

DORSET LOCAL PHARMACEUTICAL COMMITTEE

22nd November 2018

The Drawing Room, Merley House, Merley House Lane, Wimborne, BH21 3AA

Attendees:-

Independent:-

Anisa Prifti (AP) (from item 7 onwards), Robin Mitchell (RbM), Roger Mitchell (RgM)

CCA:-

Claire Woollard (CW), Gabriella Horvath (GH), Janette Best (JB), Jane Hallett (JH), Garwyn Morris (GM)

AIMp:-

Richard Maiden (RhM)

In attendance

Sara Diamond (SD) Administrator, Amanda Moores (AM) Chief Officer, Joao Da Cal (JDC) Services & Implementation Lead.

11.15		COFFEE	
11.30	1.	Crystal Dennis, Innovation Catalyst (Digital), Dorset CCG Crystal came to tell members about the Waitless and Digitalisation programme for Dorset. They are developing an app which will show people what the wait times are at your nearest A&E's and other services. There is huge scope within the app and the hope is community pharmacy can link in with it.	
12.00	2.	WELCOME, APOLOGIES FOR ABSENCE ❖ Apologies for absence – Jose Aguiar & Gary Warner ❖ LPC members time – a request for any comments ❖ Action Plan (RhM) ❖ Time Keeper (JH) ❖ Expenses form to be completed and submitted to Treasurer or SD ❖ SPEAKER – Crystal Dennis, Dorset CCG	
12.05	3.	MINUTES OF DORSET LPC MEETING 06.09.18 ❖ Accuracy – Amendments submitted by Gary Warner, which were accepted by the committee. Minutes agreed as a true record ❖ Review of Action Plan - LPC self-evaluation form has no further actions. ACTION: Governance sub-committee have agreed to meet 14/01/19 to review.	GM, JH, RhM
12.10	4.	Matters Arising from minutes of 06.09.18 (for items not elsewhere on the agenda and/or identified by members prior to this meeting) ❖ None	
12.15	5.	Matters arising from reading list – see separate circulations (for items identified by members prior to this meeting and placed on supplementary agenda if necessary) ❖ Les Riggs meeting report 05/11/18. Discussions about the level of engagement from pharmacies with Public Health campaigns and submission of information to NHS England, which is all part of the contractual framework. For the FAST campaign this was only completed by 70% of contractors in Dorset. NHS England have written to the pharmacies that have not taken part. AM has requested that going forward, when NHS England do write to these pharmacies, there is a comment included that they can contact Dorset LPC for support and to include the LPC contact details. ACTION: Reminder to be included in the monthly briefing.	SD & AM

12.20	6.	<p>COMMITTEE VACANCY</p> <p>Anisa has confirmed she has sold her business, Tuckton Pharmacy. This means she can no longer be a member of the committee. To fill the vacancy the options are to write out to all independent contractors asking for expressions of interest or the committee can appoint a person for the remainder of this committee. The committee asked RbM and RgM for their insights being the Independent representatives on the committee. Both agreed Anisa has a lot to offer the committee and they would recommend her going forward. Members discussed the need for a commitment from Anisa for the remainder of this committee's term and that she should be working a portion of her time in an independent pharmacy environment to be able to represent their views appropriately.</p> <p>❖ For Voting:- Committee vacancy</p> <p>RbM proposed to appoint Anisa as a member of the committee. Seconded by RgM. 7 members in agreement. 1 abstention. No proxy votes.</p>	
12.35	7.	<p>FINANCE</p> <p>❖ Completion of applications for bank account charge card and bank account access</p> <p>❖ Proposal of new bank account signatories</p> <p>Lloyds returned the application for the bank account view only access and office charge card, due to issues with the signatories. RbM proposed a second charge card be ordered for RgM, as a backup. RbM also would like RgM to have access to Xero and potentially Nest. All the necessary forms for the bank account access, charge cards and new signatories are ready to go and will be signed during the meeting.</p> <p>❖ For Voting:- Signatories (4)</p> <p>RbM proposed Fiona Arnold be removed as a signatory, as she is no longer a member of the committee, and the 4 signatories to be RbM, RgM, CW and AM. This was agreed by all committee members present.</p> <p>ACTION: RbM to submit completed forms to Lloyds</p>	
12.45		<p>PRESENTATION – Phil Akred, Orion Pharma UK Ltd, Phil.Akred@orionpharma.com Topic: Easy Inhaler</p>	
13.00		<p>LUNCH</p>	
13.45		<p>PRESENTATION – Karin Hutchinson, Teva UK, karin.hutchinson@teva.com Topic: Introduction</p>	
14.00	8.	<p>eRD FEEDBACK</p> <p>JDC thanked SD for all the background work provided to get the visits organised. Members completed pharmacy visits prior to the meeting, as a follow up to the eRD event on the 6th Nov. There was a lot of worthwhile feedback obtained, which is a great sign and shows positivity is still there from pharmacy. A few have commented there has not been any further engagement with the GP's and it was agreed that pharmacy does also need to take a proactive approach. It might be a case of the pharmacy just going and knocking on the surgery door. Concerns were raised around how engaged the GP's are and there has been a lot of talk that GP's are not even going to even look at this again until February. There have been complaints the contacts spreadsheet has still not been circulated by Dorset CCG, which hasn't helped keep the momentum going. Members are to submit all feedback forms to SD, who will compile them and send</p>	

		<p>over to AM next week. AM will use these comments to feedback to the CCG. This needs to work, as it will be rolled out to other localities. Claire Howard, AHSN has advised there is £5000 available, to be shared with Dorset CCG. This money is to be spent on upskilling community pharmacy, 1 to 1 support for community pharmacy and more collaborative working with practices.</p> <p>ACTION: Members to submit to AM bullet points with views on the best ways to use this money to support community pharmacy, by Monday 26th Nov.</p> <p>Members agreed that pharmacy and practices are responsible for educating patients on eRD. It was also agreed a further round of visits should be conducted in the new year.</p>	ALL
14.30	9.	<p>PHD commissioning intentions</p> <p>AM has had two meetings with Sophia Callaghan, Deputy Director, Public Health Dorset and Will Haydock, Senior Health Programme Advisor, Public Health Dorset. <i>Please see AM's 05-10-2018 & 02-11-2018 Community Provider Commissioning meeting reports.</i></p> <p>Total budget for PHD is 20% less. AM confirmed the commissioning process will be an Any Qualified Provider (AQP) framework, from April 2019. A letter will be sent to contractors shortly advising them the current contract will cease as of 31st March 2019 and that there will be a new process for becoming a provider of services. The good news is AQP will open in January and will remain open, meaning contractors can go in at any point to answer the questions on the framework and apply to become a provider. HLP Level 1 status is likely to be a requirement for providing services such as NHS Health checks. PHD intend to continue using PharmOutcomes as a platform for recording.</p> <p>Health Checks - GPs will be directly awarded the contract for patient call and recall. £28 fee will remain, 15% population targeted, no specific activity required per area, letter to patient's still to be agreed.</p> <p>EHC - No planned changes to current service.</p> <p>Supervised Consumption - It was previously discussed potentially moving towards more buprenorphine being prescribed, this will not be happening. Using the consultant room should be the client's choice as some do not wish to use the room and prefer to be seen elsewhere. Pricing to remain the same, there will be no inflationary increase.</p> <p>Weight Management - This will not be AQP but will go out for competitive tender.</p> <p>Smoking Cessation – Major concerns have been raised around expecting providers to offer support for 12 weeks when only paid for 4 week quitters. AM is waiting to see the service spec on this. Proposed increase in 4 week payment, but nothing for those completing 12 weeks. Changes to training proposed so can be done remotely which will support availability of the service.</p> <p>Needle Exchange – There have been issues around lack of returns as highlighted at recent training events. PHD are looking at updating the payment structures and members looked at the different models, agreeing the £1.04 model with an increased flat retention fee, would be their preference if the service spec remained consistent with the current one.</p> <p>LPC needs to see all the service specs and framework before confirming they are happy to support.</p>	
15.30	10.	<p>WORK PLAN UPDATE</p> <p>GDPR</p>	

		<p>Progress has now been made with the LPC GDPR workbook. Issues within the document that need to be discussed and agreed by the committee are:</p> <p>Appendix 2, Staff confidentiality agreement ACTION: SD/RbM/RgM to sign.</p> <p>Appendix 4, Data handling procedure ACTION: SD/RbM cross shredder to be purchased.</p> <p>Appendix 6, Asset register – ACTION: SD to complete.</p> <p>Appendix 7, Physical Security Risk Assessment – ACTION: SG to complete physical security check.</p> <p>Appendix 9, Portable equipment - ACTION: JDC asset control form to be completed</p> <p>Members agreed:</p> <ul style="list-style-type: none"> * Contractors providing services to the LPC – hardcopies should be kept locked in the office. * The office door should remain shut at all times. * Continue to include the IG document training within the Policies & Procedures. *Template I – Consider personal data breaches, process agreed by LPC members <p><u>QP</u> There is a date in the diary, 13th December for SD, JDC & AM to look work going forward around Quality Payments.</p> <p><u>VO</u> SG to meet with VirtualOutcomes in the new year to give feedback before reviewing whether to continue with the contract.</p> <p><u>NHS Flu</u> Ongoing. There have been a few issues raised regarding collaborative working. Major supplier issues this year. Information circulated to contractors regarding surplus stock. SD and AM have collected information to try and establish where the gaps are and shared with NHS England Public Health teams as requested.</p> <p><u>TCAM</u> Ongoing work, preference would be a soft launch rather than a launch event for the West of the county. Once RBCH & PH are ready to engage an event will be held. JDC & AM attending the TCAM meeting next week.</p> <p><u>FMD</u> Ongoing, but not a lot of movement. LPC to continue signposting to PSNC's advice.</p>	<p>SD/RbM/ RgM</p> <p>SD/RbM</p> <p>SD SG</p> <p>JDC</p>
16.30	11.	<p>AOB</p> <p>Safe & Well – AM meeting with Andy Woods, Safe & Well Team Leader, Bournemouth, Poole & Swindon Areas, Dorset & Wiltshire Fire & Rescue to discuss “Safe & Well” <i>Please see AM’s 19-11-2018 Safe & Well meeting report.</i> Andy is very keen to work with community pharmacy and would like to supply posters and leaflets. Pharmacies can have a Safe and Well Advisor attend their pharmacy who could speak to customers directly. Members agreed for information of the service to be included in the next monthly briefing, as well as info to be sent directly by email to pharmacies and adding details to the resources section of the website.</p> <p>Safewise – There is now a pharmacy as part of the high street scene at the Bournemouth Safewise facility, thanks to the work of RgM. See here. Safewise delivers practical ‘skills for life’ education and gives children the opportunity to actively engaged and interact in a full-size street scene environment. They cover road, fire, water and home</p>	

		<p>safety alongside crime prevention, what to do in an emergency, healthy living, mental wellbeing, and much more. Now the pharmacy has its place, they will also be talking about going to community pharmacy rather than A&E. There is a Safewise facility in Weymouth too.</p> <p>NHS Policy Closure Poster – In the next few weeks a letter will be sent to contractors to remind them it is a contractual requirement to signpost patients to another pharmacy or service when they are closed. To support this NHSE South have produced a “closure poster” which all pharmacies will be required to have on display. Failure to do so may result in that pharmacy receiving a breach notice. Concerns raised around the wording of the poster and the fact that a smart phone and internet access would be required to utilise the poster. Any pharmacy that believes they will not be able to display the poster will need to contact NHSE to discuss.</p> <p>HEE Community Pharmacy Minor ailments course (Dorset based) – Funded course for community pharmacy. DMIRS pilots are happening, which ultimately might come to Dorset. To support this HEE have put together a training package, which is offered by Bath and the face to face training will be in Bournemouth. Members agreed this would be a good opportunity and AM to circulate the details to members and contractors.</p> <p>SWAST faxes – Email has been received concerned that pharmacies in Dorset are no longer accepting fax prescriptions. Members all confirmed this is not the case and do not know of any pharmacies that this applies to. JB advised the confusion might have come from an email sent by NHS Wessex regarding Electronic Prescription Service in integrated urgent care on the 8th May 2018. AM to forward the email to SWAST.</p> <p>Dementia Event – Currently there are only 8 pharmacies signed up to the Dementia Friendly Pharmacies event evening on Thursday 29th Nov which is very low. If we can get the Boots stores to sign up, it would fill up a lot more of the spaces. ACTION: SD & JB will call the Boots store on Friday 23rd Nov.</p> <p>Flu ordering discounts – LMC buying group offering discounts on the 2019/20 flu vaccinations. Members agreed that as this is a private venture it would not be promoted.</p>	
16.45		REVIEW ACTION PLAN (RhM)	
		<p>Dates of LPC Steering Group Meetings 2018-2019: 10-01-19 (OM), 28-02-19</p> <p>Dates of LPC Steering Group Meetings 2019-2020 02-05-19 (OM), 27-06-19, 05-09-19 (OM), 24-10-19, 09-01-20 (OM), 19-03-20</p> <p>Dates of LPC meetings 2018-2019: 17-01-19, 14-03-19</p> <p>Dates of LPC meetings 2019-2020 09-05-19, 11-07-19, 12-09-19, 07-11-19, 16-01-20, 19-03-20</p> <p>All meetings at Merley House, Merley House Lane, Wimborne, BH21 3AA.</p>	