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

## 2020-2021 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 team 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 pharmacists (PRP) 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.

### 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 community pharmacy). The exception to this would be a trainee being monitored through the HEE trainees requiring additional support process and who in exceptional circumstances has a funded extension to training granted.

### Funding

HEE 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 community pharmacy) aligned to correspondence previously provided by HEE confirming PRP commissions. Trainees should be paid at the bottom of Band 5 (minimum years of experience: < 1 year).

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 thereby resulting in an individual trainee being transferred to a different organisation, HEE LaSE will manage any changes and funding will be transferred to the new employing organisation as necessary.

### Health Education England Commissioning for Quality

HEE has a responsibility to improve the quality of the education and training environment by following the HEE 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:

HEE LaSE will:

* Conduct a rolling programme of quality visits to employing organisations.
* Collect trainee feedback by mechanisms such as trainee representative feedback at programme board meetings and an end of year survey.
* Share anonymous feedback from the end of year survey with employing organisations.
* Benchmark employing organisations and share examples of best practice.
* Collate and report GPhC registration assessment results and compare pass rates with those achieved nationally, taking appropriate action if local pass rates fall below national pass rates or where trends are detected for individual employing organisations.
* Collate and report post registration destination of trainees and the secondary care NHS retention rate.
* Monitor training, experience and support provided by the employing organisation.
* Make recommendations to the 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.
* Work with the HEE Quality Teams to make recommendations to employing organisations 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.
* Agree an action plan with the employing organisation to rectify shortcomings.

The employing organisation will:

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

### Training and Support

HEE LaSE will:

* Resource a regional pre-registration training programme including e-learning activities and assessments.
* Produce a regional pre-registration training programme handbook.
* Provide information, guidance and support to educational supervisors (tutors) and educational programme directors (pre-registration training leads).
* Commission training for new educational supervisors (tutors).
* Organise a PRP educational programme directors network providing a forum for the sharing of good practice, networking and discussion of relevant issues relating to pre-registration training.
* Provide a process for the management of trainees requiring additional support.
* Represent the views of and disseminate information to employing organisations on regional and national developments e.g. GPhC updates and meetings and HEE national pharmacy education workstreams.
* Resource formative assessments for trainees such as Objective Structured Clinical Examinations (OSCEs) and provide developmental feedback to trainees.
* Provide a Virtual Learning Environment (VLE) for trainees and educational programme directors and access for educational supervisors (tutors). Login details will be provided.
* Provide an e-portfolio system for trainees with accompanying trainee, educational supervisor and educational programme director e-portfolio guides and ‘super user’ training for the purpose of cascade of information and use of e-portfolio within workplaces.

The employing organisation will ensure that:

* An individual is assigned the role of educational programme director (pre-registration training lead) to support educational supervisors (tutors) to carry out their roles in accordance with GPhC requirements and that trainees are made aware of this individual at the commencement of their training.
* Educational supervisors (tutors) are trained in tutoring and undertake continuous professional development to further develop these skills.
* Consideration is given to succession planning for educational supervisors (tutors).
* Trainees continue to have support from their educational supervisor (tutor) when attending organised external rotations to third party organisations e.g. a cross sector placement.
* There is a written placement agreement in place for when trainees attend external rotations to third party organisations, which clarifies the liabilities of all parties (external rotation agreement template is available for this purpose on the VLE PRP educational programme directors’ zone).
* All PRPs are provided with dedicated time each week for development. This could include but is not restricted to, local study days, intra- and interprofessional development opportunities, shadowing, e-learning and reflection.
* Immediate notice is provided to HEE LaSE of any change in circumstances which could affect a trainee’s completion of their pre-registration training via the trainees requiring additional support (TRAS) process e.g. prolonged absence.
* Immediate notice is provided to HEE LaSE via the TRAS process if a trainee’s progress or performance suggests that they may not meet the required GPhC standards by the end of the period of training and experience or whose performance, conduct or health may put patients, colleagues or themselves at risk.
* Trainees engage with Moodle, and any other VLE platforms which may be utilised, to complete e-learning modules, activities and assessments as part of the regional pre-registration training programme and attend regional courses or assessment days provided where applicable, unless prevented from doing so by sickness or other exceptional circumstances.
* They provide a minimum of one representative (as an actor/assessor) for every two trainees, spread over both dates that regional OSCEs 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 at least one e-portfolio super user within the organisation who is responsible for training all new users including trainees during their induction period (training centre login details will/have been provided).
* Trainees and educational supervisors (tutors) are engaged with the use of the e-portfolio. Use of the e-portfolio is mandatory. PRPs are required to submit evidence of their competence via the e- portfolio and to log trainee/educational supervisor (tutor) meetings within the system.
* Trainees have access to the BNF and BNF-C.

Pre-registration educational programme directors 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.
* Ensure that the organisation’s pre-registration training programme meets the mandatory requirements expressed within the regional pre-registration training programme handbook; mandatory rotations and associated learning outcomes and practice activities (including dispensing, checking and screening logs) and minimum number and type of workplace based assessments (supervised learning events).
* Provide practice supervisors and those involved with pre-registration training with a copy of the rotational training programme (rota) at the start of the pre-registration year.
* Ensure pre-registration training is delivered to the required standard of the GPhC.
* Ensure that educational supervisors (tutors) use a fair and reliable assessment system for assessing trainee competence during the pre-registration year.
* Ensure that dates of in-house training programmes do not clash with regional courses/assessments where applicable.
* Support educational supervisors (tutors) in their tutoring role, including ensuring trainees are made aware of their performance and any areas requiring improvement, especially in areas that might result in the trainee being monitored as part of the HEE LaSE trainee requiring additional support process.
* Ensure that trainees and educational supervisors (tutors) are engaged with the e-portfolio system. It is mandatory for all evidence of competence and trainee/educational supervisor (tutor) meetings to be logged within the system.
* Notify HEE LaSE 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 progress and/or 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 absence during their training in excess of that defined by the GPhC.

Pre-registration educational supervisors (tutors) will:

* Ensure that they use a fair and reliable assessment system for assessing trainee competence during the pre-registration year.
* Ensure trainees are given opportunities to meet GPhC performance standards.
* 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 specified by the GPhC, 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 at 13, 26 and 39 weeks take place.
* Discuss with the pre-registration 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.
* Ensure HEE LaSE is made aware of trainees who will not be attending a regionally delivered course/assessment, where applicable. 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) .
* Engage with the e-portfolio system to review their trainee’s evidence of competence and trainee/educational supervisor (tutor) meeting logs.

**National Pre-registration Pharmacist Recruitment Scheme**

The employing organisation will:

* Ensure the required number of interview panellists to support the National PRP Recruitment Scheme selection centre in London are provided when required to do so.

**Programme Management**

The employing organisation will:

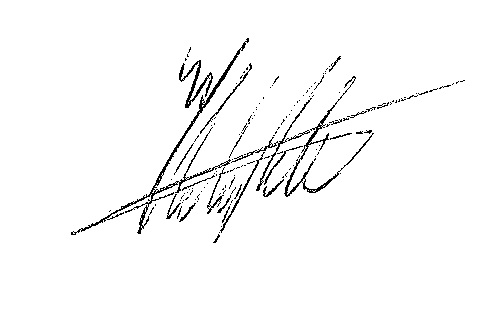
* Provide HEE LaSE with the names of their trainees, start dates, trust email addresses and respective educational supervisor (tutor) contact details by the agreed method and deadline.
* Provide the name(s) and contact details of the educational programme director by the agreed method and deadline.
*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

This agreement, and the progress of the PRPs will be monitored by the educational supervisor (tutor) during the period of pre-registration training and experience, and issues arising will be discussed with the pre-registration educational programme director in the employing organisation.

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.

Signed:



Helen Porter, Pharmacy Dean, Health Education England London and 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 pharmacist educational programme director: |  |
| On behalf of: *(please state name of Trust)* |  |
| Date: |  |

**Please return the following to HEE LaSE**

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| --- | --- |
| **Document** | **Format required** |
| One electronic copy of this document | Electronically returned |
| Provide details of the trainees’ start dates, respective educational supervisor (tutor) | Excel spreadsheet ‘PRP Training Agreement Accompanying Data 2020’ Complete electronically and return via email as an attached excel spreadsheet – include your trust name in the file name. |

**Please return electronically to** [**lasepharmacy@hee.nhs.uk**](mailto:lasepharmacy@hee.nhs.uk)by 15th June 2020.