



## Paediatric Pharmacy Technician Group (PPTG) Meeting

<b>Date of Meeting:</b>	<b>Date: Monday 4<sup>th</sup> Sept 2006</b> <b>Time: 11.00am – 2.00pm</b> <b>Venue: Birmingham Children’s Hospital</b>	
<b>Date and Time of Next Meeting:</b>	<b>Date: Monday 15<sup>th</sup> January 2007</b> <b>Time: 11.00am – 2.00pm</b> <b>Venue: Sheffield Children’s Hospital</b>	
<b>Attendees:</b>	Tracy Gazeley (TG) (Chairperson) Cathy Moseley (CM) Sheila Angus (SA) Patricia Hayes (PH) Lisa Nicosia (LN) Paul Townsend (PT) Julie Nicholls (JN)	Birmingham Children’s Hospital  Birmingham Children’s Hospital Manchester Children’s Hospital Evelina Children’s Hospital New Cross Hospital Special Laboratories Derby City Hospital
<b>Apologies:</b>	Leona Edge (LE) Sarah Webb (SW) Linda Sprawson Amanda Wallis Kristian Warnes Sarah Wilcox Caroline Ashworth	Addenbrookes Hospital Addenbrookes Hospital Alder Hey Hospital Evelina Children’s Hospital UCL Hosp Cardiff & Vale Hospital Sheffield Hospital
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Welcome</li> <li>2. Apologies</li> <li>3. Minutes of last meeting and matter arising</li> <li>4. Technician Checking issues-Aseptics, Errors (CM)</li> <li>5. Ato Dispensers duties (CM)</li> <li>6. Problems with repetitive strain injuries in Aseptic units (JN)</li> <li>7. NPPG conf (PH)</li> <li>8. refreshments at future meetings (PH)</li> <li>9. Teaching sessions/presentations at future meetings (PH)</li> <li>10. AOB</li> <li>11. Date and Venue of Next</li> </ol>	
<b>1.</b>	TG welcomed all attendees to the second meeting of the PPTG	Action

2.	Apologies received and documented above	
3.	<p>Accepted by those in attendance as being a true account of meeting held on the 12<sup>th</sup> June 2006 at Sheffield Children's Hospital.</p> <p>Membership letter now drafted by Pat for review by group, all members in attendance happy with contents and discussed how it should be distributed. Group suggested that terms of ref and questionnaire be circulated with letter in the following ways; UKCPTN, APT,PJ NPPG conf via MI website and through any local meeting that we may attend</p> <p>Pat has started to write a report regarding the background for setting up this group, how it may interact with the NPPG and the member's educational needs. This and what its outcome is. Pat will circulate a draft to members of the group before submitting it to the NPPG committee.</p> <p>Paul will put his Unlicensed Meds presentation on the PPTG website</p>	<p><b>PH</b></p> <p>All</p> <p><b>PH</b></p> <p><b>PT</b></p>
4.	<p>Various Technician checking issues, CM asked members of the group if their aseptic units had in-house competency training manuals for technicians checking Aseptic preps. JN answered that derby used techs in this way and she was trained to check and release aseptic products as part of her responsibilities, Julie was happy to share any documentation regarding training. SA answered that at MCH techs could do some 1<sup>st</sup> &amp; final checking for civa items.</p> <p>CM asked members what was their dept's policy / guideline regarding staff who make repeatedly make checking errors? None of the group were aware of any, PH told the group that in the London region all errors are sent to one person in the region for them to decide what action should be taken depending on the error, and all checker techs have to be re-accredited every 2 years, this re-accreditation consisted of a 10 items double checked and a 20 item test, if they failed the test they could re-sit pat was unsure what happened if they failed twice. The group agreed that all checkers in their depts had to be reaccredited on a 2 yearly basis.</p>	<p>CM</p> <p>CM to email JN for info</p> <p>CM</p>

5.	<p>Ato Dispensing duties- CM asked the group if their dept had dispensing Ato's and if so did they give out prescriptions to patients and counsel them regarding their medicines. All answered No</p> <p>Did depts allow the dispensers to give out CD's to nurses, this varied across the group.</p>	CM
6.	<p>Repetitive strain injury problems with staff working in the Aseptic unit at Derby- JN asked the group if they had any experience , suggestion in avoiding RSI or advice regarding this problem as they have a number of staff who are getting RSI and are then referred to OH. This was a problem at BCH several years ago and mainly due to the large number of items been made by the same few aseptically trained techs with very little automation to support. The situation was resolved when the Aseptic Unit was closed for other reasons and most preps are outsourced.</p> <p>JN said they had had ergonomic reports, risk assessments but none of these came up with answers to help this situation. Group members said they would ask their own units if they had any suggestions.</p>	JN
7.	<p>NPPG Conf in Nov- Pat has been asked to run another workshop about Tech roles at this years NPPG Conf, the title is a repeat of last years and she asked the group for idea for updating this workshop and if any member of the group was attending the Conf would they like to help?</p> <p>CM said 3 techs from BCH were attending and she would ask if they could help, PT would be attending the conf and may also be available.</p>	PH  PT
8.	<p>The group discussed refreshments for future meetings, PT will ask Specials labs if they are happy to sponsor future meetings. Group members happy to bring own refreshments.</p>	All

9	<p>Educational Sessions- At the last meeting in Sheffield PT did his presentation on unlicensed medicines, an educational slot will be added as a regular item on the agenda suggestions for the next meetings are          IMD- Sheffield 15<sup>th</sup> Jan 2007          Clinical Trials –BCH 5<sup>th</sup> March 2007          Other suggestions are update on ward–based, tech roles, techs working in mental health other suggestion welcome.</p>	
10. AOB	<p>Shelia asked for any advice regarding the MHRA inspections regarding Clinical Trials units, had anyone been involved with one before? Tracy suggested Shelia look at the R&amp;D forum as there is a document referring to Inspections.</p>	
11. Dates for future meetings	<p>Dates for future meetings          Sheffield 15<sup>th</sup> Jan 2007          Birmingham Childrens Hosp 5<sup>th</sup> March 2007          Sheffield 4th June 2007          Derby or BCH 24<sup>th</sup> September 2007</p>	SA