This form details an agreement between the Foundation Pharmacist practitioner, their Educational Supervisor and Educational Programme director on the responsibilities of each during the HEE LaSE KSS Foundation Pharmacist Programme.

**PRACTITIONER**

**By signing the learning agreement you agree that as a Practitioner on the HEE LaSE KSS Foundation Pharmacist Programme you will:**

* Be an active participant in the programme and be dedicated to continuing professional development through:
	+ Building a portfolio of evidence and learning via the use of the HEE Foundation E-Portfolio.
	+ Completing all pre-course work and come prepared to Higher Education Institution (HEI) Learning Sets.
	+ Completing learning objectives and fulfilling competency framework requirements.
* Meet with your Educational Supervisor on a regular basis.
* Take an active part in the review process, (Record of In-Service Appraisal, RITA) including developing agreed action plans and developing one’s self.
* Act on the principles of adult learning through:
	+ Reflecting and building upon your own learning experiences.
	+ Identifying own learning needs.
	+ Being involved in planning own education and training through evaluating the effectiveness of own learning experiences.
* Endeavour to achieve the learning objectives by:
	+ Using opportunities for learning provided by everyday practice.
	+ Attending and fully participating in all formal teaching/ learning sets.
	+ Undertaking and demonstrating a commitment to personal study.
	+ Using locally and regionally provided educational resources including Moodle effectively.
* Complete all work based activities and undertake all Supervised Learning Events and Assessments of Practice in a timely manner and be responsible for scheduling these.
* Provide feedback to the LaSE KSS Foundation Board via practitioner surveys as requested.
* Provide feedback on your work place learning experience to your Trusts Pharmacy Local Faculty Group (LFG).
* Ensure your Educational Supervisor and HEI staff are aware of issues impacting on your ability to progress with the programme. Escalating to your EPD if required.
* Inform HEE LaSE and your employer if there is a change in your personal details.
* Demonstrate professional behaviour at all times including punctuality, confidentiality and respect.
* Understand and adhere to the NHS constitution within daily practices. <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

**By signing the learning agreement you agree you have read and understood the following conditions:**

* Practitioners must complete the programme within a six year period.
* Practitioners must be in active employment for the duration of the programme to complete the workplace element (portfolio) of the programme.
* Practitioners cannot be put forward to academic assessment unless they obtain a satisfactory record of in-service appraisal (RITA).

|  |  |
| --- | --- |
| Name: |  |
| Signed: |  |
| Date: |  |

**EDUCATION SUPERVISOR**

**By signing the learning agreement you agree that as an Educational Supervisor you will:**

* Review the evidence submitted by Foundation Pharmacists via the active use of the HEE Foundation E-Portfolio.
* Meet regularly with the practitioner and document these meetings.
* Take an active part in the appraisal process (record of in-service appraisal, RITA) including providing direction and setting objectives.
* Understand the requirements of the programme and sign off your trainee when competent, against the minimum portfolio requirements and the relevant competency framework.
* Actively support a climate for learning.
* Ensure practitioners receive feedback from practice supervisors regularly and in a constructive manner.
* Ensure practitioners have timely assessments.
* Be competent in the use of supervised learning events.
* Discuss and resolve any concerns at an early stage. If resolution is not possible or the problem is outside the scope of the learning relationship, escalate to the EPD or externally as appropriate. Refer to the HEE LaSE Trainees requiring additional support guide.
* Report into the Pharmacy LFG on individual practitioner progress and programme specific issues.
* Respond to Foundation Board and Higher Education Institution (HEI) requests for feedback.

**By signing the learning agreement you agree you have read and understood the following conditions:**

* Educational Supervisors must complete training as stipulated in the EPD checklist on application e.g. undertaken RITA training.

|  |  |
| --- | --- |
| Name: |  |
| Signed: |  |
| Date: |  |

**EDUCATION PROGRAMME DIRECTOR**

**By signing the learning agreement you agree that as an Education Programme Director, acting on behalf of the employer, you will:**

* Authorise study leave for the practitioner to attend Stage 1 and Stage 2 learning sets and assessments.
* Ensure the practitioner has internet access to use of E-portfolio, the HEE LaSE website and the course Virtual Learning Environment – Moodle.
* Ensure the practitioner has an educational supervisor and regular scheduled meetings with them.
* Ensure the practitioner has an opportunity to complete Stage specific activities and work towards the RPS Foundation Pharmacy Framework within their normal work activities.
* Ensure there is an appropriate balance between training and service delivery.
* Monitor practitioner progress via the LFG and report to the Local Academic Board (LAB).
* Identify and resolve any programme specific issues discussed within the LFG.
* Support both educational supervisors and their practitioner, where it has been raised that the practitioner requires additional support.
* Ensure there is at least one e-portfolio super user per trust who will provide training for all that need it.

|  |  |
| --- | --- |
| Name: |  |
| Signed: |  |
| Date: |  |

**PRACTITIONER**

**Practitioner agreement with Higher Education Institution (HEI)**

* The practitioner will attend all learning sets in their assigned locality. Practitioners should try to ensure their holiday arrangements do not clash with assigned learning sets. In exceptional circumstances practitioners may request to attend another learning set; however, this should be arranged in advance and permission sought from both their usual academic facilitator and the academic facilitator for the set they wish to attend. Absence from work to attend a different set must also be authorised by the practitioner’s Educational Supervisor.
* If attendance at another learning set is necessary because of illness, the practitioner should contact their own academic facilitator as soon as possible to agree how the absence may be compensated for.
* Practitioners are required to have carried out all the tasks in the workbook published on Moodle for each learning set.
* Practitioners are required to work through the case studies published on Moodle for discussion at the learning set.
* Practitioners are expected to contribute to discussions at the learning set in order to share their knowledge and experience.
* Practitioners are expected to present case studies and facilitate small activities throughout the programme. These should be submitted in advance to their set academic facilitator as instructed.
* Academic assignment dates are clearly signposted by the academic facilitator. Assignments must be submitted on time in the required format. In exceptional circumstances (illness or similar) a concession or extension may be applied for. Instructions can be found on Moodle. Applications for concessions must be discussed with your educational supervisor and academic facilitator as soon as possible, and be made before the submission date of the assignment.

**To be signed by the practitioner:**

|  |  |
| --- | --- |
| Name: |  |
| Signed: |  |
| Date: |  |