# Agreement for the provision of training, experience and support for Trainee Pharmacists 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.

\* 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 Trainee Pharmacists (TP) within London and KSS receive a quality training experience in a quality training place, in preparation for registration with the General Pharmaceutical Council (GPhC).

### Term of this agreement

This agreement will commence on the start date of each TP and continue for a period of 52 weeks (or 26 weeks if the TP is undertaking a split placement with a community pharmacy). The exception to this would be a TP who in exceptional circumstances has a funded extension to their training granted as part of monitoring through the HEE trainees requiring additional support process (TRAS), or whose training has been impacted by the coronavirus pandemic.

### 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 May 2020 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) :

* Educational governance and leadership
* Learning environment and culture
* Supporting and empowering learners
* Supporting and empowering educators
* Delivering curricula and assessments
* Developing a sustainable workforce

Funding will be discontinued in advance of 52 weeks if a TP is no longer in receipt of their salary due to dismissal, resignation, or extended leave. In the event of the education provider being unable to deliver the training to the required standard, thereby resulting in an individual TP being transferred to a different education provider, HEE LaSE will manage any changes and funding will be transferred to the new provider.

**2021/22 Financial year funding schedules**

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| --- | --- | --- |
| **Period** | **Issue NHS Education Contract finance schedules to education providers** | **Education provider to invoice for these periods** |
| 1 | w/c 29th March 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 must recruit HEE commissioned TPs via the national foundation trainee pharmacist recruitment scheme hosted by Health Education England.

HEE LaSE will work with education providers to ensure that training programmes for TPs 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 TP 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 TPs, ensure that an external rotation agreement is in place for when TPs attend rotations to third party organisations, which clarifies the liabilities of all parties (template available on HEE LaSE Moodle FTY educational programme directors’ zone).

**Learning Environment and Culture**

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

* Assigning a named individual to the role of TP educational programme director as part of their educational infrastructure, to lead the local FTY programme and to support educational supervisors (GPhC designated supervisors) to carry out their roles in accordance with GPhC requirements.
* Access to an educational supervisor (GPhC designated supervisor) and practice supervisors (those who oversee a TP’s work and provide developmental feedback during a specified period of training) who are aware of their role in the FTY and have received training for it.
* Ensuring a TP is given opportunity to demonstrate the GPhC interim learning outcomes at the outcome level set for each, according to competence and assessment hierarchy known as ‘Miller’s Triangle’ recognising that for the FTY, the majority of the learning outcomes must be demonstrated at the ‘Does’ level, in an everyday situation, repeatedly and reliably.
* Providing a TP with dedicated time each week for development. This could include but is not restricted to, local study sessions, intra- and interprofessional development opportunities and reflection and should include protected time to complete HEE LaSE on-line learning resources, activities and assessments and access to IT equipment in order to do so.
* Utilising an e-portfolio to demonstrate a TP’s developing competence and providing support in its use.

* Dissemination of information provided by HEE LaSE throughout the FTY to relevant parties such as educational supervisors (GPhC designated supervisors).

**Supporting and Empowering Learners**

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

* Ensuring TPs have regular access to their educational supervisor (GPhC designated supervisor) during their FTY as specified by the GPhC.
* Ensuring regular feedback is provided to a TP on their progress in demonstrating the interim learning outcomes during the FTY and at the key milestones set by the GPhC i.e. at weeks 13, 26 and 39 weeks.
* Engaging with HEE processes to support trainees requiring additional support (TRAS) including notifying HEE LaSE of any change in circumstances which could affect a TP’s completion of their FTY or if a TP’s 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 (GPhC designated 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 (GPhC designated supervisors) and practice supervisors.
* Attendance at HEE LaSE TP educational programme directors’ network meetings thereby providing a forum for the sharing of good practice, networking and discussion of issues relating to the FTY.
* Access for educational supervisors (GPhC designated supervisors) and TP 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 pharmacists from July 2021 in particular the interim learning outcomes.
* Mechanisms to receive feedback from TPs, educational supervisors (GPhC designated 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 TP during their FTY using the national HEE Foundation Year Assessment Strategy and the HEE LaSE formative assessment strategy.

HEE LaSE will resource a regional foundation training year (FTY) programme including provision of online learning resources and activities, formative assessments and an accompanying handbook containing a workplace curriculum.

**Developing a Sustainable Workforce**

HEE LaSE will work with education providers to review TP 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.

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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 trainee pharmacist educational programme director: |  |
| On behalf of: *(please state name of Trust)* |  |
| Date: |  |

**Please return the following electronically to** [**lasepharmacy@hee.nhs.uk**](mailto:lasepharmacy@hee.nhs.uk) **by 2nd July 2021:**

|  |  |
| --- | --- |
| **Document** | **Format required** |
| One electronic copy of this document | Electronically returned |
| Details of the TP start date and respective educational supervisor (GPhC designated supervisor) | Excel spreadsheet ‘TP Training Agreement Accompanying Data 2021’ Complete electronically and return via email as an attached excel spreadsheet – include your trust name in the file name. |