# Agreement for the provision of training and work experience for Pre-registration Trainee Pharmacy Technicians within London, Kent, Surrey and Sussex

## September 2020-22 Cohort

### Introduction

This agreement is between the employing organisation and Health Education England London and South East Pharmacy Team\* (HEE LaSE) and details the responsibilities of both parties and financial arrangements.

\* Health Education England London and South East Pharmacy teamwork across the HEE regions of London and Kent, Surrey and Sussex (KSS)

### Purpose of this agreement

The purpose of this agreement is to ensure that NHS employed pre-registration trainee pharmacy technicians within London and KSS receive the highest possible quality of training and work experience in order to register as a pharmacy technician with the General Pharmaceutical Council (GPhC). This agreement also supports the requirement that the best use is made of financial resources provided by Health Education England.

### Term of agreement

This agreement will commence on the training start date with an approved apprenticeship provider of each trainee and continue for a 104-week period. The exception to this may be any trainee being monitored through the HEE trainees requiring additional support (TRAS) policy and who in exceptional circumstances has an extension to training granted or does not meet the year 1 progression benchmarks.

### Funding

Health Education England London and Kent, Surrey and Sussex local offices (North London, South London, and KSS) will reimburse the employing organisation on a quarterly basis with funds for a period of 104 weeks aligned to the correspondence already provided by HEE within your confirmed commission letter.

Trainee posts are fixed-term two-year training positions and should be paid using Agenda for Change pay arrangement [Annex 21](http://www.nhsemployers.org/tchandbook/annex-21-to-25/annex-21-arrangements-for-pay-and-banding-of-trainees)of Band 4. This funding will be discontinued in advance of 104 weeks if a trainee is no longer in receipt of their salary due to dismissal, resignation or extended leave. In the event of the employing organisation not being able to deliver the training to the required standard resulting in the trainee transferring to a different organisation, HEE LaSE will manage any changes and funding will be transferred to a new employing organisation as necessary.

### Health Education England (HEE) Commissioning for Quality

HEE has a responsibility to improve the quality of the education and training environment by following the HEE Commissioning for Quality Strategy and Framework which sets out how HEE will measure, recognise and improve quality in the education and training environment. Activities that will be undertaken by HEE LaSE and supported by employing organisations to meet this framework are as follows:

Health Education England London and South East Pharmacy Team will:

* Take part in a rolling programme of multi-disciplinary quality visits to employing organisations.
* Collect trainee feedback by mechanisms such as trainee representative feedback and from end of year surveys.
* Share anonymous feedback from end of year surveys to employing organisations.
* Benchmark employing organisations and share examples of best practice
* Collate and report post registration destination of trainees completing the programme and retained in the NHS.
* Monitor training, work experience and support provided by the employing organisation via trainee exit survey feedback and work with employing organisations to improve the quality of learning environment.
* Working with the HEE Quality and Regulation Teams, make recommendations to the employing organisation when it is felt that training, work experience or support does not meet the minimum requirements of this training agreement or where there are concerns about the quality of training, work experience support or the trainees well-being.
* Agree and monitor an action plan with the employing organisation to improve education and training quality to meet HEE quality standards.

The employing organisations will:

* Engage with and be actively involved in the multi-disciplinary quality visits organised by the HEE London and KSS Quality and Regulation Team.
* Act on recommendations and actions resulting from any visits, benchmarking results and monitoring by HEE.
* Report any concerns through the TRAS process that may impact on a trainee completing their education programme or registration requirements within contractual timeframe.
* Report trainees that have an extended absence from work and require a break in programme e.g. maternity leave or long-term sickness absence.

### Training and Support

Health Education England London and South East Pharmacy will:

* Provide information, guidance and support to educational programme directors.
* Provide a LaSE educational programme directors (network) providing a forum for trusts to share good practice, network and discuss relevant issues related to pre-registration pharmacy technician training.
* Provide a Virtual Learning Environment (VLE) for educational programme directors as a repository of resources and a place to share innovative practice.
* Provide a reference guide, advice and support for the management of trainees requiring additional support.
* Represent the views and disseminate information to employing organisations on regional and national developments e.g. GPhC updates and meetings and Health Education England National pharmacy education reforms work.

**The employing organisation will ensure that:**

* The trainee is enrolled onto a GPhC approved pharmacy technician qualification or accredited course and work experience programme that meets [GPhC requirements](https://www.pharmacyregulation.org/education/pharmacy-technician) for registration as a pharmacy technician.
* An individual is assigned the role of educational programme director to oversee the pre-registration trainee pharmacy technician training programme and support educational and practice supervisors to carry out their roles.
* Consideration is given to succession planning for educational supervisors.
* The trainees are given sufficient time (in additional to college day release) and access to IT facilities to complete their programme of study.
* The trainees are given adequate support via course Assessors in order to complete their programme of study.
* The pre-registration trainee pharmacy technician Educational Supervisors fulfils the role requirement as agreed with their chosen education provider and is given sufficient time and support to undertake this role.
* The trainees sign and agree to learning contracts provided by the Education Provider.
* The trainees continue to have Trust support via their Educational Supervisor when attending Trust organised external rotations to third party organisations. For example, a community pharmacy rotation to an external third-party organisation.
* There is a written placement agreement in place for when trainees rotate to external rotations which clarifies the liabilities of all parties.

**Pre-registration Education Programme Directors/Lead Pharmacy Technician will:**

* Ensure that the pre-registration trainee pharmacy technician training qualification/course is approved/accredited by the GPhC.
* Ensure the organisations local programme of training and work experience meets the requirements of the education provider /apprenticeship standard.
* Ensure 2-year learning plans are in place at the beginning of the training programme
* Provide practice supervisors and those involved with pre-registration trainee pharmacy technician training with a copy of the learning plan
* Ensure practice supervisors and those involved with pre-registration trainee pharmacy technician understand the learning outcomes and objectives to be completed within their rotation.
* Ensure educational and practice supervisor understand the requirements of their role and are adequately trained.
* Support educational supervisors in their role, by ensuring a process is in place to gather timely trainee feedback to inform trainee development and a clear escalation process if trainees fail to improve, to include when to refer to TRAS.
* Ensure trainees progress is reviewed regularly (at least monthly) by the educational supervisor and learning plan amended where necessary to reflect reasonable adjustments based on trainees learning needs.
* Confirm the names of the pre-registration trainee pharmacy technicians; email addresses and educational supervisors by the agreed method and deadline.

* Notify HEE LaSE of trainees who:
* do not commence their training
* commence their training later than expected
* leave their employment before completing their training
* of any trainee’s performance which would suggest that the trainee would not meet the GPhC required registration standards at the end of the training and work experience period or whose performance, conduct or health may put patients, colleagues or themselves at risk
* of any trainee who looks likely to/or fails to meet the contract progression from year 1 into year 2
* do not complete their training because they fail to reach competence
* need an extension to their training beyond the agreed funded period
* require adjustments to their training e.g. part-time working

**Pre-registration educational supervisors will:**

* Ensure that they use a fair and reliable assessment system for assessing trainee competence.
* Help trainees to apply their learning.
* Train and develop the trainee in the workplace to achieve the knowledge, skills, attributes and level of competence required of a newly registered pharmacy technician.
* Provide general support to trainees.
* Meet regularly with their trainee, to ensure regular feedback is provided and to review progress, discuss concerns and assess evidence of competence etc. (or make contact in an alternative way if this is not possible due to geography)
* Ensure feedback on trainee progress is received from relevant sections of the pharmacy department before formal reviews take place.
* Discuss with the educational programme director any concerns or issues relating to the progress of a trainee, in a timely manner, so that appropriate action can be taken.

**Programme Management**

The employing organisation will:

* Provide HEE LaSE with the names of their trainees, start dates, trust email addresses and respective educational supervisor contact details by the agreed method and deadline.
* Provide the name(s) and contact details of the educational programme director by the agreed method and deadline.
* Provide notice of educational programme director change via the [EPD Change form](https://www.lasepharmacy.hee.nhs.uk/forms/epd-change-form.shtml) .
* Provide notice of a change of educational supervisor via the [trainee update form](https://www.lasepharmacy.hee.nhs.uk/forms/trainee-update-form.shtml).

This agreement, and the progress of the pre-registration trainee pharmacy technicians, will be monitored by the educational programme director during the pre-registration training and experience period. Please complete the section below and return the accompanying documentation.

Please refer to the HEE privacy notice <https://hee.nhs.uk/about/privacy-notice> for information on how HEE manages data.

Signed:



Helen Porter, Pharmacy Dean, Health Education England London, Kent, Surrey and Sussex

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| Chief Pharmacist authorised: | Please copy in your Chief Pharmacist upon return email to confirm authorisation. |
| Chief Pharmacist Name: |  |
| Name(s) of PTPT Educational Programme Director: |  |
| On behalf of: *(Please state Trust)*  |  |
| Date: |  |

**Please return the following to HEE LaSE Pharmacy**

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| **Document** | **Format required** |
| One electronic copy of this document  | Electronically returned |
| Provide details of the trainee’s names and email addresses, Trust and base, respective ES name and contact details | Excel spread sheet ‘PTPT Training Agreement Accompanying Data Sept 2020.’ Complete electronically and return via email as an attached excel spread sheet. |

**Please return electronically to** **lasepharmacy@hee.nhs.uk** **by 14th August 2020.**