

Pharmacy Educational Programme Director Orientation Guide



London and Kent, Surrey, and Sussex

Version Control	Author	Pam Bahia	Role	Pharmacy Programme Facilitator		
	Version	Final v3	Date	Jan 2021	Region	HEE London and KSS

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1. Introduction

This guide has been developed to support current and aspiring Pharmacy Educational Programme Directors (EPDs) working in organisations across London, and Kent, Surrey, and Sussex to orientate and familiarise themselves with:

- the role of the Health Education England London and South East Pharmacy team (HEE LaSE)
- the educational programmes commissioned by HEE LaSE
- the quality process involved
- the role and relationships of local EPDs and the HEE team

An EPD in pharmacy oversees one or more training programmes locally, regionally, or both, developing and implementing these together with external bodies and local teams. EPDs require autonomy to manage programmes and influence rotas/placements to ensure trainees have access to appropriate resources and suitably trained supervisors. EPDs are responsible for the monitoring of programme development and assurance that local training and or assessment meets the criteria of the [HEE quality framework](#). As part of this, EPDs ensure mechanisms are in place to monitor trainee progress, wellbeing, and equal opportunities.

EPDs play a key role within work-based training programmes and are essential to support the development and transformation of new and existing pharmacy workforce. In summary, it is the EPDs purpose to put in place the requirements to ensure the trainees successful completion of the training programme undertaken. It is recommended that consideration should be given to EPDs being a member of the local Senior Pharmacy team where appropriate. EPDs will provide educational and training leadership for pharmacy staff within the department and liaise with the educational teams within the organisation.

1.1 How to use this document

Working through this guide will provide EPDs with an overview of HEE LaSE pharmacy roles and associated programmes. There are links and prompts throughout for EPDs to investigate how information within this guide will support educational provision within their organisation. It is appreciated that the intricacies of local practice may differ from site to site. **This guide is designed to supplement internal EPD Trust inductions.**

1.2 Role of the Health Education England London and South East Pharmacy Team

Health Education England London and South East Pharmacy (working across London and Kent, Surrey and Sussex) is a NHS funded service, enabling the pharmacy (and wider) workforce to deliver service transformation meeting current and future NHS service workforce requirements.

Our vision is:

“To support the delivery of excellent healthcare and health improvement for patients and the public across London, Kent, Surrey and Sussex, by ensuring that the pharmacy workforce of today and tomorrow has the right numbers of staff with the right skills, values and behaviours at the right time and in the right place to meet patient needs.”

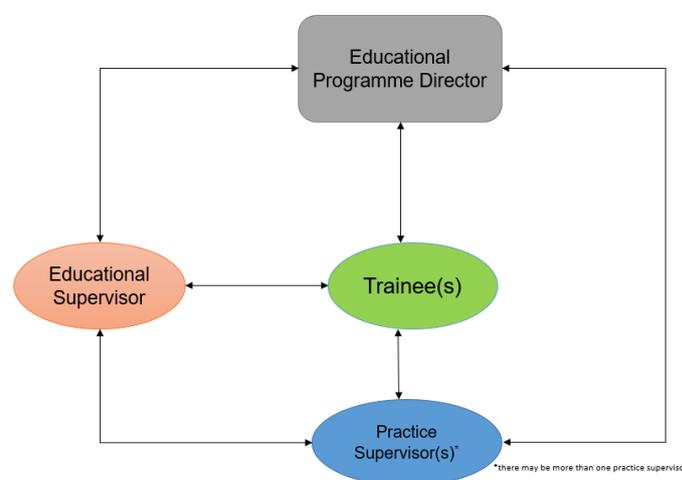
Our Business Plan outlines our team priorities and strategy for communicating with stakeholders and is available to download from our [About Us](#) web page.

2. Educational Roles in pharmacy

Educational and Practice Supervisors play an important part in the development of trainees. The diagram below, shows how the roles interact with each other and the trainee. It is important that all trainees have a named Educational Supervisor and are aware of the Practice Supervisors who will oversee their day to day training.

A “Practice supervisor” in pharmacy is someone who is selected, appropriately trained and responsible for overseeing a specified trainee’s work and providing developmental feedback during a period of training. This role requires appropriate assessment skills. Practice supervisors will support learners to identify opportunities for learning in the workplace and provide supervision of trainees on a day-to-day basis and identifying trainees requiring additional support. Practice supervisors are involved in and contribute to a work-based learning culture¹.

An “Educational supervisor” in pharmacy is someone who is selected and appropriately trained to be responsible for the overall supervision and management of a specified trainee’s educational progress during a period of training placement or series of placements. The educational supervisor is responsible for the trainee’s Educational Agreement. This will include formal assessment and sign off. The educational supervisor should have an understanding of the range of learning, assessment and support opportunities for learning in the workplace, work collaboratively with colleagues to monitor and support learner's progression and foster learner autonomy. They should also be able to identify and support trainees requiring additional support, including interfacing with employment performance management procedures. An ‘Educational supervisor’ role involves overall supervision and management of a specified trainee’s educational progress during a programme (or series of periods of training), as opposed to a single period of training².



¹ <https://www.lasepharmacy.hee.nhs.uk/dyn/assets/folder4/educational-frameworks/heelasepsframework2019.pdf>

² <https://www.lasepharmacy.hee.nhs.uk/dyn/assets/folder4/educational-frameworks/heelaseesframework2019.pdf>

2.1 Training and Development for educational roles

HEE LaSE pharmacy have been working with a variety of primary and secondary care stakeholders to develop curricular and frameworks for both the Educational and Practice Supervisor roles within pharmacy. The [Educational and Practice Supervisor frameworks](#) are now published and can be used in two ways:

1. As a standalone tool for supervisors to identify the competencies relevant to their role(s) and to demonstrate competence against criteria set by mapping their experience to them and identifying learning needs.
2. Complete the relevant supervisor training course – information regarding training can be found on our website

We have commissioned a training provider to develop and deliver training to Educational and Practice supervisors within the region. Further information on this can be found on our website.

2.2 Professional Development Framework for Educators

Working with key stakeholders to review the EPD Framework, it was agreed that the HEE [Professional Development Framework for Educators](#) meets the requirements for an EPD. It is encouraged that new EPDs review the Professional Development Framework for Educators and identify gaps in learning. The Professional Development Framework for Educators provides a set of domains to guide practitioners in their development as educators and supervisors of health care trainees.

3. Communications, Collaboration and Systems

3.1 Website

The LaSE Pharmacy website hosts a wealth of information for all staff. For EPDs specifically, our training and network page provides you with information on forthcoming network meetings and links to the registration form. Throughout this guide, we will direct you to other areas of our website specific to the topics mentioned.

3.2 Stakeholder engagement and collaboration

We utilise a number of different communication tools to collaborate with EPDs. Our [business plan](#) includes a stakeholder engagement section which details our communication tools, how we use these and our expectations from you.

Familiarise yourself with our team and who does what https://www.lasepharmacy.hee.nhs.uk/home/contact-us/	Completed	
Access the about us page and read our business plan	Completed	

3.3 Network Meetings

We organise and facilitates network events for EPDs across London and KSS. These events allow EPDs to share and implement good practice, share learning, contribute to the development of training programmes and form working relationships. The network meetings are a mix of face to face and virtual events. Dates for forthcoming events are available [here](#) and you should register to attend by completing the appropriate on-line form available on the [webpage](#). Outlook calendar invitations will be sent to all those EPDs on our mailing lists.

Visit https://www.lasepharmacy.hee.nhs.uk/ and access the training and network page	Completed	
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3.4 Moodle

We utilise [Moodle](#) as a virtual learning environment (VLE). There are dedicated ‘EPD Zones’ for Pre-registration Trainee Pharmacist (PRP), Pre-registration Trainee Pharmacy Technician (PTPT) and Foundation Pharmacist (FP) Educational Programme Directors and Clinical Leads. EPDs will have access to resources and discussion forums and where we will post announcements throughout the year.

EPDs for PRPs will also have access to the online learning content for their trainees.

Log into our [Moodle site](#) and familiarise yourself with the available resources

Completed

3.5 e-Portfolio

Pre-registration Trainee Pharmacists (L&KSS) and Foundation Pharmacists (KSS only)

All Trusts within London, Kent, Surrey, and Sussex utilise the VQManager e-portfolio, developed by Skillwise UK. The system provides a method of ensuring the authenticity of evidence (using electronic signatures), and that formative assessment can be undertaken against the standards required. This supports trainees and Educational Supervisors to monitor progress throughout the training period and seek/provide support where necessary.

Trainees are required to complete their portfolio electronically. Following registration onto the programme, individuals will receive log-in details for the e-portfolio and a quick-start guide on using the system.

Each Trust will have a ‘super-user’ who is fully trained in using the e-Portfolio system and is responsible for ensuring that trainees and other staff groups, who use the system, are competent to do so. EPDs are provided with read-only access to the system and are encouraged to monitor overall progress, including recording of meetings and unassessed evidence for their trainees and ES. Further information on how to conduct monitoring can be found in the VQManager EPD User Guide.

Locate and read the EPD e-portfolio and ES guides produced by HEE LaSE pharmacy	Completed	
Find out who your trust's 'super user' is to arrange training for VQManager	Completed	

3.6 Keeping us informed of changes

It is vital that the contact details we hold for commissioned trainees, their supervisors and EPDs are up to date.

3.6.1 Trainees

Training grants for all commissioned trainee posts are **only paid** whilst trainees are employed by the organisation and in accordance with the training agreement. If a trainee ceases employment the EPD **MUST** inform us via email (lasepharmacy@hee.nhs.uk). For PRPs the EPD, with the trainees ES, must also ensure any outstanding evidence requiring ES assessment are completed and VQManager is updated to reflect the performance standards claimed and agreed and all relevant progress reviews are also completed.

It is also important that we are informed of any change in details for the trainee including email addresses and change in Educational Supervisor. This must be done via the Trainee Change Form. Upon receipt of this form, we will ensure our databases are updated and relevant systems updated, for example VQ Manager.

For Foundation Pharmacists, please inform us if they move organisations either within or outside of the region.

3.6.2 Educational Supervisors

If a trainee has a change of Educational Supervisor, we must be informed via the [Trainee Change Forms](#).

The [GPhC](#) will also need to be informed regarding change of Educational Supervisor for the pre-registration trainee pharmacists.

3.6.3 Educational Programme Directors

It is important that we know who the current EPD is within the organisation. EPDs are our main link with the organisation and whilst communications are circulated to many staff involved in the education and training of pharmacy staff, one main contact is required to cascade relevant information to and lead on coordinating data submissions*.

Before trainees start their cohort, we will send out new training agreements and a data collection sheet. The current EPD should be named on this agreement and is responsible for returning the document to us.

If EPD's change during the year, please inform us by completing the following [Educational Infrastructure Change Form](#) and submitting an updated training agreement.

Any changes to Foundation Pharmacist EPDs/Clinical Leads can also be notified via this form without the submission of a Training Agreement.

We host orientation sessions for new and existing EPDs quarterly (June, September, December, March) upon receipt of Educational Infrastructure change forms, you will be invited to attend the next available session.

**it is recognised for some large organisations two contacts can be submitted*

Training and Network page and familiarisation of the Educational Infrastructure change process	Completed	
Familiarise yourself with the trainee change process	Completed	

4. Workforce Planning, the commissioning process and Training Grants

4.1 Workforce Planning

HEE London and Kent, Surrey and Sussex are responsible for commissioning and funding the following programmes:

- Pre-registration Trainee Pharmacist Programme – 52-week placement
- Pre-registration Trainee Pharmacy Technician Programme – 104-week placement

EPDs will be responsible for liaising with Chief Pharmacists and other colleagues in the organisation in the planning of trainee numbers.

The workforce planning cycles vary for each programme, see below for the *timescales.

Programme	Workforce numbers requested	Confirmed commissions	Recruitment	Cohort timeline
Pre-registration Pharmacists	September	Following May	Following September	July/August, 2 years from submitted workforce numbers
Pre-registration Pharmacy Technicians	September	Following May	Following May	Following September

**Timescales are subject to change due to HEE/Government policies.*

We will request workforce planning numbers in line with the above, there may be local variation from education and training and/or finance departments as to the information that they need. It would be useful for EPDs to liaise and discuss this with them.

4.2 Commissioning

4.2.1 Pre-registration Trainees

We will confirm in writing to Chief Pharmacists the total number of confirmed commissions each year. A set amount of training grant is currently paid for pre-registration trainee commissions.

Once commissions are confirmed and trainees recruited into placements, training agreements will be emailed to EPDs together with a data collection spread sheet. The training agreement should be read, signed, and returned along with the data we require. These agreements set out requirements from both the host organisation and HEE LaSE Pharmacy for each of the pre-registration trainee group commissions and should be referred to, as necessary.

Locate a copy of the latest confirmed number of commissions letter relevant to your role	Completed	
Read a copy of the current pre-registration training agreement to familiarise yourself with the requirements	Completed	

4.3 Training Grant for HEE commissioned trainees

A training grant, previously called salary support, is currently paid to trusts via the Learning and Development Agreement (LDA) and via the HEE local office commissioning teams. It is paid every quarter in advance and upon receipt of demand against the agreed commissions. These payments are made in April, July, October and January. For example, if your pre-registration trainees start on 23rd July 2020, salary support will be paid from 1st August 2020 for 52 weeks, for PRPs and 104 weeks for PTPTs. If your trainee fails to start, any monies already paid will be reconciled in the next quarter.

Any changes to trainee employment status must be communicated to us as soon as possible via an email to lasepharmacy@hee.nhs.uk .

For organisations within KSS, the trust education lead is required to submit change control forms to ensure payments are made accurately.

Within London, trainees are uploaded to the Healthcare Professionals Education and Training Portal system and any changes managed via HEE LaSE Pharmacy. You should inform us if trainees are going to be absent from work for an extended period of time e.g. maternity leave or prolonged periods of sickness (via the TRAS process).

Organisations within London can request access to view trainee names on the portal system but are not responsible for making any changes and should inform HEE LaSE Pharmacy if there is an error.

5. Quality Management

Health Education England (HEE) is responsible for ensuring that there are high quality learning environments for all healthcare learners in England. In order to effectively deliver this responsibility, and to secure continuous improvements in quality, HEE launched its [Quality Strategy for 2016 – 2020](#), and an accompanying multi-professional Quality Framework to underpin this.

The HEE Quality Framework focuses on 6 core domains that reflect the key components for quality in work-based placements for all learners. These six domains are outlined below;

1. Learning Environment and Culture
2. Educational Governance and Leadership
3. Supporting and Empowering Learners
4. Supporting and empowering educators
5. Delivering curricula and assessments
6. Developing a sustainable workforce

We are responsible for oversight of quality within pharmacy education and training programmes across London and Kent, Surrey, and Sussex. We work to ensure that programmes are aligned to the [HEE Quality Framework](#) and that learners are supported in the development of the right skills, knowledge, values and behaviours to deliver safe, effective and person centred care to patients across the region.

To support this, we have developed a regional strategy for quality in pharmacy education and training. This can be accessed via our website, along with other relevant information relating to quality processes and activity regionally.

Read HEE Quality Strategy and Management processes
<https://www.lasepharmacy.hee.nhs.uk/quality-management/>

Completed

5.1 Local Education Governance

5.1.1 Local Faculty Group

All organisations hosting HEE commissioned trainees are required to have a Pharmacy Local Faculty Group (LFG) that meets a minimum of 3 times a year.

Local Faculty Groups act to ensure that local education and training programmes are underpinned by each of the 6 quality domains, and typically they focus on:

- Ensuring that there are systems and processes in place to develop learning programmes, teaching and assessment for pre-registration pharmacy trainees
- Providing leadership, management, and administrative support to underpin high quality learning environments
- Ensuring teaching, learning and assessment is clearly linked to national syllabi and curricula
- Regular review of the local education, training, and workforce strategy
- Providing trainees, educationalists at all levels and senior staff with a dedicated forum to discuss and agree how best to continually improve local training programmes

In addition, the LFG will monitor the progress of all trainees; this may include reporting on different indicators such as frequency of meetings between the trainees and their educational supervisor, or completion of learning outcomes.

Different organisations operate their Pharmacy LFG in different ways depending on the size of the organisation. Holding the LFG with full membership may require the entire department, therefore each organisation will organise their LFG differently, and may rely on representatives from many different groups (e.g. PRP educational supervisor, PTPT educational supervisor, dispensary practice supervisor representatives). Smaller organisations may hold joint LFGs with other local organisations; agreements will need to be implemented to ensure confidentiality and quality assurance. Organisations may wish to utilise technology to facilitate running of their LFG's, with many utilising conference calling and virtual platforms to provide individuals working on different sites, departments etc. to still

feed into and attend the LFG. There are lots of practical tips and guidance for setting up and running LFGs on the EPD Moodle zone, do take some time to familiarise yourself with this.

Some organisations regionally also host a Local Academic Board (LAB) whose role is to monitor, oversee and be responsible for all general issues of educational governance and quality related to clinical and medical education. LABs are typically multi-professional in their design and act to maintain oversight of all clinical and medical specialty LFGs occurring within organisations. It is typical that speciality LFG meetings are held before an organisations Local Academic Board to allow for insights to be fed into the wider multi-disciplinary LAB. We do recognise however that not all trusts run LABs, and as such we would encourage you in the first instance to make contact with your local Medical, Nursing, AHP and healthcare science education and training leads to find out a bit more about your organisations approach to multi-disciplinary education and training.

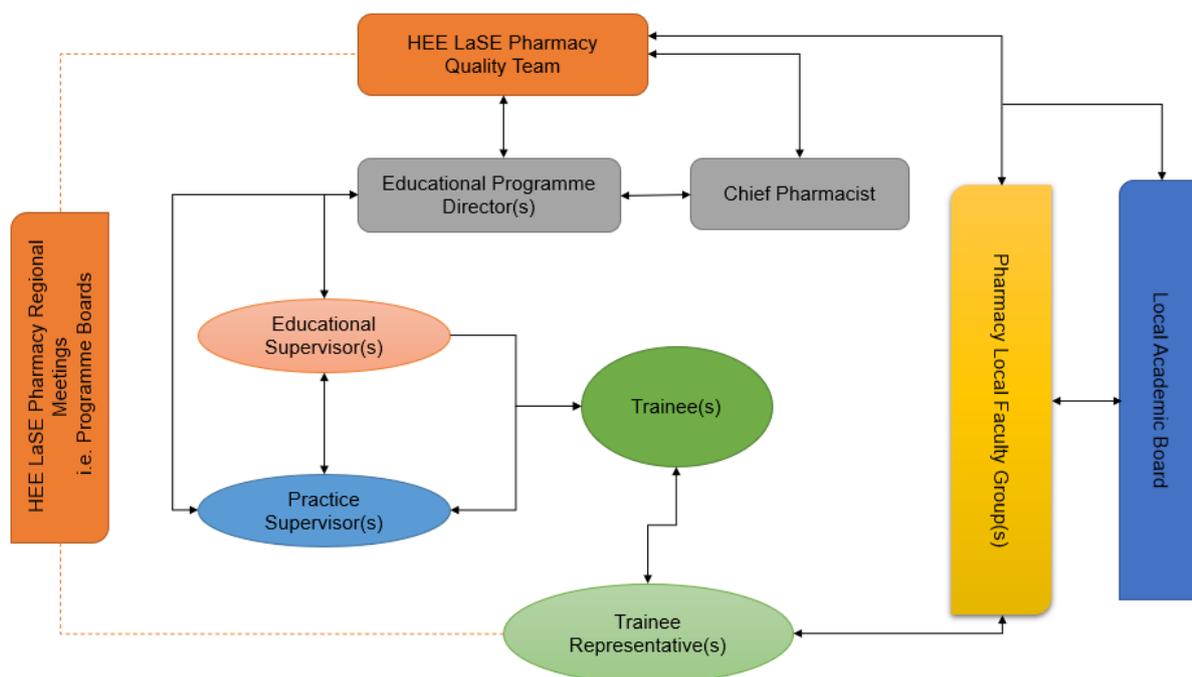
Find out how Pharmacy LFGs have been run historically in your trust? (refer to terms of reference)	Completed	
Obtain Minutes from the last LFG	Completed	
Find out if your organisation has a Local Academic Board (LAB) and make contact with your counterparts in medical education (MEM = Medical Education Manager), Nursing, AHP and Healthcare science).	Completed	

5.1.2 Trainee Representatives

All LFGs must have trainee representatives from all commissioned educational programmes. All trainees who undertake this role should receive “Trainee Representative Training” prior to going to the LFG. We provide a training pack for local in-house delivery which is available in the EPD Zone of our Moodle platform.

Find out if your trainees have been appropriately trained and how to access this training.	Completed	
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The diagram below shows how feedback from local and regional trainee representatives and trust training staff (Educational Supervisors, Practice Supervisors and Educational Programme Directors) feed into different local or regional meetings.



5.1.3 Trainee Feedback

LFGs must consider trainee feedback in improving their systems and processes.

Each year we conduct feedback surveys for pre-registration trainees and foundation pharmacists. From 2020 onwards, these will be aligned to the [HEE National Education and Training Survey \(NETS\)](#) which is a bi-annual multi professional education and training survey run typically in June and November each year. Following completion of the survey, each organisation is sent an anonymised summary of the feedback received. In organisations where trainee numbers are too small (3 or less) to maintain anonymity of those providing the feedback, the organisation will not receive a report, instead they will be provided with general comments about strengths and areas for development of their educational programmes as a result of trainee feedback. Your support is required to ensure they are completed. Please note that **100% completion rate is mandated** for all organisations

Obtain a copy of the most recent trainee feedback	Completed	
Ensure trainees are aware of what is expected of them with regard to feeding back through the survey, and how the results of survey help support improving quality in education and training locally and regionally	Completed	

A comparative report using a Red, Amber, Green (RAG) rating based on quantitative data from the trainee surveys for all organisations within London, Kent, Surrey and Sussex, is sent to each organisation. Each trust is anonymised and EPDs will receive a copy together with details to identify their organisation within the report.

5.1.4 Trainees Requiring Additional Support

From time to time, trainees may require extra support. For trainees and employing organisations we have developed a Trainees Requiring Additional Support (TRAS) reference guide which outlines the educational support processes in place for pharmacists and pharmacy technicians that are undertaking commissioned training within our region.

The term TRAS describes a pharmacy individual who, for whatever reason, needs extra help and support to deal with issues which may compromise the completion of a HEE commissioned training programme, post or attachment. Identifying a trainee as ‘requiring additional support’ is not to label them, but to set in motion a process so that they may successfully complete their training programme. Early identification and intervention at local level, supported by documented evidence shared in a timely and appropriate fashion with us and other relevant organisations should result in transparent decision-making made in the best interests of the trainee whilst still supporting patient safety.

Please visit our dedicated [Trainees Requiring Additional Support page](#) for further information including a link to download the reference guide which should be read prior to submitting the on-line reporting form and a flyer advertising the services of the Professional Support Unit (PSU)

Familiarise yourself with our TRAS processes and remember to complete the on-line form if you need to report any trainees to us	Completed	
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<https://www.lasepharmacy.hee.nhs.uk/training-1/supervisor-training/trainees-requiring-additional-support/>

5.1.4.1 Professional Support Unit

The Professional Support Unit (PSU) provides a shared service of expert resources to support the professional development of clinicians in London & Kent, Surrey, and Sussex. Commissioned pharmacy trainees can access a range of resources including 1:1 career support sessions and career counselling. The PSU also offer several e-Learning modules including medicines management, professionalism reflective writing stress, mental health and wellbeing in the workplace.

5.2 Health Education England Education Governance

5.2.1 Organisational Quality Visits

The HEE LaSE Quality Team manages the processes of quality visits at trusts for all professions including pharmacy. The aim of these visits is to assure the quality of training programmes run by organisations regionally, and to support organisations in the development of their education, training and workforce strategies. There are three main types of visits: Urgent Concern Review, Multi-Professional Review and Programme Review. Further information relating to quality visits, frequency and differing types of visits can be found on the HEE LaSE Pharmacy Website.

5.2.2 Process of visits and documentation

Well in advance of a quality visit, your Chief Pharmacist will receive a letter asking for a number of documents to be sent within a set deadline. Alongside the documents requested, you will also be asked to submit an LFG report. There is a template to use which you can download from our [website](#). This template includes the ten standards from the GPhC Initial Education and Training of Pharmacists (IET) which are mapped to the HEE Quality Framework.

The LFG report should include the following against each standard:

- Progress against actions from the previous year (an example of this could be from trainee survey reports or previous quality visits)
- Innovative and notable practice
- Areas of development including time bound targets for actions and named responsibility.

Read and familiarise yourself with the [HEE Quality Framework](#)

Completed

Read and familiarise yourself with the most recent LFG report produced within your department and any Quality Reports received by HEE (if applicable)

Completed

5.2.3 Pharmacy Workforce and Quality Day

Towards the end of the calendar year, HEE LaSE Pharmacy hold a workforce and quality review day to which Chief Pharmacists, EPDs from Trusts and representatives from community and primary care settings, across the region will be invited to attend. The programme for these days includes feedback on the previous year's quality management processes, including sharing of best practice, discussing and agreeing the processes for the up and coming year and discussing current topics that may affect educational provision, regionally and nationally.

Appendix A - Pre-registration Trainee Pharmacy Technician Programme

I. Introduction

Pre-Registration Trainee Pharmacy Technician (PTPT) training is vocational and consists of completing:

1. A combined competency and knowledge-based GPhC-accredited course or GPhC-recognised qualification
2. Minimum of two years' relevant work-based experience under the supervision, direction or guidance of a pharmacist or pharmacy technician to whom they are directly accountable for not less than 14 hours a week

The PTPTs supervising pharmacist or pharmacy technician will verify their work experience when countersigning the trainee's registration application.

II. Recruitment

PTPTs are recruited locally and complete a 104-week training placement and should be paid at Agenda for Change band 4 Annex 21 (70% of the top of band 4 in the first year and 75% of the top of band 4 in the second year.

III. Education Provision

Only education providers delivering a GPhC approved course/qualification which meet the requirements of the GPhC Initial Education and Training (IET) standards for pharmacy technicians. should be used.

From September 2020, education provision for Pre-registration Trainee Pharmacy Technicians (PTPTs) will be via the apprenticeship route. Education leads should liaise with their Trust apprenticeship lead to inform them of their recruitment intentions at the earliest opportunity.

HEE have developed a national procurement framework for the level 3 pharmacy technician integrated apprenticeship. A benefit of the framework is trusts will not need to

carry out their own procurement and internal financial instructions (as per [The Public Contracts Regulations 2015](#)) or create their own contract. Education providers will be held accountable to the framework contract which is managed by The Managed Procurement team at Salisbury NHSFT who are available to support employers with contract issues throughout the life of the contract.

GPhC approved courses/qualifications delivered through an apprenticeship will include an End Point Assessment (EPA) which PTPTs must pass to be eligible to register with the GPhC.

PTPTs should be provided with an educational plan at the beginning of their training programme which clearly lists the learning objectives/criteria for each rotation and encompasses their qualification/course and the apprenticeship standard.

Examples of training handbooks, education plans and other useful resources shared by trusts can be found on the PTPT EPD Zone.

Familiarise yourself with the level 3 Pharmacy Technician (Integrated) Apprenticeship Standard	Completed	
Visit and familiarise yourself with the PTPT EPD Zone	Completed	

IV. Review and Development

Local PTPT programmes should be reviewed, evaluated, and developed by a number of methods. There should be one trainee representative for the PTPT programme review within your Trust. They should receive appropriate training to enable them to gather feedback from all their PTPT colleagues and present this feedback locally via LFGs (or equivalent). Towards the end of the year an exit survey is completed by all trainees, the results of which are used regionally and locally to inform change and quality improvements.

Appendix B - Pre-registration Pharmacist Programme

I. Introduction

Pre-registration Trainee Pharmacists (PRPs) complete a 52-week pre-registration year within the workplace, are required to pass the GPhC registration assessment and be declared competent by an ES within their employing organisation in order to register as a Pharmacist with the GPhC.

II. Recruitment

HEE LaSE Pharmacy supports the national pre-registration trainee pharmacist recruitment scheme through the Oriel IT system. This has seen a huge uptake from community pharmacy training sites nationally, and HEE LaSE Pharmacy works closely with the national recruitment team to manage this process and liaise with training sites. The Oriel system allows applicants to categorise all the different training programmes available to them by

- positively preferencing them (ranked order),
- preference (no order)
- indicating programmes not wanted.

The recruitment of trainees via this route mandates compliance with a number of HEE quality markers

Further information on the national recruitment scheme can be found on our website.

Familiarise yourself with the recruitment process for PRPs <https://www.lasepharmacy.hee.nhs.uk/national-recruitment/>

Completed

Employing organisations are required to support the recruitment process by:

- Providing employment information to the Pharmacy National Recruitment Office (PNRO) in advance of the Oriel system going live each year for the recruitment process (Spring)

- Providing interview panel members for the Multiple Mini Interviews held at selection centres each September.
- completing the interview panel member recruitment training.

III. Education Provision

We support PRPs to meet the requirements of the GPhC in addition to locally delivered curriculum, by providing a structured training programme throughout their 52-week placement. This training programme consists of face-to-face courses, locally delivered sessions, on-line learning provision and formative assessments. EPDs will need to ensure trusts provide pharmacy staff to either act or assess as part of the OSCE assessment. EPDs will need to ensure that there is a minimum of one representative (as an actor/assessor) from their organisation for every two PRPs, spread over both OSCE dates. These actors/assessors must have completed our OSCE Assessor training during the last 2 years, the training usually takes place in January each year and is open to both pharmacists and pharmacy technicians.

EPDs need to ensure that there is an external rotation agreement in place, for all trainees that will rotate out of their employing organisation, as part of the training programme. The external rotation agreement must be completed for each external training rotation they are attending (NHS or private). This agreement can be used for multiple trainees were appropriate.

Familiarise yourself with the Regional Training Programme	Completed	
Read the Pre-registration Handbook available on the above web page	Completed	
Familiarise yourself with the PRP EPD Zone	Completed	
Familiarise yourself with the External Rotation Agreement available within the Pre-Registration Pharmacist EPD Zone on Moodle.	Completed	

IV. Governance

The PRP Programme Board is responsible for all aspects associated with the HEE LaSE pre-registration pharmacist programme to meet the needs of the local workforce and employers. This includes ensuring the programme meets employer and trainee needs, capacity and capability of Educational Supervisors and quality assurance of the overall programme. The Board will have a strategic role in developing the programme to be fit for the future.

V. Review and Development

The PRP Programme is reviewed, evaluated and developed by a number of methods. There are trainee representatives for each local office who are trained appropriately to gather feedback from all trainees and present this feedback locally via LFGs (or equivalent) and at the Pre-registration Pharmacist Programme Board. At the end of the year an exit survey is completed by all trainees, the results of which are used regionally and locally to inform change. Any changes or updates to the GPhC training scheme will be reflected in the PRP programme.

VI. Undergraduate Vacation Scheme

HEE does not fund any pharmacy undergraduate work experience. HEE LaSE Pharmacy currently provides a dedicated web page to advertise work experience for those trusts who wish to advertise on it. You will be contacted each Autumn to review the content of the webpage and your entry on it and inform us of any changes.

Review your entry on the undergraduate work experience page and update us when we email you in the autumn
https://www.lasepharmacy.hee.nhs.uk/_folder8/pharmacy-undergraduate-work-experience/

Completed

Appendix C - Foundation Pharmacist Programme

I. Introduction

The objective for foundation training is to support pharmacists in the early stages of their careers through a structured work-based approach, one which embeds knowledge, skills, abilities, values, attitudes and beliefs in their day to day practice. This in turn will lead to practitioners with the necessary skills to take on extended clinical roles and to work flexibly across sectors and in collaboration with other healthcare professionals. It will also be a sound base from which pharmacists can extend their skills and develop their careers into advanced and consultant level practice, including research.

There are currently two HEE programmes for Foundation Pharmacists:

- Interim Foundation Pharmacist Programme (IFPP)
- Legacy Foundation Pharmacist Programme (LFPP)

II. Interim Foundation Pharmacist Programme (IFPP)

The IFPP is a 12-month programme established in September 2020 to support the 2019/20 cohort of pre-registration pharmacists whose training and registration has been disrupted by the COVID-19 pandemic. The IFPP is designed for provisionally registered pharmacists in England to provide them with the support needed to make the transition from pre-registration trainee, through provisional registration, to becoming a fully registered foundation pharmacist and beyond.

The IFPP aims to:

- support provisional registrants through the challenges of provisional registration and on to full GPhC registration and beyond;
- help them achieve high-quality outcomes for patients and improve patient safety;
- inform the next stages of their education, development and career.

The learning from the IFPP will also provide a unique opportunity to accelerate the **pharmacist early years' education and training reform** and supports delivery of the **NHS People Plan for 2020/21**.

There are two key aspects of the IFPP:

- Resources to support all provisionally registered pharmacists (irrespective of their employment status)
- Educational support and learning through work-based experiences, to help them develop their practice (provided for those in employment)

III. Eligibility criteria

All provisionally registered pharmacists are encouraged to register with the IFPP irrespective of their employment status or the sector the practice.

Individuals awaiting employment or those waiting to re-sit the GPhC registration assessment and are not eligible to become a provisionally registered pharmacist can still register with the IFPP to access some elements of the programme. More information is available via the [IFPP website](#)

IV. Educational Supervision

The role of an educational supervisor is to oversee and review the educational progress of the foundation pharmacist during the IFPP. They will guide the personal and professional development by signposting to learning opportunities and relevant resources, as appropriate. They will monitor the quality of any evidence the foundation pharmacist submits and provide timely and effective feedback on progress. In larger organisations, a foundation pharmacist may also have a practice supervisor who will be responsible for the day to day supervision and development of individuals.

The IFPP [Educational Supervisor Handbook](#) has been designed to support the role of both educational and practice supervisors and sets out the minimum standards for the people involved in supervision on the IFPP programme.

V. Registration to the Programme

The IFPP is free for all provisionally registered Pharmacists in England from 1st September 2020 until 10th January 2021 and open to all who meet the eligibility criteria outlined above. Application is via our on-line application form via the IFPP website.

VI. Legacy Foundation Pharmacist Programme (LFPP)

The LFPP has been co-designed with Trusts across London, Kent, Surrey and Sussex to provide educational infrastructure to support existing Foundation Pharmacists, whilst offering flexibility to both pharmacists and those supporting them.

The LFPP is a 12month programme and is aimed at:

- Foundation Pharmacists in secondary care who have yet to start a formal foundation pathway such as a postgraduate diploma
- Foundation Pharmacists who have moved from another sector of Pharmacy into secondary care

**The LFPP is not for provisionally registered pharmacists*

Pharmacists on the LFPP will also be supported by an Educational Supervisor and be expected to demonstrate progression through the RPS Foundation Pharmacist Framework. Foundation Pharmacists will have access to the regional VQ Manager e-portfolio platform and have access to a series of resources. More information about the LFPP registration including the handbook is available on the [LaSE pharmacy website](#).

Appendix D – Medicines Optimisation Programme

I. Introduction

This programme has been developed to enhance skills and knowledge delivered in the workplace. It is at the employer's discretion when a member of staff meets local standards to deliver a service and meet their job description. Successful completion of the programme will enhance a member of staff's knowledge and skills and demonstrate the competence standards outlined.

The aim of this programme is not to standardise the detail of individual training as we recognise that delivery in individual work bases is diverse. It does not attempt to prescribe one single model for the delivery of medicines optimisation – Patient's Own Drugs (POD) Assessments, Transcription for Supply and Medicines Reconciliation.

This programme focuses on the assessment of skills required to provide medicines optimisation clinical knowledge is not covered, although it may be included in training delivered locally to support individual organisations.

This programme consists of two courses, POD assessment and Medicines Reconciliation. There is an additional 'bolt-on' module Transcription for Supply which may be included with either course.

Which course a candidate undertakes will be determined by their job role. They may undertake both courses simultaneously or separately and do not need to be undertaken in any particular order.

II. Entry Criteria

The Medicines Optimisation Programme is open to pharmacy assistants, pre-registration trainee pharmacy technicians and pharmacy technicians working in NHS trusts within London, Kent, Surrey and Sussex. Previous knowledge and experience are not required, however, candidates undertaking the programme must be working within a ward-based area where they can undertake the practical activities.

POD and Transcription for Supply is open to pharmacy assistants, pre-registration trainee pharmacy technicians and pharmacy technicians.

Medicines Reconciliation and Transcription for Supply is open only to 2nd year pre-registration trainee pharmacy technicians and pharmacy technicians working

III. Educational Supervision

All applicants will need to have a named work-based educational supervisor who must be familiar with the course workbook and processes. Although there is no formal training for MOP ESs it is advised that they are mapped against the HEE LaSE ES framework to ensure they possess the required attributes to undertake an ES role.

IV. Registration to the programme

The course is free for candidates and open to all who meet the entry criteria. Application is via our on-line [course application form](#) via the our website. Courses will begin every two months and applicants should apply by the deadlines stated on our website to be able to start the preferred course cohort.

V. Assessment

The training for pharmacy staff to carry out their job roles to achieve medicines optimisation is work based and supported by e-learning developed by us. Formative and summative assessment will be carried out in the workplace with summative assessments on-line and an OSCE for those who choose Medicines Reconciliation delivered by us.

Further details regarding this programme can be found on our [website](#) or by emailing the course lead at lasepharmacy@hee.nhs.uk.