

MINUTES OF THE SHEFFIELD LPC**held on****Monday 9 July 2007****Salvation Army Citadel, 10-12 Psalter Lane****ATTENDANCE**

MEMBER	8/5/06	10/7/06	11/9/06	13/11/06	8/1/07	12/3/07	14/5/07	9/7/07
<i>Nominated Contractors</i>								
Tina Cooke (Chair / PEC)	+	+	+	+	+	+	+	+
Spencer Noble (CPA) (Dep. Chair)	+	+	+	A	+	A	+	+
Steve Freedman (Secretary)	+	+	+	+	+	+	+	+
Brigid Murphy (Treasurer)	+	+	+	+	A	+	+	+_
Ravi Mohan	+	+	+	+	A	+	A	+
Andrew Duckenfield	A	A	+	+	A	+	+	+
Tristan Needs	+	+	A	A	+	A	+	A
James Wood	N/A	N/A	N/A	N/A	+	+	+	A
<i>Company Chemist Reps</i>								
Andrew Hartley (Boots/PEC)	N/A	A	+	+	+	A	+	+
Terry Relf (Lloyds)	+	A	A	+	+	+	+	+
Mary-Jane Sagar (Lloyds)	+	+	A	+	+	+	+	+
Chris Chulu (Lloyds)	+	+	+	+	+	A	+	+
Elke Ackermann (Rowlands)	N/A	N/A	N/A	N/A	N/A	N/A	+	+
<i>Peak Representative</i>								
Awaiting replacement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Garry Myers (PSNC Rep)	A	A	A	A	A	A	A	A
Observers								
PCT – Chief Executive							+	
Susie Coates (PCT)	+	A	+	+	+	A	+	+
Peter Magirr (PCT)	N/A	+	+	+	+	+	+	+
Liz Miller (PCT)	N/A	A	A	A	+	A	A	N/A
Michelle Black (PCT)	N/A	A	A	A	A	N/A	N/A	N/A
Ian Hutchison (PCT)	N/A	A	A	A	A	+	A	A
David Russell (Nat Co-op)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	+

+ = PRESENT A = APOLOGIES FOR ABSENCE R = RESIGNED N/A = NOT APPLICABLE

		Action
1.	<p>Apologies</p> <p>Apologies for absence are as noted on the attendance sheet.</p>	
2.	<p>Welcome</p> <p>David Russell was welcomed back to Sheffield LPC meetings, this time in an observer capacity, having now left Rowlands Pharmacy and joined National Co-operative Chemists Ltd.</p>	
3.	<p>Minutes</p> <p>The minutes of the meeting held on 14 May were accepted as a correct record. Tina reported that on page 4 regarding Anticoagulation, the PCT is now writing out to Community Pharmacies asking for expressions of interest to provide the service where not GPs are not providing same. Also, regarding the commissioning of services, Tina had said Community Pharmacy would like a level playing field for applying for Enhanced Services. Peter M reported that a contestability model would be used for 2008/09.</p>	
4.	<p>Matters Arising:</p> <p>LIFT – Steve reported on an up-date he had received from Tim Furness in Sheffield PCT regarding the LIFT project in Darnall. It had been suggested that LIFTCo is renting out space separately without PCT involvement in deciding who the pharmacist might be. The PCT is developing a business case to set out a clear plan for the scheme. The PCT Board has approved in principal, the purchase of land for the scheme although a site is not identified within the up-date document. It was understood a potential site on the land occupied by the old school, opposite the lighting shop had been muted. The LPC had not been invited to LIFT meetings and Ravi advised that one of Weldricks Directors had been trying to arrange a meeting. It was agreed that Steve should liaise with Tim F to seek representation on the LIFTCo group.</p> <p>Distribution of LPC Minutes – Steve had provided copies of the new PCT structure and it was confirmed that Peter and Susie had been placed within the Standards and Engagement Directorate, headed by Penny Brooks-Cordon as Director, under the Medicines Management Team. It was agreed that Jan, Penny and the other Directors should all receive the LPC minutes, together with the two PEC Chairs, Simon Gilby and Consortia Leads.</p> <p>Membership – Peter Catee had explained that the Area Manager of Peak Pharmacy was unable to attend LPC meetings and that he was therefore seeking a volunteer from within the company.</p> <p>Community Pharmacy Service to Care Homes</p> <p>It was reported that the commissioned service documentation had now been issued to all pharmacies previously providing the service. Steve is involved in the Sheffield Care Homes Best Practice Group, some of whose meetings are attended by Helen Jackson, Regional Pharmacist Inspector for CSCI. Helen has agreed to help review the service, through attempting to monitor the benefits such as minimisation of waste, reduction in errors, improved record keeping, correct storage etc. Peter is liaising with the PoPPS Team to evaluate the scheme in order to determine whether it appeared the support offered by community pharmacy, actually reduced hospital admissions from care homes. This information could help support a case for the service to continue on a long-term basis. Tina suggested pharmacists should be encouraged to provide this service, including the training element for care home staff. It was agreed that it would be useful to identify which homes are not covered and to circulate details within the LPC Newsletter. Peter and Susie agreed to assist.</p>	<p>SF</p> <p>SC</p> <p>SF PM/SC</p>

	<p>100 Hour Contract Application - Darnall</p> <p>Peter confirmed that the application was to be considered by the PCT Pharmacy Review Group shortly, before the Senior Management Team of Directors, who makes the ultimate decision, considers their recommendation. Peter stressed that such “exemption category” applications also rely on planning permission, as well as the NHS regulations to determine their success. MPs have been involved in commenting on this application and there has been a petition signed by many patients in the community, against it.</p> <p>5. Emergency Planning / Business Continuity Plans</p> <p>Tony Wilson, Interim Emergency Planning Officer for the PCT, kindly attended the meeting to give an overview of relevant issues, which might affect community pharmacy. Tony explained the background of the 2004 Civil Contingencies Act, which includes business continuity and being prepared for an emergency situation. Steve referred to the template from the RPSGB and PSNC, which had been provided to contractors and Tony emphasised that the recent situation with the floods in Sheffield had demonstrated the need to have a plan. Many lessons had been learned from the recent events, which would be useful for individual pharmacies to build into their individual plans. Tony offered for the PCT to hold copies of individual plans, so that these may be accessed if (as in the recent situation) a premise may not be accessible, where the original plan is actually retained! Tony also emphasised that he is more than willing to support pharmacies in completing their plans or visiting to discuss ideas (☎ 0776 426 8968). It was suggested it would be useful to invite Tony to present at the City Wide Up-date / LPC AGM later in the year. Tony mentioned that a colleague within the Sheffield Foundation Trust was looking at risk assessments and clinical governance and that she might come along to give advice.</p> <p>6. PCT Up-date</p> <p>Peter reported that many Sheffield PCT staff had been slotted into posts, which represented 50% or more of their work. Others had to be interviewed where there was competition. As identified earlier, Pharmacy and Medicines Management have been placed with the Directorate of Standards and Engagement. There is a Head of Medicines Management, currently held on acting up basis by Peter, supported by 2 Deputy Heads (Community Pharmacy and Clinical Services). Interviews for these posts will be held shortly and the final team determined. Linked to the Community Pharmacy Deputy Head, are the Community Pharmacy Clinical Governance Facilitator, Pharmacy Development Manager and Medicines Management Project Facilitator. Linked to the Deputy Head of Clinical Services, is the remainder of the Medicines Management Team, including Clinical Practice Pharmacists and Medicine Management Technicians. Liz Miller is currently on maternity leave and Michelle Black on a career break. Peter emphasised that the PCT commitment to community pharmacy is very evident and that there would be opportunities for community pharmacy to develop new services which could be commissioned by the PCT via the contestability arrangements.</p> <p>Peter advised that the PCT remains focussed on ‘turnaround’ to achieve cost savings and to achieve financial balance in Sheffield. The PCT welcomes ideas / concise business cases on how further savings might be achieved for example through investment to save. They are keen to ensure good ideas can be implemented quickly. Peter also advised that the Consortia are interested in repeat dispensing and intend to develop this further this year.</p> <p>7. 100 Hour Contract Monitoring</p> <p>Susie has been working on revising a document used in another part of the country, to form the basis of a PCT process of monitoring.</p> <p>Part of the example was very detailed and Susie had been awaiting an alternative example from a neighbouring PCT before finalising the Sheffield version. This would be circulated to the LPC as soon as available.</p>	<p>SF/TW</p> <p>SC</p>
--	--	------------------------

8.	<p>LPC Self-Evaluation</p> <p>Steve referred to the PSNC document as a working document and it was agreed that Steve should provide a draft for the LPC to approve.</p>	SF
9.	<p>Practice Based Commissioning (PBC) Market Place</p> <p>Tina indicated she was disappointed that there was not more LPC representation at the event organised by the PCT. Steve had attended and visited the various stalls highlighting the contribution that can be made by community pharmacy and providing a handout. Ravi mentioned that he had sent a representative. Each of the consortia had a stall and had limited copies of their development plans. It was agreed to provide LPC minutes to each of the Consortia Leads.</p>	SC
10.	<p>LPC AGM / City Wide Up-date</p> <p>Steve advised that it was necessary to give 28 days notice of the LPC AGM and that LEO had expressed an interest in sponsoring the event and providing a presentation on dermatology. Wednesday 3 October was suggested as a provisional date and Steve agreed to check venue availability and that the date did not clash with other local events. It was agreed that Jan Sobieraj, PCT Chief Executive and/or Penny Brooks-Cordon be invited to attend.</p>	SF
11.	<p>Treasurer's Report</p> <p>Brigid (Treasurer) tabled the accounts for the year. Discussion ensued about the levy payment but it was agreed that this would remain as at present and be monitored.</p>	BM
12.	<p>AOB</p> <p>Anticoagulation – NPSA Patient Safety Alert – Peter referred to information which had been distributed in March, highlighting the responsibility of both prescribers and dispensers to check patients are monitored and are having regular INR checks and awareness of possible interactions. This had also been detailed in the Pharmaceutical Journal. Peter believed there was still a lack of awareness and that he has written out to all pharmacies drawing their attention to the relevant documentation.</p> <p>Communication Difficulties – Peter reported on the recent floods in Sheffield and the need to communicate urgently with pharmacies to assess the impact on patients. Clearly the lack of reliable email communication is very unfortunate. CMO alerts could also be more easily cascaded via email, but it is acknowledged that currently this not possible. As a result of recent events, Peter has organised a facility to allow distribution of faxes to pharmacies via the nhs.net thereby being able to cascade the necessary information received by email, with attachments, direct to faxes within Sheffield Community Pharmacies via the automated system. This has been tested and appears to work efficiently. It is important for contractors to ensure the PCT has up-to-date fax numbers and any changes should be directed to Susie Coates asap. Steve agreed to highlight this in the next Newsletter.</p> <p>Pharmacy Labels for Posting – Steve drew attention to recent problems that had arisen where post bearing a label which showed the pharmacy from which it had originated, had been intercepted in the post, resulting in the presentation of a forged prescription. The Police had advised that pre-printed pharmacy labels should not be used for post containing prescriptions.</p>	SF
	<p>Congratulations! – to Tina C on her successful appointment to the Professional Executive Committee (PEC) of the Sheffield PCT. Tina was wished well in this important post, which will help ensure a voice for Community Pharmacy within the Sheffield PCT.</p>	

LPC – 9 July 2007

	Farewell – Members were sorry to note that Mary-Jane Sagar would be leaving Sheffield and therefore resigning from Sheffield LPC. Mary-Jane was thanked for her contribution to the work of Sheffield LPC and wished every success in her new location.	
13.	Next meeting The next meeting will be held on Monday 10 September 2007 at the Salvation Army Citadel, Psalter Lane – 7.00 – 9.30 pm.	ALL

10 September 2007	14 January 2008
12 November 2007	10 March 2008

Steve Freedman - ☎ 0773 178 1449 / Susie Coates - ☎ 0114 226 3110