# Agreement for the provision of training, experience and support for Preregistration Trainee Pharmacy Technicians within London and Kent, Surrey and Sussex

## 2021/2022 Cohort

### Introduction

This agreement is between the employing organisation (education provider) and Health Education England London and South East Pharmacy\* (HEE LaSE) and details the responsibilities of both parties and financial arrangements. It does not detail responsibilities and arrangements between the employing organisation and the apprenticeship or knowledge provider.

\* Health Education England London and South East Pharmacy works 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 HEE commissioned Pre-registration Trainee Pharmacy Technicians (PTPTs) within London and KSS receive a quality training experience, in a quality training placement/s that offers a safe and supportive learning environment, in preparation for registration with the General Pharmaceutical Council (GPhC).

### Term of this agreement

This agreement will commence on the start date of each PTPT and continue for a period of 104 weeks. The exception to this would be a PTTP who in exceptional circumstances has a funded extension to their training granted as part of monitoring through the education providers performance management policy and the HEE Pharmacy Trainee Support Guide.

### Funding

HEE will reimburse the education provider via the [NHS Education Contract](https://www.hee.nhs.uk/our-work/new-nhs-education-contract) directly, according to the schedule set out on page 2. The education provider acknowledges that its receipt of funding is conditional on its compliance with the terms and conditions of the above contract. HEE has the right to alter the funding allocation to the education provider should the predicted or forecast number of trainees not be fulfilled. The amount of funding payable was confirmed in April 2021 in the confirmed commissions letter provided by HEE LaSE.

Funding via the NHS Education Contract is cognisant on the education provider demonstrating that they satisfy the domains in the [HEE Quality Framework](https://healtheducationengland.sharepoint.com/sites/Comms/Digital/Shared%20Documents/Forms/AllItems.aspx?id=%2FComms%2FDigital%2FShared%20Documents%2Fhee%2Enhs%2Euk%20documents%2FWebsite%20files%2FQuality%2FHEE%20Quality%20Framework%2Epdf&parent=%2FComms%2FDigital%2FShared%20Documents%2Fhee%2Enhs%2Euk%20documents%2FWebsite%20files%2FQuality&p=true&originalPath=aHR0cHM6Ly9oZWFsdGhlZHVjYXRpb25lbmdsYW5kLnNoYXJlcG9pbnQuY29tLzpiOi9nL0NvbW1zL0RpZ2l0YWwvRVhtRW85eU1fdUpOclY0NzE1c3VqS3dCelRVbV9OM1hvWnZ0SE15a19yTnBEZz9ydGltZT10SGxPRjcwdTJVZw) :

• Learning Environment and Culture.

• Education governance and commitment to quality.

• Developing and Supporting learners

• Developing and supporting supervisors

• Developing and supporting curricula

Trainee posts are fixed-term two-year training positions and should be paid using Agenda for Change pay arrangement [Annex 21 of Band 4](https://www.nhsemployers.org/publications/tchandbook).Funding will be discontinued in advance of 104 weeks if a PTTP is no longer in receipt of their salary due to dismissal, resignation, withdrawal from training programme by the qualification provider or extended leave.

**2021/22 Financial year funding schedules**

|  |  |  |
| --- | --- | --- |
| **Period** | **Issue NHS Education Contract finance schedules to education providers** | **Education provider to invoice for these periods** |
| 1 | w/c 29th April 2021  Notification of the amount to be paid in advance will be shared | April to June 2021 (3 months) to incorporate any cash adjustments for year-end accruals  N/A for 2021/22 cohort |
| 2 | w/c 21st June 2021 | July to September 2021 (3 months) to incorporate any adjustments following validation of previous collection |
| 3 | w/c 20th September 2021 | October 2021 to January 2022  (4 months) |
| 4 | w/c 24th January 2022 | February and March 2022  (2 months) |

**Education Governance and Leadership**

Education providers are responsible for recruiting PTPTs following their own local recruitment process and are responsible for enrolling trainees with the chosen apprenticeship or knowledge provider. If utilising the apprenticeship levy to finance knowledge provision, the PTPT educational programme director must inform their local apprenticeship lead of their intent to recruit an apprentice as soon as trainee numbers have been confirmed.

HEE LaSE will work with education providers to ensure that training programmes for PTPTs meet the relevant regulatory standards, the standards set out in the [HEE Quality Framework](https://healtheducationengland.sharepoint.com/Comms/Digital/Shared%20Documents/Forms/AllItems.aspx?id=%2FComms%2FDigital%2FShared%20Documents%2Fhee%2Enhs%2Euk%20documents%2FWebsite%20files%2FQuality%2FHEE%20Quality%20Framework%2Epdf&parent=%2FComms%2FDigital%2FShared%20Documents%2Fhee%2Enhs%2Euk%20documents%2FWebsite%20files%2FQuality&p=true&originalPath=aHR0cHM6Ly9oZWFsdGhlZHVjYXRpb25lbmdsYW5kLnNoYXJlcG9pbnQuY29tLzpiOi9nL0NvbW1zL0RpZ2l0YWwvRVhtRW85eU1fdUpOclY0NzE1c3VqS3dCelRVbV9OM1hvWnZ0SE15a19yTnBEZz9ydGltZT10SGxPRjcwdTJVZw) and [HEE Quality Strategy](https://healtheducationengland.sharepoint.com/sites/Comms/Digital/Shared%20Documents/Forms/AllItems.aspx?id=%2FComms%2FDigital%2FShared%20Documents%2Fhee%2Enhs%2Euk%20documents%2FWebsite%20files%2FCommissioning%20for%20quality%2FHEE%20Quality%20Strategy%2Epdf&parent=%2FComms%2FDigital%2FShared%20Documents%2Fhee%2Enhs%2Euk%20documents%2FWebsite%20files%2FCommissioning%20for%20quality&p=true&originalPath=aHR0cHM6Ly9oZWFsdGhlZHVjYXRpb25lbmdsYW5kLnNoYXJlcG9pbnQuY29tLzpiOi9nL0NvbW1zL0RpZ2l0YWwvRVZwUUNmV2JpVGRGa3dNR1BlSWZLU2NCZWVWUjhkQWFPRUJGVFlidUNYT3doUT9ydGltZT00bUN5b0wwdTJVZw) through activities such as Quality visits, Quality visit action plan monitoring, Local Faculty Group (LFG) reviews and trainee surveys. Should providers fail to deliver against any of the domains outlined in the quality framework, or not progress actions identified during quality visits and other quality activities, HEE reserves the right to reduce PTPT commissions or remove these entirely. Activities that will be undertaken by HEE LaSE and supported by education providers to meet the HEE quality framework include:

* Supporting the development and delivery of high-quality training, experience and support and manage by exception, sites who require additional help in providing this.
* Making recommendations to and working with HEE Quality Teams in London and KSS when it is felt that training, experience, or support does not meet the minimum requirements of this training agreement or where there are concerns about the quality of training, experience or support provided.
* Monitoring the quality of training, experience and support provided, by collecting and sharing feedback to drive improvements at a local and regional level.

Education providers should as part of the training, experience and support provided to PTPTs, ensure that an external rotation agreement is in place for when PTPTs attend rotations to third party organisations, which clarifies the liabilities of all parties.

**Learning Environment and Culture**

The training, experience and support provided by the education provider should include:

* Ensuring the PTPT is enrolled onto a GPhC approved pharmacy technician [qualification or accredited course](https://www.pharmacyregulation.org/education/approved-providers-education-and-training/approved-courses-pharmacy-technician) and work experience programme that meets GPhC requirements for registration as a pharmacy technician
* Assigning a named individual to the role of PTPT educational programme director as part of their educational infrastructure, to lead the local PTPT programme and to support educational supervisors to carry out their roles in accordance with GPhC and apprenticeship/knowledge provider requirements.
* Access to an educational supervisor and practice supervisors (those who oversee a PTPT’s work and provide developmental feedback during a specified period of training) who are aware of their role in PTPT training and have received training for it.
* Ensuring a 2-year learning plan is in place at the beginning of the training programme and that educational supervisor and practice supervisors have access and are aware of set deadlines
* Ensuring a PTPT is given opportunity within the workplace to undertake work-based activities and competences set by the apprenticeship/knowledge provider to meet the GPhC standards of initial education and training for pharmacy technicians, in an everyday situation, repeatedly and reliably.
* Providing a PTPT with a dedicated day each week to attend college/complete learning set by the knowledge provider. (This may contribute to the minimum 20% off the job training for apprentices)
* Providing a PTPT with protected time each week to complete apprenticeship or knowledge provider, activities and assessments and access to IT equipment in order to do so.
* Dissemination of information provided by HEE LaSE throughout the training programme to relevant parties such as educational supervisors.

**Supporting and Empowering Learners**

The training, experience and support provided by the education provider should include:

* Ensuring PTPTs have regular access to their educational supervisor during their training programme.
* Ensuring regular feedback is provided to a PTPT on their progress at the key milestones set by the apprenticeship/knowledge provider.
* Engaging with HEE processes to support trainees requiring additional support including notifying HEE LaSE of any change in circumstances which could affect a PTPT’s completion or if their progress or performance suggests that they may not meet the required standard by the end of their contracted period of training or whose performance, conduct or health may put patients, colleagues, or themselves at risk.

**Supporting and Empowering Educators**

The training, experience and support provided by the education provider should include:

* Ensuring educational supervisors and practice supervisors are suitably trained for their roles and undertake continuous professional development to further develop these skills.
* Considering succession planning for both educational and practice supervisors.
* Accessing HEE LaSE commissioned training for educational supervisors and practice supervisors.
* Ensuring educational and practice supervisors are familiar with work-based activities, objectives and assessments to be undertaken and their deadlines for completion as set by the apprenticeship or knowledge provider.
* Providing educational supervisors with protected time to undertake progression reporting and work-based assessment activities as set by the apprenticeship or knowledge provider.
* Attendance at HEE LaSE PTPT educational programme directors’ network meetings thereby providing a forum for the sharing of good practice, networking and discussion of issues relating to PTPT apprenticeships and training.
* Access for educational supervisors and PTPT educational programme directors to the HEE LaSE Moodle site.

**Delivering Curricula and Assessments**

The training, experience and support provided by the education provider should include:

* Delivery of programmes and curricula that reflect the new standards for the initial education and training of pharmacy technicians from September 2021.
* Ensuring local programmes and curricula meet the requirements of the chosen apprenticeship or knowledge provider.
* Mechanisms to receive feedback from PTPTs, educational supervisors and practice supervisors to aid the development and delivery of future programmes and curricula such as via local faculty groups (LFGs).
* Assessing the progress of a PTPT during their training following the guidance set by the apprenticeship or knowledge provider.

**Developing a Sustainable Workforce**

HEE LaSE will work with education providers to review PTPT post registration destination and secondary care retention rate data and themes to inform future workforce planning activity.

**Completing and returning the Training Agreement**

Please complete the section below and return the accompanying documentation as requested.

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

Health Education England London and Kent, Surrey and Sussex

|  |  |
| --- | --- |
| Chief Pharmacist authorised: | Please copy in your Chief Pharmacist upon return email to confirm authorisation. |
| Chief Pharmacist Name: |  |
| Name(s) of trainee pharmacist educational programme director: |  |
| On behalf of: *(please state name of Trust)* |  |
| Date: |  |

**Please complete the following by 30th September 2021:**

|  |  |
| --- | --- |
| **Document** | **Format required** |
| One electronic copy of this document | Electronically returned to[**lasepharmacy@hee.nhs.uk**](mailto:lasepharmacy@hee.nhs.uk) |
| Details of the PTPT start date and respective educational supervisor | Completion of PTPT online data collection form  [**Link to trainee privacy notice declaration**](https://healtheducationyh.onlinesurveys.ac.uk/ptpt-privacy-notice-declaration-2021) (to be completed by PTPT):  [**Link to complete PTPT Data Collection Autumn 2021 form**](https://healtheducationyh.onlinesurveys.ac.uk/ptpt-data-collection-2021) (to be completed by ES): |