

Dear Colleague

COMMUNITY PHARMACY NHS POST REGISTRATION FOUNDATION PROGRAMME

Purpose

1. This Circular sets out the arrangements for the Community Pharmacy NHS Post Registration Training Programme and instructions for community pharmacy contractors on completion of grant applications.

Background

2. NHS Circular PCA(P) (2021) 5, issued 8 April 2021 provided initial details of the Community Pharmacy Post Registration Training Programme. As part of the financial settlement for 2021/22, the Scottish Government and Community Pharmacy Scotland agreed on an annualised funding pot of **£1.440 million** to be made available.

Detail

3. There will be up to 130 places made available for this programme which is estimated to take around two and a half years to complete. The summative assessment of each trainee's portfolio of evidence will be undertaken by the Royal Pharmaceutical Society (RPS).

4. The full programme includes completion of the NHS Education for Scotland (NES) Evidence Framework, development of an online portfolio through Supervised Learning Events (SLEs) that support the identification of learning needs, completion of an IP course and submission of the portfolio for assessment by a Clinical Competence committee chaired by the RPS.

7 October 2021

Addresses

For action

Chief Executives, NHS Boards
NHS Education for Scotland,
Post Graduate Pharmacy
Dean

For information

Chief Executive, NHS NSS
Chief Executive, NHS NES
Directors of Pharmacy
Director of Practitioner Service,
NHS NSS

Enquiries to:

Pharmacy Team
1st Floor East Rear
St Andrew's House
EDINBURGH
EH1 3DG

Email:

PharmacyTeam@gov.scot

www.gov.scot

5. On successful completion of the assessment the Foundation programme pharmacist would receive credentials from the RPS indicating they had completed the NES Post Registration Foundation programme plus an IP course.

6. Community pharmacy contractors who provide support to early years pharmacists through the programme, as outlined in this circular, will be eligible for a **£24,000 training grant (£1,000pcm)** over 2 years for each of their employed newly qualified pharmacists who apply for **and are accepted on to the NES Post-Registration Foundation Programme**. This programme also includes the completion of an Independent Prescribing course at a Scottish University (subject to successful application), for which there is additional, separate funding to support course requirements.

Principles

7. Intakes will consist of Post-registration pharmacists qualifying in the summer of each year who are then employed as a pharmacist in a permanent role by a Scottish NHS community pharmacy contractor, listed on the Boards pharmaceutical list. If demand from this cohort is not sufficient to fill the available spaces, eligibility may then be extended to other early years pharmacists.

8. Foundation pharmacists (FPs) and Educational Supervisors (ESs) should be supported with time to complete course requirements, with backfill funded by the associated training grant. The Programme delivery agreement will be built from data provided by NES Pharmacy and RPS which gives an indication of the time required to complete programme elements. Although there will be set dates for NES-run sessions, it is up to contractors to work with their trainees and tutors to plan support across the duration of the programme. Contractors should not be financially disadvantaged as a result of supporting a Foundation Programme pharmacist and Educational Supervisor, including if a trainee leaves their employment.

9. To minimise administration, the flow of funding will continue uninterrupted if a Foundation Programme pharmacist defers training, with the employer re-starting the agreed support on their return (e.g. career break, ill health, maternity etc). The trainee must still intend to complete the programme. This would also be the case on the rare occasion that a Foundation Programme pharmacist does not secure a place on an independent prescribing course on first application – so long as they intend to reapply at a later date and complete their post-registration foundation training. **Any contractor with a Foundation Programme pharmacist who simply takes longer than average to complete the programme will not receive any additional funding.**

10. If a Foundation Programme pharmacist leaves their employment or permanently leaves the programme for any other reason, the contractor should **notify Practitioner Services as soon as is possible, and the associated funding will cease.**

11. Details of the NES Pharmacy Post Registration Foundation Programme and community pharmacy training grant terms and conditions are set out at **Annex A**. Community pharmacy contractors must ensure they have read and understood the requirements of the programme.

12. Community pharmacy contractors must complete the participation template at **Annex B** confirming participation in the programme and agreement to the training grant terms and conditions. **A participation template must be completed for each Foundation Programme pharmacist entered onto the programme from the organisation and only submitted on acceptance onto the programme.** Similarly, community pharmacy contractors must complete a **'termination of participation'** template attached at **Annex C** for any reasons outlined in the grant terms and conditions. These forms should be returned to NSS Practitioner and Counter Fraud Services, electronically using the email address noted on each template.

Action

Health Boards are asked to note the contents of this Circular and to bring it to the attention of community pharmacy contractors on their Pharmaceutical Lists and Area Pharmaceutical Committees.

Yours sincerely



Alison Strath
Chief Pharmaceutical Officer

**NES Pharmacy Post-Registration Foundation programme
Community Pharmacy training grant terms and conditions**

V 1.0 October 2021

Overview

The community pharmacy 3-year funding package includes the provision of funding to support the establishment of a national community pharmacy career framework. This funding will be made available in the form of a £24,000 training grant (£1,000pcm for 2 years) to contractors who provide the support detailed in this agreement to each of their employed newly qualified pharmacists who apply for and are accepted on to the NHS Education for Scotland (NES) Post Registration Foundation Programme.

The programme is an experiential learning programme designed to develop confidence in pharmacy practice specific to Scotland, building on the skills and resilience established during the Foundation Training Year (FTY, previously known as the PRPS year). Much like the FTY the Post-registration Foundation programme, is not primarily a taught course and relies on Foundation Programme pharmacists working with their Educational Supervisors to identify and undertake learning opportunities in line with the programme framework provided by NES. This model also includes the completion of an Independent Prescribing course at a Scottish University (subject to successful application), for which there is additional, separate funding to support course requirements. The programme as a whole is expected to take around two and a half years to complete with the right support in place.

For the most part, the support that must be provided by contractors in receipt of funding will be in the form of:

- a) A named Educational Supervisor (ES)
- b) Time away from normal duties for both the Foundation Pharmacist (FP) and ES to enable them to fulfil programme requirements as defined by NES

There are set events throughout the programme which the FP and ES must be supported to attend, and details of these will be made available by NES well in advance to allow for cover to be arranged as appropriate. How the remainder of the time required of both the FP and ES is provided is a decision best made in partnership between the contractor and their employees, though the strong recommendation is that the programme is completed at a steady pace over the course of the programme.

NES has been managing and developing Foundation years programmes for many years and will continue to do so. Work has been undertaken to ensure that the support around the programme is appropriate for the new and large incoming cohort from the community pharmacy sector and that there is parity with other sectors of the pharmacy profession.

This document outlines the terms that a contractor supporting a Post-registration Foundation Pharmacist will have to meet to qualify for the Training Grant.

Detail

Aim of agreement

- 1.1 The aim of this agreement is to provide a framework that supports both the Foundation Pharmacist and their Educational Supervisor to fulfil the requirements of the NES Post Registration Foundation programme (“**The Programme**”).
- 1.2 This will be achieved by making clear the expectations placed on NHS community pharmacy contractors in receipt of associated funding.

Application

- 2.1 This agreement applies to any NHS community pharmacy contractor (“**Training Provider**”) hosting a/more than one Foundation Pharmacist(s) (“**Foundation Pharmacist**”) and in receipt of related funding (“**Training grant**”) as outlined in circular **PCA(P)(2021) 15**.
- 2.2 This agreement is between the Training Provider and the Scottish Government
- 2.3 This agreement does not preclude the Training Provider from agreeing separate terms relating to The Programme with their employees, in so far as this does not contradict any part of this Agreement.
- 2.4 The funding for supporting a Foundation Pharmacist and their Educational Supervisor is conditional on the terms of this agreement being met by the Training Provider, who is responsible for arranging the support measures described in The Agreement for each of the Training Practices hosting a Foundation Pharmacist.

Role of the Training Provider

In order to qualify for the Training Grant, the Training Provider will:

- 3.1 Work with the Foundation Pharmacist to submit an Expression of Interest (EOI) and to register to join The Programme (from late summer 2021). It is the responsibility of the Training provider to ensure that the Foundation Pharmacist is aware of and understands what will be required of them throughout The Programme. Details will be made available by NES.
- 3.2 Identify and assign a suitable Educational Supervisor for each Foundation Pharmacist as defined by NES criteria at the time of application. An Educational Supervisor may fulfil this role for more than one Foundation Pharmacist. It is the responsibility of the Training provider to ensure that the Educational Supervisor is aware of and understands what will be required of them throughout The Programme. Details will be made available by NES.
- 3.3 Identify and assign a suitable replacement Educational Supervisor for the Foundation Pharmacist(s) should the ES become absent for more than 3 calendar months or leave their employment.

3.4 Ensure that the Foundation Pharmacist and Educational Supervisor are supported with time to attend all fixed elements of The Programme as defined and delivered by NES.

3.5 Ensure that the Foundation Pharmacist and Educational Supervisor are supported with time and ample opportunity to undertake the required Supervised Learning Events (SLEs) and any related training.

3.6 Ensure that the Foundation Pharmacist and ES are supported with time to plan, develop and record the evidence required for portfolio submission as well as to meet regularly as advised by NES.

3.7 Taking 3.3 – 3.5 above together, this equates to an averaged **maximum** total of:

3.7.1 27 days away from normal duties per year for each Foundation Pharmacist (based on an 8- hour day). It is for the Training Provider and Foundation Pharmacist to discuss and agree how and when time allotted to 3.6 above is planned throughout the year.

3.7.2 15 days away from normal duties per year for each Educational Supervisor (modelled on 1 Educational Supervisor: 1 Foundation Pharmacist, may need to be more for Educational Supervisor with more than one Foundation Pharmacist). It is for the Training Provider and Educational Supervisor to discuss and agree how and when time allotted to 3.6 above is planned throughout the year

3.8 Ensure that the Foundation Pharmacist is supported to apply for a place on an Independent Prescribing course as per the requirements of the programme.

3.9 Ensure that any requests from NES for information or updates on progress regarding The Programme, the Foundation Pharmacist or their Educational Supervisor are complied with.

3.9 Ensure that patient confidentiality is always maintained in line with Data Protection and GDPR regulations.

3.10 Ensure that the Foundation Pharmacist and their Educational Supervisor are covered for any activities that they are required to undertake in the course of completing the programme by the Training Practices' liability insurance arrangements.

3.11 Ensure compliance with all current legislation and other statutory requirements relevant to the work required to complete The Programme.

3.12 Ensure that the relevant claim form is submitted to NSS Practitioner services to initiate payment of the training grant.

3.13 Ensure that NSS Practitioner Services are notified in the event that a Foundation Pharmacist leaves the contractor's employment or permanently ceases their training, so that the training grant payments can be stopped.

NHS COMMUNITY PHARMACY POST-REGISTRATION FOUNDATION PROGRAMME

TO BE COMPLETED, A COPY RETAINED BY THE PHARMACY CONTRACTOR AS RECORD OF PARTICIPATION IN ABOVE NOTED PROGRAMME AND FOR POST PAYMENT VERIFICATION, AND A COPY SENT TO NSS AS DETAILED AT THE END OF THE DOCUMENT

CONTRACTOR NAME

CONTRACTOR CODE

Foundation Pharmacist GPhC Number

I, the undersigned contractor, confirm that I agree to the terms and conditions of the NHS Community Pharmacy Post-Registration Foundation Programme as set out in PCA(P)(2021) 15. I will ensure that the above noted Foundation Pharmacist is supported in line with expectations of the programme. Should the Foundation Pharmacist withdraw from the programme or terminate employment with my organisation, any associated fees should be stopped as of the indicated date provided to NHS Practitioner and Counter Fraud Services, and any overpayments recovered.

COUNTER FRAUD DECLARATION

I declare that the information I have provided is correct and complete. I understand that, if I knowingly provide false information, this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I agree to co-operate fully with all payment verification procedures. I agree that any overpayments identified through the post payment verification procedure may be recovered at a future date by the Common Services Agency for the Scottish Health Service. The Common Services Agency may occasionally share information provided on this form with Health Boards and any other relevant organisations. We will share information for the purposes of payment verification, and the prevention, detection and investigation of crime. Signature agreeing to Declaration and consent to share, disclose or obtain information:

Signature:.....

Name (in capitals):.....

Company Position:.....

Date:.....

PLEASE RETURN THIS FORM TO: nss.psd-sgforms@nhs.scot

TERMINATION OF PARTICIPATION IN THE NHS COMMUNITY PHARMACY POST- REGISTRATION FOUNDATION PROGRAMME

TO BE COMPLETED, A COPY RETAINED BY THE PHARMACY CONTRACTOR AS
A RECORD OF TERMINATION IN THE ABOVE NOTED PROGRAMME AND A
COPY SENT TO NSS AS DETAILED AT THE END OF THE DOCUMENT

CONTRACTOR NAME

CONTRACTOR CODE

Foundation Pharmacist GPhC Number

Date of Programme Termination

I, the undersigned contractor, confirm that that the above noted Foundation Pharmacist is no longer participating in the NHS Community Pharmacy Post-Registration Foundation Programme effective from the date indicated. By withdrawing from the Programme, I understand any associated payments should be stopped as of the indicated date, and any overpayments recovered.

COUNTER FRAUD DECLARATION

I declare that the information I have provided is correct and complete. I understand that, if I knowingly provide false information, this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I agree to co-operate fully with all payment verification procedures. I agree that any overpayments identified through the post payment verification procedure may be recovered at a future date by the Common Services Agency for the Scottish Health Service. The Common Services Agency may occasionally share information provided on this form with Health Boards and any other relevant organisations. We will share information for the purposes of payment verification, and the prevention, detection and investigation of crime. Signature agreeing to Declaration and consent to share, disclose or obtain information:

Signature:.....

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