



Association of
Pharmacy
Technicians (UK)

Policy for Processing Consultations Documents

Oct 2007

Introduction

1. There are a number of key stakeholders within the world of Health and, in line with a greater consultative approach and transparency, the views of other key stakeholders are often sought on a range of issues. It is vital that APTUK has a system for identifying, recording and responding to all appropriate consultations. This will ensure that we are able to add our voice and, potentially, influence strategic issues for the benefit of APTUK members.

Scope of Application

2. This policy applies to all APTUK National Officers and can also be utilised by Branch Officers and members should they wish to draw any consultation to the attention of National Officers.

Identifying Consultations

3. APTUK does not, necessarily, appear on the 'key stakeholder' list of every organisation. It is, therefore, important that we take a proactive approach and remain vigilant in spotting any consultation which may require our input. The following principles should be applied in regard to identifying consultations:

3.1 National and Branch Officers will, in the course of their work, or APTUK activities, read a range of health or pharmacy related material. During such reading, they should remain alert to any possible consultation to which we might contribute.

3.2 In the event that we identify a consultation, which we feel APTUK should respond to, and for which we have not received a formal invitation to reply, we should approach the organisers with 2 aims:

3.2.1 Being added to their permanent list of key stakeholders

3.2.2 Requesting that they accept a response from APTUK.

3.3 APTUK has set up an e-mail address (consultations@aptuk.org) for external organisations to utilise when approaching us for our involvement. This is linked to the Secretary, President's and Vice President's e-mail address. We should encourage organisations to utilise this route. A link should be set up on our website to steer organisations to the e-mail address.

Responding to Consultations

4. When a consultation has been identified which requires a response from APTUK, it will be logged onto a consultation tracking database' by the Secretary and then processed as follows:

4.1 The President or, in the presidents absence, the Vice President will review the consultation and allocate a lead National Officer and inform all National Officers who that lead is.

4.2 The Secretary will update the tracking database with the name of the lead.

4.3 The lead National Officer will distribute the consultation, setting a deadline for responses, allowing time for the consolidated response to gain final National Officer approval before submission.

4.4 The final response will be submitted, by the Secretary, with an APTUK covering letter signed by the President or, in the Presidents absence, the Vice President.

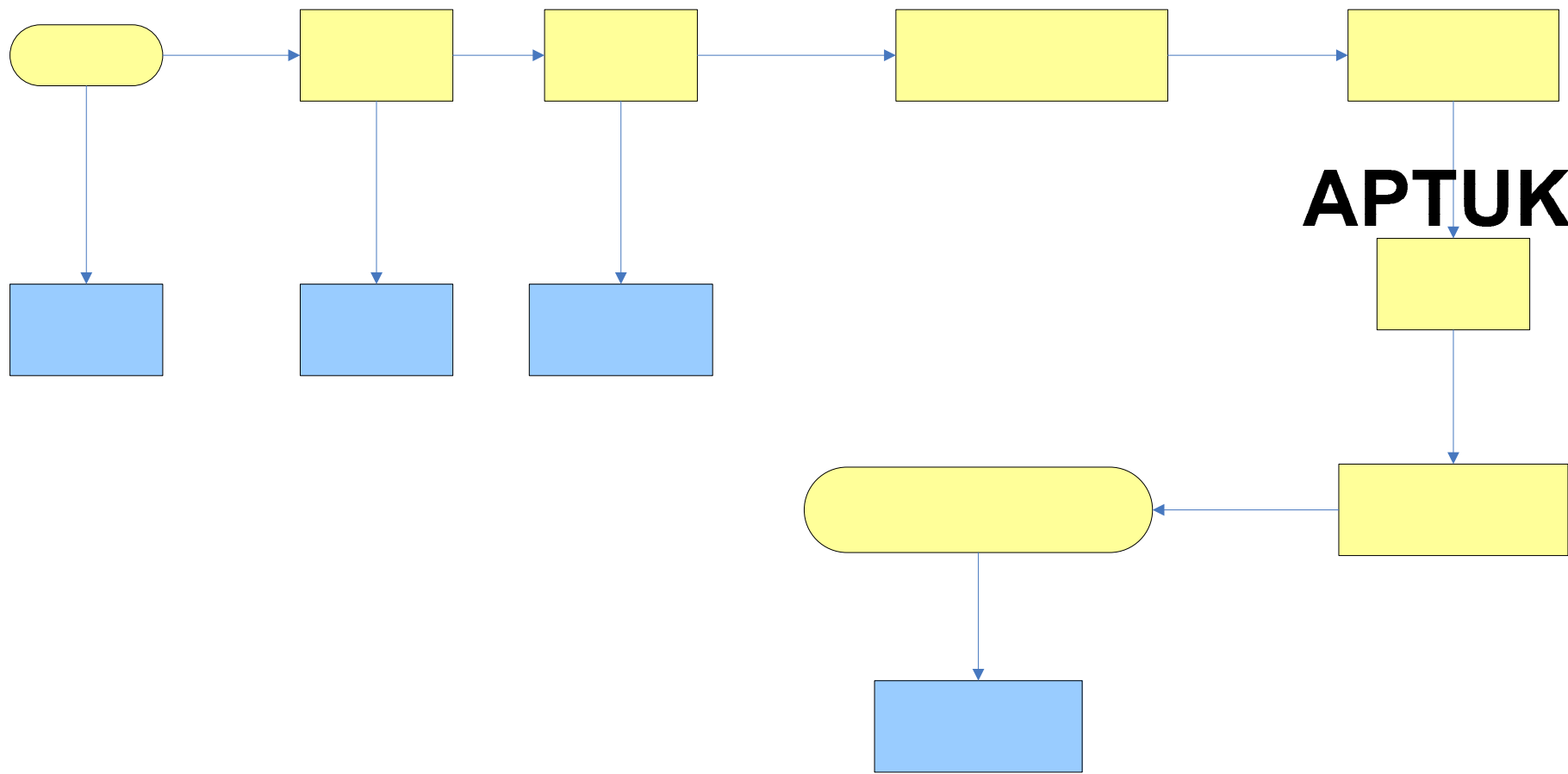
4.5 The Secretary will update the tracking database to indicate that the final submission has been made and on what date.

Communication

5. Once APTUK has responded to a consultation, in the interests of transparency and good communication, the final response will be published in a consultations section on the APTUK website. The secretary will forward the completed response to the publicity officer for uploading to the website and record this action on the tracking database.

Process Outline

6. A flowchart outlining the process is attached at annex A



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Details enter

