

Association of Pharmacy Technicians UK (APTUK)



Minutes of the Membership Business Meeting

Saturday 6th April 2019 10:30-12:15pm

General Pharmaceutical Council, 25 Canada Square, Canary Wharf, London

President address

Liz Fidler, welcomed all to the Membership Business Meeting and thanked previous and current Members, Associates, National Officers and Directors for supporting the Association.

A report on the work of the President from 17th June 2018 – 9th February 2019 was provided by Tess Fenn, Past President and can be found at Appendix 1. Tess was again thanked by the Board of Directors for all her work as President of APTUK.

Liz gave a report on the Future Vision for the Association under her Presidency, which was live streamed onto Facebook and is available to view here:

<https://www.facebook.com/APTUK1/videos/2193535190863501/>

Ellen Williams, Vice President, continued the Facebook live stream with the Future Vision for the Association, which is available to view here:

<https://www.facebook.com/APTUK1/videos/802678210114284/>

The meeting was formally opened by Gail Hall, Director of Administration and Interim Director of Human Resources.

There were no changes to be made to the minutes of the previous Membership Business Meeting, Oliver Jones proposed the minutes and Sam Quaye seconded them. The minutes of the 17th June 2018 meeting will now be entered into recorded.

Administration and Human Resources

Gail Hall gave a review of the period 17th June 2018 – 1st April 2019 for the administration and human resources workstreams.

- Interim HR Directors from December 2018 – 6th April 2019 when Nicki Ody will take over as permanent Director of Human Resources.
- Companies House files maintained and return to be made 10th May 2019
- Legal requirements to change the Articles of the Association to enable recruitment to the President post from outside the Board of Directors was key work in December 2018.
- Succession planning for President was a major part of work in both roles.
- Currently manage the creation of surveys for the Association using Microsoft Forms in Office 365.
- Currently manage Mailjet, bulk email manager, for Director of Communications, due to vacancies in that workstream.
- Priority for the year ahead will be to complete the retention work with the new Director of HR.

The Association joined the NCVO, which is the National Council for Voluntary Organisations they have a diverse community of over 14,000 member organisations – a third of the voluntary sector workforce in England. And provide members with expert support and advice, by saving them time and money, and by keeping them up to date with the news that affects them. They help us with governance issues, HR policy development along with networking. The annual membership fee is around £110.

The info-graphs for this workstream can be found at Appendix 2.

Finance

Diane Meech gave a review of the period 17th June 2018 – 1st April 2019 for the Finance workstream.

A report on the finances of the Association can be found at Appendix 3.

Professional Discussion

Joanne Nevinson gave a review of the period 17th June 2018 – 1st April 2019 for the Professional Development workstream.

- Joanne moved from National Officer (NO) for Foundation Practice into the Director role after conference last year when Dalgeet Puaar moved into the Branch Liaison NO role.
- A new Professional Development team was recruited by October 2018, supported by 5 Associates. Joanne thanked the whole team for their work to date.
- Conversion from PTPT free of charge members to full members on registration was a key priority area. Flyer and presentation to be shared with training providers, along with identifying support for PTPTs during their student membership.
- NO for PTPT attending Pharmacy Services Apprenticeship Trailblazer group and written article in the PTJ.
- NO for Foundation Practice and Associates working on a presentation to support PTPTs entering the register and become full members.
- Foundation Practice Framework on hold awaiting updates on IET qualification.
- Advanced Practice NO is work on signposting and has been working with HEIW on an advanced practice framework.
- Revalidation NO promoting resources on the website and the learning logs. Also working on revalidation officer support in branches.
- Local branches and building a branch network are a key priority for the Professional Development workstream, with an action plan in place.

The info-graphs for this workstream can be found at Appendix 4.

Communications

Andrea Ashton (delivered by Gail Hall at the meeting in her absence) gave a review of the period 17th June 2018 – 1st April 2019 for the Communications workstream.

- Changes in the workstream have been a big issue for Communications. Andrea has returned to the Director of Communication role permanently, from 6th April 2019. All retiring Directors and NO were thanked for their previous work.
- New NO have been appointed, Gwen Yale is Events NO, Kay Morgan is Editor, Matthew Towner has moved from Recruitment and Retention NO into Website NO.
- Media and engagement posts were still vacant and members were encouraged to make contact if they were interested in the posts.
- Represented APTUK on collaborative work with GPhC and RPS on a learning resource from the Gosport Report.
- Leading on conference planning and annual awards.
- Social Media policy has been created and increase use of a variety of communication systems is a key priority.

- Updating the website is the top priority for the website NO along with supporting the sponsorship commitments. Matthew was thanked personally by Andrea for all his hard work and support stepping into the role.
- The workstream has represented APTUK at events such as the Pharmacy Show and the Day Lewis Conference. Gwen is currently planning our attendance at the Clinical Pharmacy Congress. These event help to promote APTUK and secured more members.
- Members are encouraged to experience “guest editor” roles for the production of the PTJ. Contact editor@aptuk.org for information.

The info-graphs for this workstream can be found at Appendix 5.

Policy and Standards

Julie Mathieson was unable to attend the meeting in person and produced a report on the Policy and Standards workstream reporting on the period 17th June 2018 – 1st April 2019.

The report can be found at Appendix 6.

Questions at the Meeting

Questions were taken at the meeting from remote members via email and social media platforms, as well as from members attending the meeting.

1. Could APTUK champion getting Pharmacy Technicians on Local Pharmaceutical Committees (LPCs)?

This is to be built into the communications strategy.

2. Can the accounts be audited?

It was agreed this could be considered and the Financial workstream are to look at costs and companies for this.

3. How are APTUK working with other organisations? PCPA given as the example.

Confirmed that conversations with PCPA on joint membership proposals were underway. The advisory board will have a key role in this and PCPA will be asked to provide a representative for that group along with other key organisations. The Vice President will head up this group and work on the Terms of Reference and action plan.

4. Can ex-Pats on the GPhC register can their own membership category?

This wasn't something currently on the horizon for APTUK and is to be added to the Board of Directors meetings for discussion and further investigation.

5. Can APTUK provide a statement to make it clear how corporate sponsorship works? There was a concern raised on the impact Boots has on APTUK with the 50% offer for their members.

The President confirmed that Boots are repaying their Pharmacy Technicians that join APTUK 50% of the membership back and not paying APTUK directly nor getting a discount for their members. How this is communicated to members will be further discussed by the Board to look at solutions as part of the wider communications strategy.

Questions to APTUK from the Showcase Event

1. Can APTUK keep in mind that Pharmacy Technicians are part of a Multidisciplinary team and as such we need to be mindful to “pitch” ourselves in the multi professional arena.

The President fed back that role analysis work here was critical and that there was agreement that it was narrow thinking to align with pharmacists only to look at wider. The Vice President gave assurances this will be key work for the advisory group.

2. Clarification was required on the revalidation champion role and who this would be.

The Revalidation National Officer stated that this will be volunteers within branches and will not be restricted to roles but open to all members. Further clarification was given that training of champions will be provided face to face and is in the planning stages now.

3. The negative impact of the Carter review on technical services was highlighted as a concern and how APTUK was supporting this was asked.

The President confirmed that APTUK would be looking at Technical Services support and immediately working on ensuring they keep technical services in the news from APTUK.

4. Are APTUK still championing to get PTPT registered with the GPhC, as pre-registration pharmacist are, in light of changes in the IET?

The President confirmed that she was not yet up to speed with all the work APTUK had been supporting / championing prior to her appointment in February 2019, and agreed to look at this as a larger piece of work into PTPT and delegate initial work to the PTPT leads.



'Leading pharmacy technicians to deliver professional excellence for patient centred care'

Member's Consultations

- Organisational structure & strategy
- Supervision



APTUK Strategy 2018-2021: LEAP Launched 8th October 2018



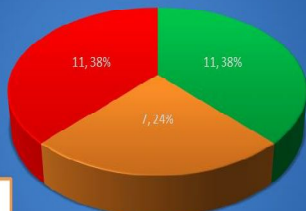
Responded to 7 consultations:

- GPhC 'Consultation on the draft 2019 fees rules' - Jan 19
- Department of Health and Social Care's Consultation: Pharmacy Legislation on Dispensing Errors and Organisational Governance - September 2018
- General Pharmaceutical Council (GPhC) Consultation on the Publication and Disclosure Policy - September 2018
- GPhC Consultation on Online Pharmacy Services - August 2018
- Royal Pharmaceutical Society (RPS) 'Polypharmacy Getting our medicines right' consultation - August 2018
- GPhC 'Developing our approach to regulating registered pharmacies' consultation - August 2018
- Skills for Health Consultation on the draft qualification units for Pharmacy Technicians - July 2018

Leadership Representation

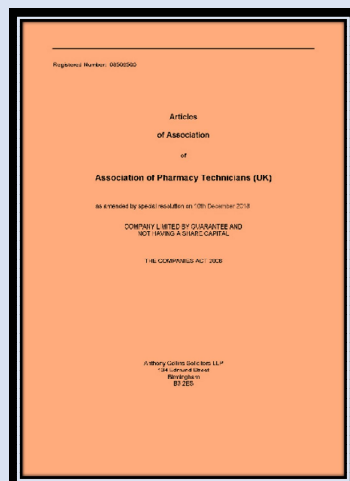
Engaged with governments - All 4 countries, The GPhC, RPS, key stakeholders from all pharmacy sectors

APTUK June 18-March 19 Objectives Analysis



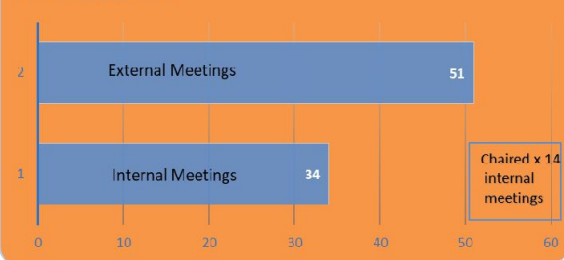
24 objectives
Green x 11 met
Amber x 7 in progress
Red x 6 on hold

APTUK Articles revised 10th December 2018



President Meetings Attended

From 16.6.18 to 9.2.19



President Handover 9th February 2019



Tess Fenn



Liz Fidler

What else has APTUK done?

Key presentations:

EAPT 2018 annual meeting
International Pharmaceutical Federation (FIP: 2018 congress)

Articles written

Pharmacy Technician Journal: Presidents column x 3
Training Matters: President Articles x 8
President Blogs x 2
Today's Pharmacist: PTs in the spotlight
HPE: How has UK hospital pharmacy changed over the past 70 years?
Pharmacy in Practice: PT Career Spotlight
Participated in Community Pharmacy Research



'Leading pharmacy technicians to deliver professional excellence for patient centred care'

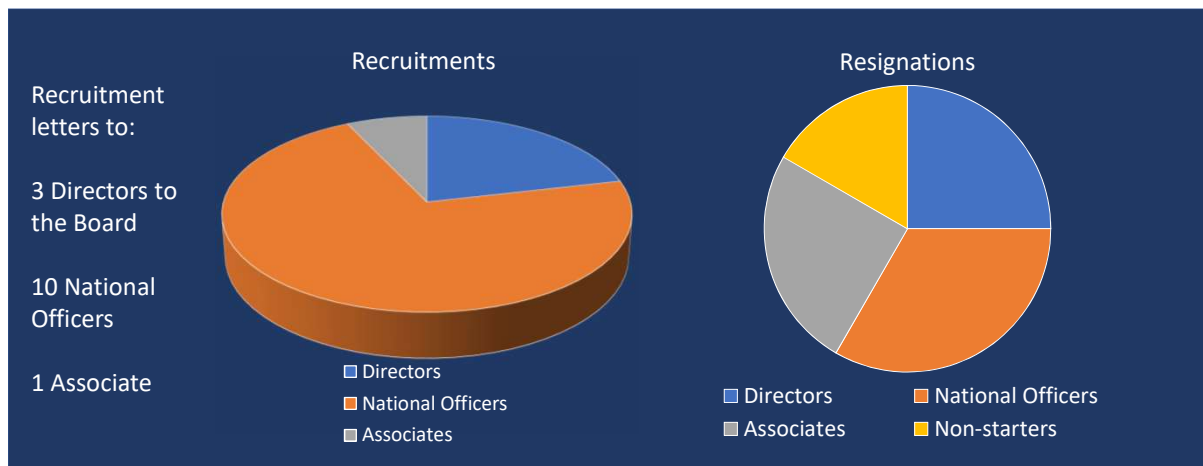
Companies House



- **Removed** – 3 Directors and Persons with Significant Control
 - **Added** – 3 Directors with significant control
- Articles – updated with Companies House December 2018

HR Workstream

- 5 policies written
- 8 sample letters created
- Recruitment guidance with letter templates
- Advert templates created
- Job descriptions standardised



NCVO
Membership of NCVO

acas working for everyone
Used to inform policy development

Administration duties	Statistics
Agendas	11
Board of Directors minutes	8
Professional Committee minutes	1
Other meetings	2

Communicating with Members / groups:

45 Mailjet (bulk email programme) sent to members and specialist groups



Including Supervision survey which gained 339 responses

Using technology

Issues collating Declaration of Interest annual forms

- 31 requested
- 18 received within 4 weeks
- 13 chased after 4 weeks
- 10 received within 8 weeks
- 3 chased at 8 weeks
- 3 received after 8 weeks



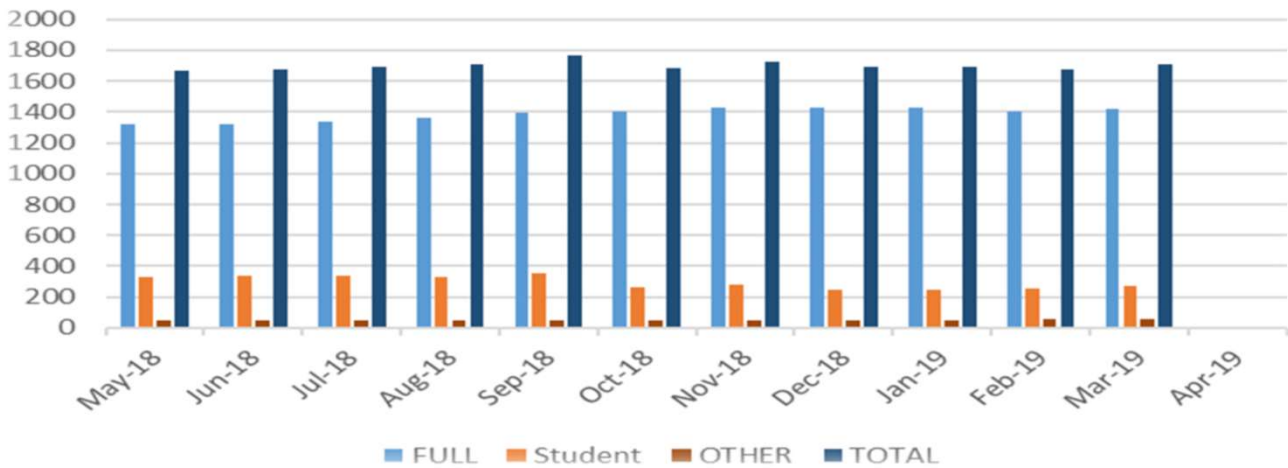
Solution – Use Microsoft Forms to collate data in 2019

- Created 11 surveys using Microsoft Forms on Office 365
- Supervision survey achieved 339 responses.

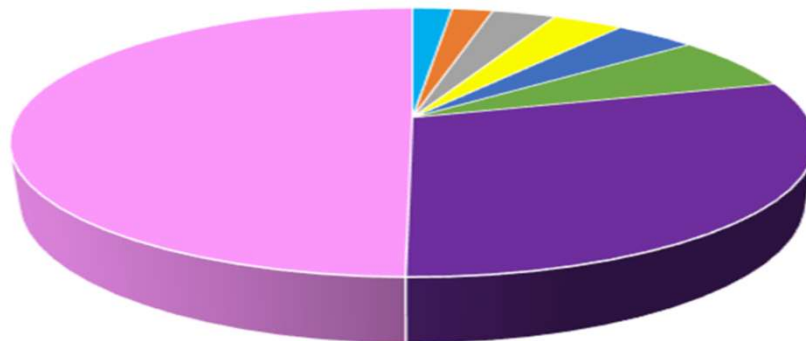


‘Leading pharmacy technicians to deliver professional excellence for patient centred care’

APTUK MEMBERSHIP 2018-19

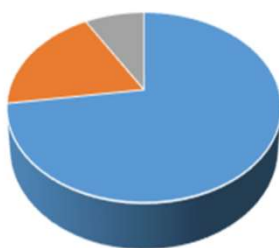


APTUK MEMBERSHIP BY SECTOR - MARCH 2019



- MOD
- Disp GP Practice
- Unknown
- Education
- CCG
- Other
- Community
- Hospital

INCOME 2017-18



- Membership fees
- Grants (Corp sponsors)
- NPA Group Policy
- Interest

EXPENDITURE 2017-18



- Sundry expenses
- Education & Training
- Rent
- Prize fund winners
- Wages
- Printing, post, promo stock
- Exec travel & other exps
- Depreciation in Assets
- Accountancy
- Insurance
- Legal Fees
- Subscriptions
- Conference costs

Report of the Directors and
Unaudited Financial Statements for the Year Ended 30 April 2018
for
Association of Pharmacy Technicians (UK)

Contents of the Financial Statements
for the Year Ended 30 April 2018

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DIRECTORS:

Mrs J Mathieson
Mrs D C Meech
Mrs A Ashton
Ms G E Hall
Ms E A Fidler
Ms J Nevinson
Ms R Raybould

SECRETARY:

REGISTERED OFFICE:

One
Victoria Square
Birmingham
West Midlands
B1 1BD

REGISTERED NUMBER:

08506500 (England and Wales)

ACCOUNTANTS:

C J Roberts & Partners Limited
160 Elliott Street
Tyldesley
Lancashire
M29 8DS

Report of the Directors
for the Year Ended 30 April 2018

The directors present their report with the financial statements of the company for the year ended 30 April 2018.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the membership of the Association of Pharmacy Technicians.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 May 2017 to the date of this report.

Ms T J Fenn
Mrs J Mathieson
Mrs D C Meech
Mrs D Puaar

Other changes in directors holding office are as follows:

Ms R B Lemon - resigned 7 July 2017
Mrs A Ashton - appointed 15 July 2017
Ms G E Hall - appointed 1 January 2018

Ms E A Fidler, Ms J Nevinson and Ms R Raybould were appointed as directors after 30 April 2018 but prior to the date of this report.

Ms T J Fenn, Mrs D Puaar and Ms R Raybould ceased to be directors after 30 April 2018 but prior to the date of this report.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mrs D C Meech - Director

11 March 2019

Income Statement
for the Year Ended 30 April 2018

	Notes	30.4.18 £	30.4.17 £
TURNOVER		83,549	87,470
Administrative expenses		<u>72,516</u>	<u>71,322</u>
OPERATING SURPLUS	4	11,033	16,148
Interest receivable and similar income		<u>10</u>	<u>6</u>
SURPLUS BEFORE TAXATION		11,043	16,154
Tax on surplus		<u>2,090</u>	<u>1,344</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>8,953</u>	<u>14,810</u>

The notes form part of these financial statements

Balance Sheet
30 April 2018

	Notes	30.4.18 £	£	30.4.17 £	£
FIXED ASSETS					
Tangible assets	5		45		57
CURRENT ASSETS					
Stocks		1,000		1,000	
Debtors	6	1,645		-	
Cash at bank		67,744		64,830	
		<u>70,389</u>		<u>65,830</u>	
CREDITORS					
Amounts falling due within one year	7	<u>56,761</u>		<u>61,165</u>	
NET CURRENT ASSETS			<u>13,628</u>		<u>4,665</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>13,673</u>		<u>4,722</u>
PROVISIONS FOR LIABILITIES			<u>9</u>		<u>11</u>
NET ASSETS			<u><u>13,664</u></u>		<u><u>4,711</u></u>
RESERVES					
Income and expenditure account			<u>13,664</u>		<u>4,711</u>
			<u><u>13,664</u></u>		<u><u>4,711</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2018 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 11 March 2019 and were signed on its behalf by:



Mrs D.C. Meech - Director

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 30 April 2018

1. **STATUTORY INFORMATION**

Association of Pharmacy Technicians (UK) is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 33% on cost, 25% on reducing balance and 15% on reducing balance.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 7 (2017 - 7).

Notes to the Financial Statements - continued
for the Year Ended 30 April 2018

4. **OPERATING SURPLUS**

The operating surplus is stated after charging:

	30.4.18	30.4.17
	£	£
Depreciation - owned assets	12	14
	<u> </u>	<u> </u>

5. **TANGIBLE FIXED ASSETS**

		Plant and machinery etc £
COST		
At 1 May 2017 and 30 April 2018		665
DEPRECIATION		
At 1 May 2017		608
Charge for year		12
At 30 April 2018		620
NET BOOK VALUE		
At 30 April 2018		45
At 30 April 2017		57

6. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.4.18	30.4.17
	£	£
Other debtors	1,645	-
	<u> </u>	<u> </u>

7. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.4.18	30.4.17
	£	£
Trade creditors	(1)	-
Taxation and social security	2,137	1,363
Other creditors	54,625	59,802
	<u>56,761</u>	<u>61,165</u>

8. **RELATED PARTY DISCLOSURES**

At the commencement surplus funds amounting to £48486 were transferred from the club known as Association of Pharmacy Technicians UK to the company this amount has been included in Other Creditors.

Chartered Certified Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
Association of Pharmacy Technicians (UK)

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Association of Pharmacy Technicians (UK) for the year ended 30 April 2018 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/rulebook>.

This report is made solely to the Board of Directors of Association of Pharmacy Technicians (UK), as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Association of Pharmacy Technicians (UK) and state those matters that we have agreed to state to the Board of Directors of Association of Pharmacy Technicians (UK), as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Association of Pharmacy Technicians (UK) has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Association of Pharmacy Technicians (UK). You consider that Association of Pharmacy Technicians (UK) is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Association of Pharmacy Technicians (UK). For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

C J Roberts & Partners Limited
160 Elliott Street
Tyldesley
Lancashire
M29 8DS

13 March 2019

Detailed Income and Expenditure Account
for the Year Ended 30 April 2018

	30.4.18		30.4.17	
	£	£	£	£
Turnover				
Membership Fees	60,743		49,620	
Grants received	15,806		32,329	
NPA	7,000		5,521	
	<u> </u>	83,549	<u> </u>	87,470
Cost of sales				
Opening stock	1,000		1,000	
Closing stock	(1,000)		(1,000)	
	<u> </u>	-	<u> </u>	-
GROSS SURPLUS		83,549		87,470
Other income				
Deposit account interest		10		6
		<u> </u>		<u> </u>
		83,559		87,476
Expenditure				
Rent	2,687		2,839	
Insurance	3,061		6,502	
Wages	5,934		5,910	
Executive fares & expenses	21,582		15,025	
Printing, post, stationery and promotional stock	8,737		10,356	
Prize fund winners	3,485		3,900	
Education and training	968		5,139	
Conference costs	12,974		16,254	
Subscriptions	6,759		3,966	
Sundry expenses	1		1	
Accountancy	1,428		1,416	
Legal fees	4,888		-	
Depreciation of tangible fixed assets				
Plant and machinery	7		8	
Fixtures and fittings	5		6	
	<u> </u>	72,516	<u> </u>	71,322
NET SURPLUS		11,043		16,154
		<u> </u>		<u> </u>

This page does not form part of the statutory financial statements.

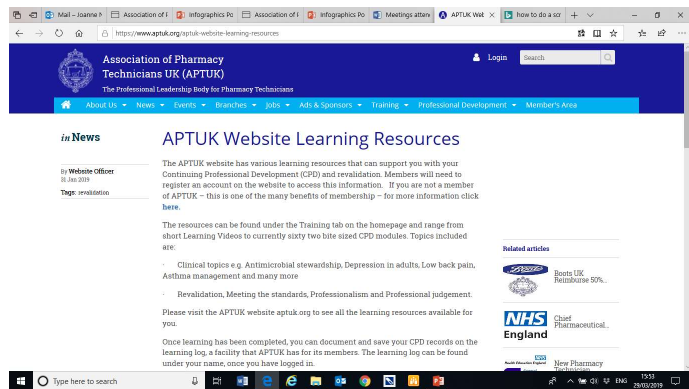


Association of Pharmacy Technicians UK (APTUK)

The Professional Leadership Body for Pharmacy Technicians

PROFESSIONAL DEVELOPMENT WORKSTREAM

Revalidation



Advanced Practice Framework



Addysg a Gwella Iechyd Cymru (AaGIC)
 Health Education and Improvement Wales (HEIW)



The Pharmacy Technician Advanced Practice Framework has been developed collaboratively between Health Education and Improvement Wales (HEIW) and the Association of Pharmacy Technicians UK (APTUK).

National consultation now closed (26th March 2019)

Apprenticeships

Newly approved:

Approved level 2 Pharmacy Services Apprenticeship Standard for Pharmacy Service Assistants

"There are employees in pharmacy currently, such as 'pharmacy assistants' or 'Counter assistants', who are not registered professionals themselves, so registered pharmacy professionals must provide assurance that the unregistered workforce are competent and equipped to support the delivery of a safe and effective pharmacy service. This applies to all sectors of pharmacy". Jeannette Adrian PTJ 04/2019

New Level 3 Apprenticeships and pre-registration pharmacy technician qualification coming soon!

Final Accuracy Checking Education Framework

Developed by APTUK ACPT Steering Group in collaboration with the APTUK ACPT Professional Standards Working Group and the APTUK Advisory Group.

Designed to promote good practice in final accuracy checking of dispensed medicines and products and demonstrate professionalism in pharmacy practice.

Please take part in the national consultation coming soon!

Working Groups / Collaboration



Pharmacy Trailblazer



Safe and Effective Pharmacy Teams



National Pharmacy Technician Group Scotland



Addysg a Gwella Iechyd Cymru (AaGIC)
 Health Education and Improvement Wales (HEIW)



Local Branches & Branch Day

Branch Day 20th October 2018

Branches:

- Bristol
- Cornwall
- Devon
- Gloucestershire
- Kent
- London
- Manchester (opening soon)
- South Yorkshire
- Swindon
- Warrington
- West Midlands
- Yorkshire & Humber



Association of Pharmacy Technicians UK (APTUK)

The Professional Leadership Body for Pharmacy Technicians

COMMUNICATIONS WORKSTREAM

Website

http://

47 news articles published on the website

Boots UK Reimburse 50% of APTUK

Membership Fee

APTUK launches next 3 year strategy: LEAP

New Pharmacy Technician Diploma

Save The Date - Conference 2019

APTUK Presidency Handover

09.02.2019

Polypharmacy: Getting Our Medicines Right

Professional Guidance on the Administration of Medicines

APTUKs Response To The New Pharmacy Technician qualification

APTUK Website Learning Resources

18 Blogs published on the website



Events

Pharmacy Show

Pharmacy Together
Visit. Learn. Connect.

Pharmacy Management UKCPA
Clinical Pharmacy Association

THE Clinical Pharmacy CONGRESS

Day Lewis Pharmacy

care UK
Fulfilling lives. Fulfilling careers

APTUK 2019
LEAPING INTO THE FUTURE
ANNUAL PROFESSIONAL CONFERENCE AND EXHIBITION
13 - 14 September

Pharmacy Technician Day Celebrated



Plus One campaign launched



2012 Facebook followers



2913 Twitter followers



PTJ Updated – 2 Editions published





Policy and Standards Workstream Report to the APTUK Membership Business Meeting April 6th 2019

I would like to thank the Board of Directors, Professional Committee and Associates for all their invaluable support over this last year.

Policy and Standards workstream has focused on setting objectives for 2019 /20. Review of organisational policies and procedures is ongoing. I have scoped a list of policies and SOPs which need to be updated and have developed a document to include these and new policies.

As an organisation we have supported and influenced the future delivery of pharmacy practice with work we have been involved with stakeholders.

APTUK have been part of the development of the RPS documents recently published.
Polypharmacy – ‘Getting our medicines right’
‘The Safe and Secure Handling of Medicines’
‘Administration of Medicines’

APTUK has also worked with the RPS and GPhC to publish a reflection and learning resource to support all in pharmacy to learn the lessons from Gosport this was published in June 2018.

Other Activity

Worked with Tess Fenn to update the Standing Orders Document.
Attended the pharmacy show on the October 18.
Attended the PDIG (Purchasing and Distribution Interest Group) meeting on 7th /8th 2018.
Attended Professional Committee, and Board of Director meeting throughout the year as outlined in the meetings attended list.

The work on updating and renewing policies and SOP'S, working with Finance and HR workstreams will be ongoing for 2019/20.

On a personal note, I would like to thank Tess Fenn for all her support. Her tenacity and determination has given APTUK the recognition Nationally and Internationally that we so richly deserve.

Report compiled by
Julie Mathieson – Director of Policy and Standards - April 2019