update</li> </ul> <p><b>Medicines Optimisation – Respiratory (JS)</b></p> <ul style="list-style-type: none"> <li>● MH attended the last meeting</li> <li>● Inhaler techniques</li> <li>● 4 CPPE trainers are delivering across the West Midlands</li> <li>● 2 events have taken place – Telford and Edgbaston, both were full with a lot of interest.</li> <li>● MH emailed letter to AP promoting the advanced inhaler technique training. AP has faxed out to all pharmacies.</li> <li>● GH has been to Heartlands Hospital to deliver to 30 staff during a lunchtime and is will to provide this for other hospitals. GH to email a brief of what can be provided to MH who will distribute more widely through the LPN.</li> </ul>	GH/MH
	<p><b>Next Meeting:</b></p> <p><b>Friday 20<sup>th</sup> June - Boardroom 2, Angelsey House</b></p> <p><b>Future LPN Steering Group dates – Monthly 10.00am – 12.00pm</b></p> <p>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></p> <p>Thursday 31<sup>st</sup> July 2014  Thursday 30<sup>th</sup> October 2014</p>	