



Association of Pharmacy Technicians UK (APTUK)
The Professional Leadership Body for Pharmacy Technicians

Branch Handbook



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Introduction

APTUK National Branches deliver the aims, objectives and values of the Association and promote the sharing of best practice.

The activities across the branch network are interlinked and the interface between them requires a systematic approach to meet the outputs of the APTUK Board of National Officers identified strategic work priorities.

Purpose and Role of branches

The work that APTUK Branches undertake is primarily the delivery of educational events to Pharmacy technicians across all sectors of pharmacy throughout the United Kingdom and to create networking opportunities and support professionalism.

Branch Governance

Branches are not a separate legal entity to APTUK and their activities and actions are carried out in the name of the Association of Pharmacy Technicians UK under the Memorandum of Articles and Standing Orders. They remain accountable to the Board of National Officers.

The overall management of the branch network is the responsibility of the Branch and Projects Officer. This includes the organising of the bi-annual branch meeting, co-ordination of the annual branch awards, receiving and storage of branch activity and regular communication across the branch network.

The Branch and Projects Officer along with the Communication work stream will be responsible for the governance and oversight of branch objectives.

The Branch is set and operated, under the Standing Orders determined by the Board of Directors under Article 38 of the Articles of the Association, which is the regulations of the Association for the governance and conduct of Branches.

The national branch network is run and set up by local Pharmacy Technician subscription members within a committee governance structure.



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Branch Committee

Branches form and appoint their own Branch Officers, of whom one or two shall attend the bi-annual National Branch meetings.

Ideally the Branch committee would consist of:

- A chairperson
- A secretary
- A treasurer
- An event co-ordinator
- A Foundation Pharmacy Framework champion
- Additional optional posts e.g. CPD Facilitator

However, other post titles and roles can be used.

Roles and Responsibilities

The Branch Committee roles and responsibilities:

This is only a brief summary of the following posts. More detailed job descriptions can be found in the appendices.

It is also useful to note that whilst you only need a three or four post holders to form the main body of the committee, some of the roles require additional help from other interested colleagues.

Chairperson

The chair should attend and host as many meetings as possible. They are responsible for co-ordinating items for the agenda. They need to acquaint themselves with any sponsors/speakers who will be attending to enable introductions to take place. The chair also has to ensure that the agendas and minutes are provided by the secretary.

Secretary

The secretary should attend as many meetings as possible. An agenda should be compiled with information provided by the chair. Minutes must be taken during the meetings and a detailed copy must be produced as soon as possible afterwards. Whenever possible the forthcoming agenda and previous minutes should be sent out to members with the flyer advertising the next meeting. If time does not allow for this, both the agenda and minutes must be available at the next meeting. The



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branch secretary and other committee member are also expected to attend the APTUK Branch day twice a year and provide a brief branch activity report.

In the event of a Branch closure the Branch Secretary must inform the Branch and Projects Officer and the Association Treasurer.

Treasurer

The treasurer is responsible for keeping an accurate and up to date record of any monies in the branch account. This record must be produced in a clear and legible format and available for scrutiny at any time. A yearly account needs to be sent via the branch secretary, to the APT Treasurer and the Branch and Projects Officer.

The branch treasurer is responsible for collecting the annual branch subscription from the branch members. The money goes towards funding stationary, postage, refreshments, speakers etc. The treasurer is the main signatory on the branch account but a second signature will always be required for cheques etc.

In the event of closure, any bank account held by the Branch must be closed and any monies forwarded to the Association Treasurer.

The Branch Treasurer must provide proof of the Branch account closure to the Treasurer of the Association.

Event Co-ordinator

The co-ordinator is responsible for resourcing and booking the venue, booking a variety of speakers and arranging refreshments/sponsorship whenever possible. They must also produce a flyer advertising the forthcoming meeting and distribute this to all APT members within the branch area, using the APTUK membership address list. It is also important to distribute flyers to as many other local outlets as possible. Whenever possible an article should be produced for the next APTUK journal detailing the content of the education provided and thanking any speakers and/or sponsors. Due to the time needed, this is a role which benefits from the support of colleagues and helpers.



Objectives of the Branch network

The network provides pharmacy related education and training events for Pharmacy Technicians working in all sectors of pharmacy. It provides:

- Support for education, CPD, Continuing Fitness to Practise.
- The tools to enhance the pre-registration, foundation, generalist and specialist professional development of Pharmacy Technicians.
- Support for career development from the early years and pharmacy technicians returning to practice through the APTUK Foundation Pharmacy Framework.
- Continuing fitness to practise support through their CPD facilitators and Foundation Pharmacy Framework Champions.
- Two way communication, updates and feedback between the Board of National Officers and Branches.
- To act as a platform for networking and best practice discussions.

Branch Membership

Branch membership shall consist of fully paid subscription members of the Association who have paid their annual fee.

Attendance at Branch meetings is allowed for non APTUK subscription members and other health care professionals at the discretion of the branch Committee in compliance with local rules with the proviso that official correspondence from the Board of National Officers is not disclosed to those other than the subscription members.

Branches can setup local subscriptions, to help with the running of the branch, at the discretion of the Branch Committee.



Branch Resources

In the membership branch pages on the APTUK.org website there are some templates that are available for download by branches. These include: Branch certificate, balance sheet and feedbacks forms. These do not have to be used by the branches but are there to act as a guide and support our professional image. These pages will be updated regularly by the branch and projects officer.

Meetings and Reporting

Branch meetings are organised in accordance with the Branch handbook and the Associations standing orders, which the branch Committee will agree with the Branch membership to meet local requirements.

The frequency of meetings will be determined by the Branch Committee in accordance with local requirements; most branches try and hold quarterly meetings.

The Branch Secretary or other designated Committee members shall notify members of the time, date and place of the Branch meeting at least 14 calendar days beforehand.

The Branch Secretary will submit a Branch activity report to the Branch and Projects Officer at least twice a year.

The Branch Treasurer will submit an annual balance sheet to the Association's Treasurer and the Branch and Projects Officer.

Educational content and CPPE

There is currently no guidance as to the educational content and topic of organised branch events. However the content should be pharmacy related, educationally appropriate and allow attendees to use towards their CPD evidence.

The educational needs will differ from branch to branch, so it is at the branch committee's discretion what topics and learning will be facilitated.

Each branch will have access to their local CPPE tutor, who can assist with, and help with resources and educational topics as part of the CPPE/APTUK official collaboration document. This does not mean the CPPE runs the branch, but that they are available to provide additional support where requested and needed. It is up to the branch committee to decide if they would like this support, but joint working is recommended.



APTUK Branch Day

To facilitate the interface between the branch network, branches will meet at least once a year to report and measure branch activities, progress, developments and identify where collaborative working is required.

The branch meetings will be chaired by the President or Vice President and the Branch and Projects Officer.

The branch day programme will be organised by the branch and Projects Officer working closely with members of the education and communication work streams, which will be partly related to the APTUK priorities. Meeting papers will be circulated by email.

Communication between the branch networks outside of meetings will be through email.

Branch documents and information, agenda's and meeting records will be filed on Live Drive within the Work stream folder.

Progress, developments and new initiatives will be reported to the Board of National Officers through the education work stream minutes, and feedback to the branches at the branch day(s).




Branches will be expected to produce a report on branch activity to the branch and projects officer prior to the branch day.



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Appendices

Setting up a branch	Setting up a branch account	Conducting a branch AGM
 Guidelines to setting up an APTUK Branch	 Advice for new branches setting up a bank account	 Branch Annual General Meeting Guidance
Accessing members in local branch area	Guide to organising a branch day	Branch officer job descriptions
Branches on the website	Journal articles	ABPI Guidelines