

NHS Forth Valley Pharmacy Practice Committee - recruitment of lay members

The Pharmacy Practice Committee (PPC) is a Committee of the Health Board, with delegated responsibility for considering applications received to join the Board's Pharmaceutical List. The Committee is constituted under Schedule 4 of the General Pharmaceutical Services (Scotland) Regulations 2009 and comprises 7 members, including 3 lay members

- Chair (Non-Executive Member of the NHS Board)
- 3 x Lay Members
- 1 x Non-Contractor Pharmacist Member
(whose name is not included in any pharmaceutical list and who is not the employee of a person whose name is so listed)
- 2 x Contractor Pharmacist Members
(each of whom is included in a pharmaceutical list or is an employee of a person whose name is so listed)

Who can apply to be a lay member?

Paragraph 2 of Schedule 4 provides guidance membership of the committee. Lay Members cannot be, nor previously have been a doctor, dentist, ophthalmic optician or a pharmacist, or an employee of a person who is a doctor, dentist, ophthalmic optician or pharmacist.

What is the role of a lay member?

The lay members of the PPC bring with them local knowledge and a service user's perspective. They apply these skills to the decision-making process of the Committee ensuring the voice of the public is represented. By balancing the views of the pharmacy members of the Committee and as voting members of the Committee they ensure transparency of decision-making. Their contribution to the debate and process ensures the decisions taken by the Committee are firmly rooted in the best interests of the persons whom the Board serves i.e. the patients.

Knowledge and attributes

The lay members of the PPC bring with them local knowledge and a service user's perspective. They apply these skills to the decision-making process of the Committee and ensure that the 'voice of the public' is represented.

Key attributes for a lay member of the PPC are:

- local knowledge
- service user's perspective
- representation of the patient interest
- understanding and interest in health services
- listening skills
- questioning skills
- objectivity

Lay members should also display patience, tenacity and an ability to be objective (especially useful when faced with a range of stakeholders with different priorities).

Commitment

Applications are held by oral hearing where no previous applications have been received for that particular post-code. In the past, this has resulted in the Committee meeting on an ad hoc basis when the need arose. Currently the level of applications is increasing and the intention from 2022 is to schedule meetings on a monthly basis to ensure applications are heard in a timely manner. We are seeking to recruit sufficient numbers to ensure that the commitment from lay members is no more than quarterly.

Committee Members are encouraged to undertake a site visit to the area where the proposed premises are situated in advance of the PPC Meeting.

PPC meetings are held in person, and therefore members should be available to attend meetings in person. PPC Meetings normally commence at 10am. The applicant and interested parties are in attendance from the start. Depending on the submissions received, and the number of parties attending the oral hearing, the meeting can extend to 5pm.

PPC papers are distributed at least seven days in advance of the meeting. Members are expected to have made themselves familiar with the content of the papers, and to have formed questions for the applicant and interested parties.

Expenses

Members can claim for travelling and incidental expenses incurred during the execution of their duties. Claims should be submitted following each meeting.

Training and support

PPC Members are appointed for a term of office of three years, with an option for extension for a second three years. On acceptance of appointment, the opportunity is given to attend a training session, which will provide comprehensive information around the practical workings of the Committee, along with the chance to meet key personnel associated with the Committee.

Further information

If you are interested to learn more about lay membership of the PPC and if you're able to provide the level of commitment which is required to fulfil this role, please contact Carol Droubay, NHS Forth Valley Pharmacy Contracts Officer by email carol.droubay@nhs.scot or telephone 01786 457 231.