

Minutes of Meeting of West Sussex Local Pharmaceutical Committee

Date Thursday 15th July 2021 starting at 09:30
Location: Zoom conference call
Present: Mark Donaghy, Chair, C J Patel, Yola Barnard, Vice Chair, Sam Ingram, Sam Grieve, Sara Paxton, Becky Harrison.
In attendance: Sandra Lamont, Communications & Engagement Lead, Julia Powell, Marie Hockley, Service & Development Lead, Sunil Kochhar PSNC rep (PSNC part of meeting only).

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.
CCA Reporter appointed: Yola Barnard

2: Apologies for Absence

Micky Cassar, Alan Salter, Nisheet Patel.

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest. Nothing raised.

4: Minutes of the last meeting

The Chair asked the members if they had read the 5th of May 2021 LPC minutes and if there were any issues with the accuracy. The Chair virtually signed the May LPC minutes as a true account of the meeting.

The members reviewed the action log:

267 - JP to contact NHSBSA with regards to implementing the 5% levy reduction – Complete, the first payments have already cleared the account at a previous rate, this should not have occurred as the amendment was supplied in time. This has been followed up by JP, the issue was the JW still being named as CEO.

270 – SL to create a communication plan including a standard communication toolkit for use to encourage GP CPCS – in progress

272 - Ask Julius Parker or Richard Brown to attend an LPC meeting to discuss GP CPCS – in progress, awaiting confirmation of date.

274 - Feedback complaints with Anenta to Julia – in progress

279 - JP to scope training and cost (PCN pharmacist lead) – in progress

5: Early Careers Programme update - Ritienne Fenech & Alice Conway (Foundation Pharmacy Training)

The Chair welcomed Alice and Ritienne to the meeting.

The members were given a presentation on the Early Careers Programme. They were updated on the key changes to early career pharmacists which are taking place, the impact of these changes and advised how HEE is supporting these changes.

The role of the pharmacist is changing and will play a much greater role in providing clinical care to patients from their first day on the register. Pharmacists will be trained to have skills and knowledge to work across sectors. The training will produce adaptable pharmacist professionals who will be confident and capable of operating in multi-professional teams across a variety of healthcare settings to meet diverse and changing patient needs. There will be a transitional change in training requirements for current trainee pharmacists (new foundation) year starting 2021. A pilot led by CPPE and NHSE demonstrated that pharmacists need significant support on transition into general practice therefore a trainee pharmacist placement will result in an earlier transition. There is a need to start securing a pipeline of adaptable, competent, autonomous clinicians to deliver the vision of the NHS long term plan.

The key changes in terminology will be (from July 2021) – The pre-registration training year will be known as the foundation training year. Pre-registration trainees will become known as trainee pharmacists; pre-registration tutors will become known as designated supervisors.

There are 4 key changes, the first being a new set of interim learning outcomes (ilo's), to assess the full 5 years of education and training and to transition to post-registration. The second being the learning outcome's allowing the future proofing of pharmacists so they can adapt and provide clinical care to ever changing patient needs. The third being the foundation year focus on performance and practice with strengthened supervision and the fourth incorporating skills, knowledge, and attributes for prescribing to enable pharmacists to independently prescribe from the point of registration (this is a transitional change to be fully implemented by 2026/27).

HEE will support these changes and have started work on a practice-based assessment strategy, an e-portfolio and a range of virtual learning and information resources. Events will be run to engage stakeholders with the aim to develop wider education networks at ICS level to enable local collaboration and innovations in these areas and beyond which will be facilitated by early careers training programme directors (EC TPD's).

The e-portfolio will shortly be released for use of those recruited by Oriel however in the meantime the templates are available on the HEE website which can be downloaded and then once the e-portfolio is available this can be updated. It was asked if CPSS can be updated when this is available to advise contractors. It was highlighted that the understanding had been that the e-portfolio would be available to all students not just those recruited by Oriel, no information has been circulated at all to suggest this would only be for Oriel trainee pharmacists. The issue with staff recruitment and retention was raised including the funding/cost involved to train staff who then move on rather than remain in community pharmacy. There are discussions taking place at a national level to try and align these payments, unknown at this time how long this will take. HEE were asked how they can support all contractors directly, especially the IND ones who may not receive as much information with regards to the changes. Mentoring and networking were discussed and the need to identify companies that need additional support to enable signposting etc. It was asked if the LPC can identify contractors in need of support that HEE would pick up with them on a 1:1 basis and it was confirmed they would. It was highlighted that HEE only have Oriel data to establish where trainees are located and therefore if any trainees outside Oriel can be flagged to HEE this will enable support. The slides from the presentation today will also be made available on the CPSS website to signpost along with further resource information. It was suggested that the LPC could work together with HEE to host an information day.

Action: Highlight to contractors with regards to the changes and the e portfolio.

Action: Upload the slides from the presentation to the CPSS website along with further resource information.

Action: Investigate the LPC working together with HEE for a pharmacist information day.

Action: Look into the issue that only Oriel trainee pharmacists can use the e-portfolio and make sure contractors are aware. (It was later confirmed during the meeting that all pre reg students can use the e-portfolio).

6: CPSS Website

PSNC are updating their website and as we are linked to their website, we also need to update our website. PSNC have a team providing IT support (Make) to PSNC to update their website and move to the new portal. The LPCs have received 4 different proposals in terms of support that Make can offer with 4 different costs.

- Self-Setup: Using Make support, including face-to-face and support portal. Free
- Self-Setup: Online or in-person workshop with Make's team. Extended support £250+VAT
- Managed setup: Make to install theme + training. (LPC to populate content). £1,000+VAT
- Managed setup +: Make to install & implement full website +training. £2,000+VAT

Make have provided us with estimated number of work hours for each option – the free option would be 42 hours work (however we do not have the experience so may take longer). The proposal is to look at being provided with some support. SL attends the website meetings, and the preferred option from the CPSS team would be the managed set up (£1,000.00+VAT cost) split between the three LPCs. The members were asked for the opinions on the options. The members agreed that the 3rd option would be preferable, and the funding should come from the CPSS budget. The timescale for going live will be staged from August to Oct/Nov time, CPSS would be looking to go live in August.

Decision: West Sussex LPC members opted for the third option.

7: CEO report

The members were given a brief update as to the new Service Development & Support Lead, Marie Hockley's first week. This has included handovers information sharing and planning. The members were given an update as to the speaker at the AGM which will be Tim Snewin from GPhC. Due to Covid restriction's location of a venue for the event has proved difficult. The current proposal for venue is in Billingshurst (costings are still outstanding) as no other venues have been identified that are currently taking bookings. The members discussed other potential venue locations.

GP CPCS: Helen Todd from Digital First will be the lead for the process for Sussex and will be running the procurement for the EMIS integrated or PharmRefer system. PharmRefer will be used for SystemOne or Vision practices. 3 PCN pilots due to go live in August. On the 22nd of July a go live webinar will be hosted for these 3 PCNs and GP surgeries. CCG have agreed to pay for the Virtualoutcomes model, this is funded to enable community pharmacy to access the Virtualoutcomes GP-CPCS training, and also gives the GP surgeries an online training module aimed at receptionist staff. It has also been discussed with the CCG how GP surgery staff will be trained on this service as it rolls out. In Surrey Heartlands they have CCG facilitators going into surgeries and doing the training. In Sussex, the capacity of

the facilitators to do training is not the same so JP has placed a funding bid with the CCG to offer LPC support with this training at a cost of £22,000 – £43,000 (depending on how much support they require).

GP CPCS £300.00 set up and engagement fee update: 75 contractors (across Surrey & Sussex) had not claimed by 5th July (deadline 7th July). These 75 contractors were contacted by CPSS to inform them but at this time there are no final figures.

DMS update: Data has been received for the various live acute trusts which will now be received from AHSN monthly, this data will allow follow ups with contractors who have received referrals, but not accepted them and also if accepted but not completed to make sure they are aware of the process also highlighting that the DoC training must be done (PSNC have flagged that a number of pharmacies have yet to do this). The members reviewed referral rates from across Surrey & Sussex. As this is an essential service and data is now available for non-completion, contact has been made with pharmacies to drive completion rates up.

The members reviewed the Q1 operational plan and progress made. Funding for PCN lead support has been requested from HEE, Sussex CCG, and the training hubs, at this time awaiting decision on funding from them. The AHSN funding request for GP-CPCS has been declined. The members reviewed the Q2 operational plan. The GP-CPCS is still a priority. Covid vaccination stage 3 and Covid costs are in the plan (will be discussed further later). In Surrey, the new BP+ service will be similar to the pilot with the basic BP check, weight, height and atrial fibrillation. They will pay £14.00 per patient for this service. The aim is then to support the drive for NHS Health checks, so if they then do the additional cholesterol and HbA1c check on top of the mini check, they will get on top of the £14.00 an additional £28.00 so in total £42.00. B&H are now interested in doing the BP+ service and have put in a tender for funding to do this, awaiting response.

EOI are currently circulated for a further new service, the Ondansetron service (Frimley CCG) which is similar to palliative care service. Two Ondansetron products must be kept in store (liquid and tablets) and for this, contractors receive an annual retainer fee of £1,000.00. Once this is in place in Frimley, Surrey Heartlands CCG and Sussex will be contacted to see if they would be interested in the service.

CPAF update: In West Sussex 66% of contractors have completed the CPAF questionnaire. When the next data set is received CPSS will contact outstanding contractors directly.

Regional meetings:

- 4 LMC liaison meetings – JP has presented at all on GP-CPCS and DMS and now has a slot on the agenda each month for current topics.
- West Sussex had a conference in July and have asked JP to present at their September event on DMS and GP-CPCS. JP also presenting at East Sussex and Surrey PCN events in August.
- NHS England meetings are taking place every two weeks. The deadline for submission of the PCN business continuity plans (for PQS) by the PCN leads was end of June, out of our 65, 32 were outstanding, chased by CPSS and all were received by NHSE by the deadline meaning no claw back from PQS payments for contractors.
- Covid phase 3 booster EOI is currently in circulation, there is a webinar this evening to take contractors through the service specification. All the phase one and phase two vaccination pharmacies will be informed that they need to reapply if they want to provide phase three of the vaccination.
There is a Contraception pilot going live shortly in Portsmouth (3-4 PCNs in the area) for people who would normally go to GP to be able to simply attend pharmacy. This is the first level of a planned roll out in terms of expanding sexual health service, starting with contraception then HRT then at specialist level, implants.
- NHSE currently hold the PharmOutcomes licence for the CPCS service but will no longer pay for this licence after September 2021. Therefore, if contractors want to continue offering CPCS they need to fund their own IT system. There are currently 2 providers who meet the IT requirements of this service which is PharmOutcomes and Sonar. There are also 2 PMR providers who are looking to become accredited to provide this.

Elections and CPSS agreement: PSNC are moving their elections from 2022 to 2023 due to the RSG timelines. It was proposed that the LPC mirror this and move elections from April 2022 to 2023 which is a change in the model constitution. The members were asked to vote to move elections to 2023, if agreed the outcome will need to be taken to full contractor voting at a September EGM.

Decision: The members unanimously voted to approve the move of elections to 2023.

The CPSS collaboration agreement is due to expire April 2022. When this agreement was set up it was agreed a review of the collaboration agreement would take place April 2022 to discuss the formation of CPSS moving forward. It was proposed to move this to April 2023 which will also allow recommendations from RSG to be taken into consideration. **Decision:** The members unanimously agreed to approve the move to review the collaboration agreement until 2023. Lawyers will now be requested to draw up an extension agreement which will need to be signed by the 3 LPCs.

8: Service development & support

All pharmacies in West Sussex apart from one signed up to the pharmacy collect service which is currently due to end 31st of August. The LTF service (looking to commission until the end of March 2022) has had a reduced demand due to the pharmacy collect service, 61 pharmacies across Sussex are still delivering the service.

The lung Cancer project has now launched in Crawley (as of 1st July) and training has been completed. MH will now follow up with the pharmacies in the pilot to make sure there are no issues.

The members reviewed the LCS data. Supervised consumption service update: needle exchange is almost back to pre-covid levels however supervised consumption is still significantly down. JP has met with the Chief Pharmacist at CGL who has stated that prescribing levels will never return to pre-covid levels. There is currently no movement with CGL to try and increase the fee as there has been elsewhere where Public Health are still the commissioners. CGL are stating they are looking at this on a national level with other drug and alcohol providers. PSNC have set up a working group to liaise with them however there is no time scale on review of this costing. It was proposed that JP approach Public Health to see if they can have an impact on CGL and costing. It was discussed if there is any evidence of an increase in drugs related death. At this time only anecdotal evidence but data is being collated. A webinar to reengage contractors with services will be hosted by the LPC to try and get levels back up to pre-covid levels.

Action: JP to approach Public Health to see if they can assist with negotiations with CGL.

LCS for palliative care (Sussex wide) and MAR chart scheme (West Sussex): A costing tool has been submitted for Sussex to increase the funding for the service. The increase will now to be signed off and back dated to the beginning of the financial year. There are approx. 55 contractors that have not been paid for last year (20-21), this has been followed up by MH and they have asked for pharmacy bank details to allow all the outstanding claims to be paid.

Action: Remind contractors to claim for the palliative service and where they can claim.

MAR chart costing tool was submitted however as this is now being looked at Sussex wide there appears a reluctance to go with a service which is only in one locality in West Sussex. The MAR chart service will therefore now be evaluated to see if it should become a Sussex wide service. Some contractors do not appear to be claiming for the MAR chart service, so contractors are being reminded to make sure they know how to claim.

Other updates:

Joint work across South-East LPCs with HEE: Health Champion places (funded) there are still several places to fill.

Pharmacy careers website: The website is nearly ready to launch. This was initially a KSS piece of work but will now be adopted nationally.

Lung cancer project: (Hastings & Crawley) Training completed, and service is now live.

Hep C service meeting: Local and national work. EOI going out to pharmacies with a significant number of needle exchange. Surrey wants to do training face to face and Sussex online via zoom. JP sits on a national study group with Hep C consultants and pharmacists which is looking into how the service can be improved to see how pharmacy can offer this service to a wider audience and extend the service spec and the cohort of people this can be offered to.

Ondansetron service is launching shortly in Frimley CCG which is similar to the palliative care service. Two Ondansetron products must be kept in store (liquid and tablets) and for this, contractors receive an annual retainer fee of £1,000.00. Once this is in place in Frimley, Surrey Heartlands and Sussex CCG's will be contacted to see if they would be interested in the service.

Covid costs: PSNC are running three webinars for contractors to assist with Covid cost claim submission. Contractors have until 15th of August to make these claims. Contractors need to be encouraged to claim for all their costs. Any queries should be signposted to PSNC.

The members were given an update on the SE Forum meeting. HEE, NHSE, CPPE and LPC Chairs attended the SE Forum. CPPE (who have started a non-attendance fee for training) gave a presentation on their return to prescribing course and updates around their CPPE learning platform, number of questions around IP and if funding would be available for pharmacists who are already qualified as pharmacists but do not have the IP qualification. HEE updated that there is likely to be something available over the next 4-5 years which will support people to move towards the IP accreditation should they wish to do that. Michael Lennox from NPA gave a talk about the RSG and what the NPA

are doing to support their IND contractors. Looking at a triple lock voting system ensuring all multiples and IND are equally represented. NPA are also leading on ICS representation investigating how they can support contractors to become more involved at the ICS board level structure. James Wood from PSNC gave a brief update however negotiations are still ongoing. HEE workforce survey feedback – poor engagement from contractors. Charlotte Rippon from NHSE gave an update on the GP-CPCS service and performance across areas. The members were given an update on the CPSS Exec meeting. Locum costs were discussed at the meeting.

9: Prescribing committees

West Sussex meeting 11/05/21 was the last meeting. MD attended the new Sussex wide APC and has circulated his report to members prior to the LPC meeting. Different formularies were highlighted, and work is ongoing to try and amalgamate these. Branded generics were not mentioned. Karuna gave a talk (care home pharmacists for Sussex Health Care Trust). West Sussex area prescribing meeting has also taken place. The Sussex wide committee formation has not been ratified yet leading to duplication. There has also been a coastal locality update for GPs and Pharmacists working in surgeries (Steve Pike leading). There is a new head of medicines management (Naveen Sorrell) and a new deputy head (Stacey Nelson) in West Sussex CCG, JP and MD met with them and they are keen to engage with the LPC. They will be attending the September LPC meeting.

10: Eileen Callaghan, Director of Medicines Management & Optimisation

Eileen was welcomed by the Chair. The members were given an overview of the Sussex Integrated Pharmacy and Medicines Optimisation plan (IPMO). The issues they are trying to address are overprescribing, harm that is not recorded and pinch points when patients pass between care settings where issues may occur. There are 4 areas of the NHSE/I plan – Leadership & Governance, Integrated pharmacy workforce, Medicine’s optimisation priorities and Digital technology. The members were shown data of dependence forming medicines in Sussex. The SHCP has similar rates of prescribing as the England average however when analysed at a PCN level a significant range in prescribing rates can be seen which needs to be investigated further to address any unwarranted variation. There are fewer patients over 65 who are being prescribed medicines in the SCHP system compared to the England average however when viewing the data at a practice level, significant variation in prescribing rates can be seen. By working collaboratively with other ICS programmes (EHCT, LTCs) they plan to address any unwarranted variation in this area. The next steps include engagement, design, and delivery of MO plans at place/PCN level. Develop system-wide medicines safety and value metrics, linked to patient outcomes. System-wide assurance and reporting framework. It was highlighted that work may need to be done to ensure people know how to contact the medicines management team if they have information. The workforce issues within community pharmacy were raised and there is lack of information with regards to portfolio work whereby they could be contacted to help. This is on the agenda of the workforce group but currently there is no solution of how to fill these gaps. Community pharmacy has been included in the rotation of roles. There will be events in September and any hints and tips of what these could include should be passed to Eileen.

11: Finance update

The members were updated as to the West Sussex LPC accounts and the CPSS accounts. It was raised at the CPSS Exec that the LPC expense policy should be reviewed. The set day rate for LPC expenses is currently £200.00/day and £100.00/half day. The locum rates have increased, and it has been acknowledged that members are not supposed to benefit or be out of pocket to attend meetings the latter of which is now occurring. It was discussed if there should be one expense policy across the three LPCs for consistency also costs for locums are the same across the area. It was suggested that if an invoice were produced this could be paid at a higher rate. The members agreed to increase the expense policy to £280.00/day, £140.00/half day with a limit of £350.00 on production of invoice with a review date of 01/04/2022.

Decision: the members all agreed to increase the expense policy to £280.00/day, £140.00/half day with a limit of £350.00 on production of invoice with a review date of 01/04/2022 with immediate effect.

12: PSNC update – Sunil Kochhar

The members were given a brief update from local PSNC representative Sunil Kochhar. The advance payment was raised, negotiations are ongoing and confidential at this time. It was raised that IND contractors may struggle more with claiming covid costs.

13: Market entry

Agreed:

Consolidation – Rowlands Ferring and Goring by Sea

No sig change relocation – Koppa Limited – Crawley

No significant change relocation – Yapton limited, Yapton

Change of ownership – Worthing pharmacies Ltd to A S Shillam Ltd (Lime Tree)
 Change of ownership – DT Williams Ltd to Waremoss Ltd (Crawley X 2 and Worthing)
 Change of ownership – Northlands HH Ltd to Waremoss Ltd (Haywards Heath)

Awaiting response:

None

The PNA has been extended until Sep/Oct 2023, some localities have started PNA meetings, West Sussex starting in September.

14: AOB

It was raised that CPCS is sometimes not being used by 111, they have just advised to walk into a pharmacy (referring to pharmacy without going through the referral system). This has been feedback and they have asked for examples as this would not be following their procedures. Therefore, if specific incidents are known please feedback.

It was raised if meetings moving forward should be face to face as flu season is coming and all people have different reasons for wanting or not wanting face to face meetings. A risk assessment should also be carried out should it be face to face. It was suggested that the AGM meeting could be face to face with an option of dial in. The members voted if the AGM and LPC meeting in September should be face to face or Zoom.

Decision: the members agree that the September LPC and AGM meetings should be held online.

15: Close

Future meeting dates & venue

LPC Committee Meetings

East Sussex LPC	West Sussex LPC	Surrey LPC
The East Sussex National, Uckfield, TN22 5ES 9.30am – 4.00pm Please note these will be online Zoom meetings until further notice.	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm Please note these will be online Zoom meetings until further notice.	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm Please note these will be online Zoom meetings until further notice.
Tuesday 21/09/21 Short meeting + AGM – Venue Uckfield	Tuesday 14/09/21 Short meeting + 28/09/21 AGM – via Zoom	Thursday 23/09/21 Short meeting + AGM – via Zoom
Thursday 25/11/21	Wednesday 24/11/21	Tuesday 30/11/21
Thursday 10/02/22	Wednesday 02/02/22	Wednesday 09/02/22

Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend – options for conference call dial in)

7th October 2021 – 10:00-12:00 Venue TBC
 13th January 2022 – 15:30 – 17:00 Venue TBC
 31st March 2022 – 10:00-12:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

13th January 2022 (hosted by Surrey & Sussex) 10:00-13:00 Venue TBC

PSNC Forward Dates:

2021 PSNC Meeting Dates

Thursday 16th September London
 Wednesday 24th and Thursday 25th November London

2022 PSNC Meeting Dates

2nd and 3rd February 2022
 18th and 19th May 2022

6th and 7th July 2022
14th and 15th September 2022
23rd and 24th November 2022