**Minutes from meeting 14th November**

Apologies from Tufael (CCA), Ahmed (CCA), Gary (IND)

Resignation: Mike Powis (IND)

New member: Raj Patel (AIMp)

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| Discussion with Sonia (Elderly Care Consultant GHT) Kat (Elderly Care Pharmacist GHT) and Sian (Lead Parachute Pharmacist CCG)  Sonia- part of role is in the community working with local teams. She is currently part of a pilot project going into care homes and also visiting people in their own home looking at medicines management, polypharmacy issues etc. There are significant challenges around dosette trays in care homes and residential homes. Seem to be a lot of problems in the Cirencester area. Are there ways of changing processes to eliminate waste and help care homes manage medications better.  Kat added to discussion process for patients who are in hospital and then discharged, with discharges being sent to pharmacies and GPs, but they are looking to revise their processes to improve things.  Sian gave update of how practice pharmacists deal with incoming discharge details and issues faced. Discussed how CPs are switching to original packs for care home meds and for lots of community patients following some work done by AHSN and published paper. Talked about how carers should be administering from OPs for patients esp. in care homes. Talked about how dosage changes and meds changes are dealt with in care homes  Summary of issues identified:-   1. Waste- how can we reduce waste and engage CP in meds reviews in care homes? 2. How can community pharmacy be part of the MDT when dealing with care homes to improve meds/patient safety? 3. Are there processes in place to ensure that changes take place in a timely fashion? How can these processes be improved? 4. MTS trays in care homes- most care homes (nursing and residential) are moving away from these as Original Packs are safer (evidence) – should we produce some joint guidance for pharmacies to use.   Can we apply for money from the ICS or PCN to look at setting up a MDT around the care home patient with community pharmacy involvement? If we look at waste management will the ICS be interested? Why is pharmacy not involved already? Can we look at getting a PCN pharmacist onto the MDT around the patient- possibly engage with central Cheltenham (Dr. Hollands – could Neetan engage with the practice pharmacist, get onto the on MDT and then get the link with CP to start to communicate care homes issue). Essential to get funding/backfill for work  RM to send a list of all pharmacy NHSmail addresses to Kat for emailing discharge messages to. RM to progress TCAMS work with Martin Pratt and team to embed discharge into new hospital electronic prescribing system summer 2020. Look at producing some joint care homes guidance around dosette trays and original pack dispensing- include CQC guidance for residents to self care for their own medication  Large patient safety issues around dosette trays for community patients. Can we re-issue the SW guidance for community dosette patients for disability assessment. |
| Chris Llewellyn CCG -gave update of current work by CCG pharmacists  Still encouraging patients to self care. Have reduced OTC prescribing by about 50%, can we support this to be reduced further.  Leaflets will be heading out to community pharmacy for support for self care and OTC meds. Can we encourage contractors to use and display leaflets.  GP CPCS, NHS111 CPCS going quite well. Consultations need to be robust and above and beyond the OTC consultation- need to improve record keeping standards. CCG strongly supportive of the CPCS.  Waste medicines- 10 years audit results- 3.5 million in waste. Is it worth doing a re-audit? Excited about NMS and TCAMS project. EPS and eRepeat dispensing is a great opportunity  CCG prescribing savings plan is under way. Some inhaler changes and test strips reductions still. |
| Stephen, Mark and Kara from CSU- EPSr4 rollout  EPSr4 full roll out nationally. 4 week period for CCG/CSU to make sure that practices are informed and that pharmacies are kept in the loop. Go live is 18th November locally. St Pauls going live Monday (first in the country). Whole of Gloucestershire going live on SystmOne over the next 4 weeks. Emis still not ready to go live with roll out.  5 surgeries are on Vision (out of scope)- Hadwen, Quedgley, Forest Health, Blakeney and ?  Rm to email out to all pharmacies to make sure they are aware r4 is happening.  Stephen to email presentation to RM, and then email to committee.  Check everyone’s scanners are up and running as they should be  Push nominations. Encourage all contractors to read the PSNC phase 4 information.  Send out roll out list of go live surgeries  Ensure pharmacies know how to use EPS tracker.  Frampton -go live in January with EPS. Sian supporting.  Holt, Staunton and course and Rencomb still not using EPS. |
| Minutes of last meeting approved as accurate. RM to reformat and send to SB for publishing |
| Treasurers report- £104k bank balance. Pharmoutcomes coming out in January, need to confirm who is paying for this going forwards. Could do with sorting out invoicing for Pharma- £1k still to come in. WP to send invoices and report at next meeting. RM to check and see if Bayer will sponsor next meeting  WP to buy a multiuser agreement for Microsoft Office for RM, SB and WP- and then tell SB and RM when purchased so they can cancel individual Microsoft agreements.  Company address- Can Wayne ask Fiona if we can use Hereford, Worcestershire, Coventry Warwick office as a registered address for official tax correspondence only  Wayne and Will have access to bank. Mike and Becky to be removed. Neetan to be added. For next meeting. |
| SB report-  CPCS – can we develop a poster/notice by till- ‘have you been referred to us by NHS111 or the GP? Then tell us!’  Feedback to DOS, NHS111- manage patient expectations. MUST tell the patient to tell us they are coming in, patient MUST be told to ring the pharmacy, must advise the patient that they need a consultation when they get to the pharmacy  Also need to advise to stick to the list- inappropriate referrals have been noted coming through (pins and needles in extremities)  Do we need to advise businesses to buy a PharmAlarm- £52 plus vat per year? Can advise pharmacies it is available and then should consider it.  Pharmacies not signed up- AD Byers, Berkley pharmacy (IT issue), Lindon, Lloyds Dursley (signed up this week), Morrisons (check with Ahmed?), O Connor, Rowlands (all of them), Painswick (new owner), Tesco Cheltenham  SB to follow up with pharmacies using the NHSFutures dashboard to identify those not completing the service or those with lots of drop outs.  141 urgent meds 100 minor ailments  Similar numbers for SwindonWilt and BaNES  Suspending the service- there is an issue when a form is sent in declaring that the pharmacy can’t deliver, pharmacy is being suspended until NHSE decides they are allowed back on. Then they are notified whether they are back on or not. NHSE has been asked to review this process.  CPCS GP pilot-  Lloyds Locking, Aspen and Saintbridge -project going fairly well but not delivering large enough numbers  Raj to look at how Cainscross Coop can start doing CPCS.  Prices Mill- waiting to be advised on what pharmacies need to be signed up to.  PQS-  Sam monitoring engagement with PQS and following up with those who are at risk of missing gateway criteria deadline. Report accepted |
| RM- discussed PCN set up, CPCS and other local services. Report accepted |
| Andrew- Update from SW forum. Issues around staff shortage, stock and morale. Reorganisation of LPC structure- will be some work nationally to look at role of LPC and PSNC.  Do we hold off on recruitment of new committee members until after this national work and review make up/number of contractors on committee? RM to check constitution. If not- RM advertise for new independent member and chase CCG for rep then reorganise at a later date.  PSNC report- focus was on the CPCS implementation and roll out. What will the dashboard look like and how can LPCs use that to work with contractors. Early indications are that figures look good-need some feedback as to what are some areas doing differently to other areas. This will be coordinated nationally |
| Treasurer report- Reading allowance discussed. Tax implications for personal payments so we need to make this backfill or a company payment. Proposal to scrap the reading allowance to protect the LPC from potential tax implications Raj proposed, Dalveer seconded. Committee members present (7) voted to scrap the reading allowance. Reading allowance to be built into day agenda. 9-6 agenda with 2-3 hrs of reading time depending on workload (9-3/4 meeting time, 3/4-6 reading time payment).  Mileage – WP raised concerns that members are claiming some very large mileage costs which is outside of budget. Mileage needs to be reasonable and members should not be out of pocket. Most CCA/companies will reimburse mileage for area managers/support staff. Independents – agreed rate must cover costs of attending meeting. RM proposed cap mileage at 100 miles. Wayne seconded. Voted unanimously (7) to approve. RM to update expenses policy and send for approval at next meeting. |
| PB requesting rurality review. August 2014 pharmacy contract granted in Upper Rissington. Barred from asking for a rurality check in 5 years- have met this requirement. Ensure that patients in controlled localities have the same access to medications as those in non rural areas. Will the LPC ask the NHSE area team to undertake a rurality review? Peter has given a briefing about controlled locality and the review process. Population of Upper Rissington is now over 2000. RM to email Sharon Hodges and ask for NHSE to undertake a rurality review. |
| Whatsapp group- WP proposed a whatsapp group to improve communications. WP to set this up |
| Mondays.com- completed and approved by committee. |
| AGM- arrange AGM for January meeting. RM to put together annual report and send out notice and voting papers to contractors. |
| PCNs- reviewed PCN pharmacy leads already in place. Check in with Sib from Aspen for Aspen PCN. Boots Dursely Berkley Vale- will the pharmacist there act as a lead? WP to advise of pharmacists name please and see if they will lead in this area  Severn Vale- Sainsburys Stroud Dalveer to double check, Sam to double check Tesco Stroud.  St Pauls- Cledion at St Pauls Badham. PB to see if they will act as lead  TWNS- Mint at Priors Park or Will at Newent. PB and RM to check. |
| AOB- PB highlighted an FP57 scam- has been reported to NHSE. Committee to raise awareness within their networks. |
| JICB- wording not being taken off prescription for JICB patients, flag back to Michelle by SB. |