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

## 2019-20 Cohort

### Introduction

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

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

### Purpose of this agreement

The purpose of this agreement is to ensure that NHS employed pre-registration trainee pharmacists within London and KSS receive the highest possible quality of training and experience in order to register as a pharmacist 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 (HEE).

### Term of agreement

This agreement will commence on the start date of each trainee and continue for a period of 52 weeks (or 26 weeks if the trainee is undertaking a split placement with a non NHS employer). The exception to this may be any trainee being monitored through the HEE trainees requiring additional support (TRAS) process and who in exceptional circumstances has an extension to training granted.

### Funding

Health Education England London and Kent, Surrey and Sussex local offices (North London, South London, and KSS) will reimburse the employing organisation, usually on a quarterly basis, with funds for a period of 52 weeks (or 26 weeks if the trainee is undertaking a split placement with a non NHS employer) aligned to the correspondence already provided by HEE within your confirmed commissions letter. Trainees should be paid at the bottom of Band 5 (minimum years of experience: < 1 year)

This funding will be discontinued in advance of 52 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 being unable to deliver the training to the required standard or an individual trainee requiring additional support who is transferred to a different organisation, HEE LaSEP 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 LaSEP 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 via programme board meetings; feedback at courses and end of year surveys.
* Share anonymous feedback from end of year surveys with employing organisations.
* Benchmark and share best practice for employing organisations.
* Collate and report GPhC registration assessment results and compare pass rates with the national average, taking appropriate action if local pass rates fall below the national average or where trends are detected for individual employing organisations.
* Collate and report post registration destination of trainees who complete the programme and those retained in the NHS.
* Make recommendations to the Quality Teams in HEE London and HEE Kent, Surrey and Sussex 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.
* Working with the HEE Quality Teams, make recommendations to the employing organisation 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.
* Monitor training, experience and support provided by the employing organisation.
* Agree an action plan with the employing organisation to rectify shortcomings.

The employing organisations will:

* Engage with and be actively involved in the multi-disciplinary quality visits organised by the HEE London and HEE KSS Quality Teams.
* Act on recommendations and actions resulting from any visits, benchmarking results and monitoring by HEE

### Training and Support

Health Education England London and South East Pharmacy Team will:

* Resource a programme of courses, assessments and on-line learning activities as part of the regional pre-registration training programme.
* Provide information, guidance and support to educational supervisors (tutors) and educational programme directors (pre-registration training managers).
* Commission training for new pre-registration educational supervisors (tutors).
* Organise a pre-registration pharmacist education leads network providing a forum for trusts to share good practice, network and discuss relevant issues related to pre-registration pharmacist training.
* 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.
* Resource formative assessments for trainees (OSCEs) and Provide feedback to trainees and their supervisors (tutors)
* Produce a regional pre-registration pharmacist programme handbook
* Provide an On-line Learning Environment (OLE) for trainees,educational programme directors and educational supervisors
* Provide an e-portfolio and login details for trainees, educational supervisors (tutors) and educational programme directors together with accompanying trainee, educational supervisor and educational programme director e-portfolio handbooks and ‘super user’ training for the purpose of cascade of information and use of e-portfolio within work places.

**The employing organisation will ensure that:**

* The organisation’s pre-registration training programme meets the requirements of the GPhC and is accredited by the GPhC for the duration of the trainee’s pre-registration training
* Trainees attend all the regional courses or assessment days provided as part of the regional programme of training and experience, unless prevented from doing so by sickness or other exceptional circumstances. Notification of non-attendance must be made before 10am on the day of the event to [lasepharmacy@hee.nhs.uk](mailto:lasepharmacy@hee.nhs.uk)
* Trainees have access to the BNF and BNF-C
* Educational Supervisors (tutors) are trained in tutoring and undertake CPD to develop these skills further
* Trainees continue to have support from their Educational Supervisor (tutor) when attending organised external rotations to third party organisations e.g. a Cross Sector Placements
* An individual has been assigned the role of Educational Programme Director (Pre-registration Training Manager) to support Educational Supervisors (tutors) to carry out their roles in accordance with GPhC requirements and that trainees are informed at the commencement of their training, of the name and role of this individual
* The organisation’s pre-registration training programme meets the requirements expressed within the regional pre-registration pharmacist programme handbook
* They provide a minimum of one representative (as an actor/assessor) for every two trainees, spread over both dates that regional OSCEs will take place. For trusts with an odd number of trainees, the number of representatives will be rounded up i.e.:
  + If there are four trainees, then two representatives in total are required
  + If there are five trainees, then three representatives in total are required
* There is a written placement agreement in place for when trainees rotate to external rotation providers (NHS and private) which clarifies the liabilities of all parties (External Rotation Agreement template available for this purpose on the On-line Learning Environment EPD zone)
* Ensure that all pre-registration pharmacists are provided with dedicated time each week for development. This could include but is not restricted to study days via cluster learning, intra- and interprofessional development, shadowing, e-learning and reflection.
* There is at least one e-portfolio super user per employing organisation (Training Centre login details will/have been provided and super users are responsible for training all new users including trainees during their induction period.)
* Trainees and educational supervisors are engaged with the use of the e-portfolio system. Use of the e-portfolio is mandatory. Pre-registration pharmacists are required to submit their evidence on the e- portfolio and log trainee/educational supervisors meetings within the system.

**Pre-registration Educational Programme Directors will:**

* Ensure that the organisation’s training programme has up to date approval by the GPhC.
* Ensure pre-registration training is delivered to the required standard of the GPhC;
* Ensure their local education plan complies with HEE LaSEP guidance for trust pre-registration pharmacist rotational programmes (detailed in the regional pre-registration pharmacist programme handbook)
* Ensure that a fair and reliable assessment system is in place for the assessment of competence during the pre-registration year
* Ensure that in-house training programmes do not clash with regional courses
* Provide those involved with pre-registration training with a copy of the rotational training programme (rota) at the commencement of the pre-registration training year
* Support educational supervisors (tutors) in their tutoring role, including ensuring trainees are made aware of their performance and any areas requiring improvement, especially those that might result in the trainee becoming a trainee requiring additional support (TRAS).
* Ensure that trainees and educational supervisors are engaged with the e-portfolio system. It is mandatory for all evidence and trainee/educational supervisor meetings to be logged within the system.
* Notify HEE LaSEP of trainees who:
* do not commence their training;
* commence their training later than expected;
* leave their employment before completing their training;
* are considered to be unsatisfactory in terms of their performance at the 13, 26 and/or 39 week GPhC progress reviews.
* are not meeting the required GPhC performance standards (especially if this could result in failure to register)
* do not complete their training because they fail to reach competence;
* are not entered for the GPhC registration assessment
* require an extension to their training beyond the agreed funded period
* require adjustments to their training e.g. part-time working
* have significant periods of absence during their training in excess of that defined by the GPhC

**Pre-registration Educational Supervisors (Tutors) will:**

* Ensure that a fair and reliable assessment system is used for the assessment of competence during the pre-registration year
* Ensure trainees are given opportunities to meet GPhC requirements
* 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 pharmacist
* Provide general support to trainees
* Meet with their trainee at least once every two weeks as defined by the GPhC, to ensure regular feedback is provided and to review progress, discuss concerns and assess evidence etc. (or make contact in an alternative way with the trainee 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 at 13, 26 and 39 weeks
* Discuss with the pre-registration educational programme director any concerns and issues relating to the progress of a trainee, in a timely manner, so that appropriate action can be taken
* Ensure HEE LaSEP is made aware of trainees who will not be attending a regionally delivered course/assessment.
* Engage with the e-portfolio system to review their trainee’s evidence and meeting logs.

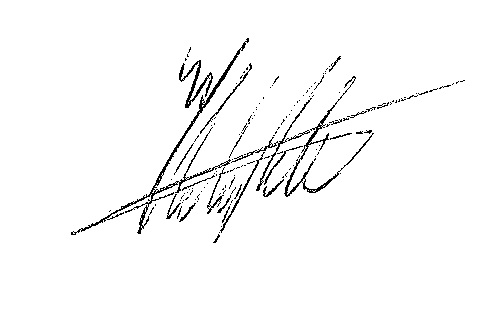
**The employing organisation will:**

* Provide HEE LaSEP with confirmation of the names of the trainees, their start dates, trust email addresses and their respective educational supervisor (tutor) contact details by the agreed method and deadline.
* Provide confirmation of the name(s) and contact details of the educational programme director by agreed method and deadline.
* Provide notice of change via the [EPD Change form](https://www.lasepharmacy.hee.nhs.uk/forms/epd-change-form.shtml)
* Provide immediate notice of any change in circumstances which would affect completion of the training and experience period via the Trainees Requiring Additional Support process
* Provide immediate notice of any trainee’s performance which would suggest that the trainee would not meet the GPhC required standards at the end of the training and experience period or whose performance, conduct or health may put patients, colleagues or themselves at risk, via the trainees requiring additional support (TRAS) process.
* Provide notice of a change of educational supervisor (tutor) via the [trainee change form](https://www.lasepharmacy.hee.nhs.uk/pre-reg-trainees/pre-registration-trainee-pharmacists/our-training-programme/trainee-self-update-form/)
* Ensure that the employing organisation provides the required number of interviewers to support the National Pre-registration Pharmacist Recruitment Scheme Selection Centres in September 2019.

This agreement, and the progress of the pre-registration pharmacist(s), will be monitored by the educational supervisor/tutor during the pre-registration training and experience period, and issues arising will be discussed with the pre-registration Educational Programme Director/training manager in the employing organisation. Please complete the section on page 9 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, Dean of Pharmacy, 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 Pre-registration trainee pharmacist Educational Programme Director/Training Manager: |  |
| 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 trainees’ start dates, base hospital, respective ES (tutor) | Excel spreadsheet ‘PRP Training Agreement Accompanying Data 2019’ Complete electronically and return via email as an attached excel spreadsheet – include your trust in the file name. |

**Please return electronically to** [**lasepharmacy@hee.nhs.uk**](mailto:lasepharmacy@hee.nhs.uk) **by 14th June 2019**