

TWG meeting 12th August 2009

Present:

Mr S Churton	President
Mr J Holmes	Chief Executive and Registrar
Mrs L Jacobs	Council member
Mrs S Melville	Chairman, Scottish Pharmacy Board
Mr A Jack	Vice Chairman Scottish Pharmacy
Mr A Gush	Co-opted member
Mr P Jones	Vice Chairman Welsh Pharmacy Board
Mr D Carter	Council Member
Ms D Heath	Member, Welsh Pharmacy Board
Dr B Curwain	Chairman, English Pharmacy Board

In attendance:

Mr H Duff	Director for England
Mr P John	Consultant for Prof Networks Workstream (Agenda item 3)
Dr C Evans	Head of Professional Development (Agenda item 2)
Mr L Braddick	Director for Scotland (Agenda item 2)
Mrs Y Dennington	Directorate Administrator, PSD
Mr G Duncan	Deputy Director of Finance (Agenda items 1 – 4)
Mr P Stubbs	Head of Marketing & Membership Services (Agenda items 4 – 6)
Mr A Levy	Kindred (Agenda item 6)
Mr N Mustoe	Kindred (Agenda item 6)
Ms M Snell	Website Editor (Agenda item 4)
Ms S Khan	Lead Pharmacist for Self-Care (Agenda item 4)

Apologies:

Mr M Astbury	Vice President
Mr J Gentle	Council Member
Dr C Duggan	English Pharmacy Board
Mr S Coggins	Programme Manager

Next Meeting: Will be held on 21 September 2009 in the Hearings Chamber on 1st Floor at the RPSGB

TWG Decisions and Action List for public business

Date	Decisions (Workstream)	Status	Owner

Action Ref /date raised – (previous ref)	Actions (Workstream)	Owner	Date Due	Status Open/ closed
09.08.01	(M&C) <u>Website</u> – PS and CE to meet to discuss the inclusion of Advanced and Specialist practice	PS	300909	Open

	into this project			
09.08.02	(M&C) <u>Website</u> - MS to discuss with staff the options for content retention, archiving or disposal	MS	311209	Open
09.07.02	(PN) <u>Local Practice Forums (LPFs)</u> – PJ to attend Scottish Board meeting in August to give update	PJohn	311009	Open
09.07.03	(PN) <u>Local Practice Forums</u> – PJ to consider the role of “mentoring” for non practising pharmacists as part of this project.	PJohn	311209	Open
09.07.04	(PN) <u>Virtual Networks</u> – It was agreed that the role of “Community Manager” was important, the job description to be evaluated and a watching brief was to be kept on this role.	SK/HD	311209	Open
09.05.05	(PN) Boards to undertake mapping exercise in relation to number of LPFs and areas covered	HD/LB/ JP (PG)	300709	Open
09.05.06	(PN) LPF Model to be developed including a framework, toolkit and templates.	AK/HD	310809	Open
09.03.03 (09/22)	(M&C) CD to update PS on Special Interest Groups “wiki” project to ensure no duplication. This item impacts on technology workstream – AL to be kept updated	CD/ PS	Ongoing	Open

Acronyms for workstreams:		Acronyms for names:	
M&C	Marketing and Communications	SCh	Mr S Churton
PD&E	Professional Development and Education	MA	Mr M Astbury
L&A	Leadership and Advocacy	PJ	Mr P Jones
OD	Organisational development	LJ	Mrs L Jacobs
PN	Professional Networking	AG	Mr A Gush
TD	Technology Development	AJ	Mr A Jack
PS	Professional Support	CD	Dr C Duggan
TP	Third party negotiations	DC	Mr D Carter
GL	Governance and Legal	JG	Mr J Gentle
BP	Business Planning	JH	Mr J Holmes
IAS	Information and advisory support	SCo	Mr S Coggins
S&R	Science and Research	HD	Mr H Duff
PhJ	Pharmaceutical Journal	SM	Mrs S Melville
PJohn	Mr P John	BK	Mr B Kelly
MS	Ms M Snell	AL	Mr A Langler
GD	Mr G Duncan	CE	Dr C Evans
SK	Miss S Khan	PS	Mr P Stubbs
PG	Mr P Gimson	JP	Ms J Parkes
BC	Dr B Curwain	AK	Ms A King