



Dear Colleague

COMMUNITY PHARMACY CONTRACT: INFRASTRUCTURE SUPPORT – STAFF TRAINING

Purpose

1. This circular provides NHS Boards and community pharmacy contractors with details of the financial support being made available for staff training for two time periods 1 November 2018 – 31 March 2019 and 1 April 2019 – 31 October 2019.

Detail

2. Circular PCA(P)(2018)11 set out the details of financial support for staff training available to community pharmacy contractors for courses undertaken/completed in the 2018/19 financial year up until 31 October 2018. This circular carries over these arrangements for the 2019/20 financial year and also captures courses that were undertaken during the period 1 November 2018 - 31 March 2019 that have **not yet been claimed for** in 2018/19.

3. Funding for staff training will be met from the centrally held Pharmaceutical Services line.

4. The courses for which support funding is available are:

- Pharmacy Services Level 2: NVQ/SVQ;
- Pharmacy Services Level 3: NVQ/SVQ;
- Accredited Checking Technician: NPA Accuracy in Dispensing Training Module or equivalent; and
- SQA Professional Development Award (PDA) in Final Accuracy Checking by Pharmacy Technicians

22 August 2019

Addresses

For action

Chief Executives, NHS Boards

For information

Chief Executive, NHS NSS
Director of Practitioner
Services, NHS NSS
NHS Directors of Pharmacy

Enquiries on staff training to:

Anne Watson
NES Pharmacy
2 Central Quay
89 Hydepark Street
GLASGOW
G3 8BW

Tel: **0141 223 1608**

Email:

pharmacy@nes.scot.nhs.uk

General enquiries to:

Elaine Muirhead
Pharmacy & Medicines Division
1st Floor East Rear
St Andrew's House
EDINBURGH
EH1 3DG

Tel: 0131-244-3433

Email:

elaine.muirhead@gov.scot

www.gov.scot

Claims

5. Each contractor, i.e. each community pharmacy, will be able to claim £800 as a contribution towards their costs in putting a permanent member of their staff through one or more of the courses listed above. No more than £800 per contractor is payable **in any given financial year (April – March)** and claims must be submitted by the date detailed in paragraph 8 below.

6. The claim and payment process will be managed by NHS Education for Scotland (NES) Pharmacy with resources available with immediate effect.

7. Payment will be made on submission of evidence that a member of the claimant/contractor's staff is about to commence, has commenced or has completed a listed course during the periods of 1 November 2018 – 31 March 2019 and 1 April 2019 – 31 October 2019. Eligible evidence will be one or more of the following documents:

- Copy invoice of the cost of the training course;
- Letter of registration to the course signed by the training provider; or
- Copy certificate of course completion.

Claim period 1 November 2018 – 31 March 2019

8. Claims should be submitted, on the form attached at **Annex A** together with the required documentation, to Anne Watson, NES (see address details on the form) by **Thursday 31 October 2019**. It is imperative that claims are received by this deadline and any late submissions will not be accepted for payment. If a contractor has already received a contribution of £800 in 2018/19 then no further monies are payable for the 1 November 2018 – 31 March 2019 claim period. However, they would be able to submit a claim for the 1 April 2019 – 31 October 2019 claim period if applicable as this relates to a different financial year as detailed below in paragraph 9.

Claim period 1 April 2019 – 31 October 2019

9. Claims should be submitted, on the form attached at **Annex B** together with the required documentation, to Anne Watson, NES (see address details on the form) by **Thursday 31 October 2019**. It is imperative that claims are received by this deadline and any late submissions will not be accepted for payment. As outlined at paragraph 5 above, no more than £800 per contractor is payable **in any given financial year**.

Claims for 2019/20 financial year from 1 November 2019 onwards

10. Details of the claim and payment arrangements for claims submitted from 1 November 2019 onwards will be outlined by a separate circular. It is our intention to restructure the arrangements for staff training funding from April 2020 onwards. Notification of any revised arrangements will be issued on completion of this work.

NHS Circular:
PCA (P)(2019) 17

Any restructure will not impact on claims submitted for the period November 2019 – March 2020.

Action

11. NHS Boards are asked to:

- **Copy this circular and Annex to all community pharmacy contractors on their pharmaceutical lists;**
- **Note the financial arrangements set out above.**

12. Community pharmacy contractors are asked to:

- **Note the content of this circular and where they wish to claim support funding, to do so using the form attached as Annex A and in accordance with paragraphs 5-9 above.**

Yours sincerely



Rose Marie Parr
Deputy Director Pharmacy & Medicines
Chief Pharmaceutical Officer

**PCS INFRASTRUCTURE DEVELOPMENT FUND
STAFF TRAINING – FINANCIAL SUPPORT CLAIM FORM FOR COURSES UNDERTAKEN
1 NOVEMBER 2018 - 31 MARCH 2019**

Contractor PSD Code:.....

Contractor Name & Address:.....
.....

Name of Staff Member:.....

Name of Course Provider:.....

Course Title:.....

Course Start Date:.....

Course Completion Date (if applicable):.....

COUNTER FRAUD DECLARATION

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.

Please give us your consent to share, disclose or obtain information

The Common Services Agency may occasionally share information provided on this form with Health Boards, official training providers and any other relevant organisations. We will share information for the purposes of payment verification, and the prevention, detection and investigation of crime.

Do you have **written consent** from contractors named on this claim form **agreeing to share relevant information** for these purposes? Please indicate by circling YES or NO:

YES

NO

Signature agreeing to Declaration and consent to share, disclose or obtain information:

Signature:.....

Name (in capitals):.....

Company Position:.....

Date:.....

Completed forms should be **returned by 31 October 2019** with the required documentation to:

**Anne Watson, NES Pharmacy, 2 Central Quay, 89 Hydepark Street, GLASGOW,
G3 8BW.**

**PCS INFRASTRUCTURE DEVELOPMENT FUND
STAFF TRAINING – FINANCIAL SUPPORT CLAIM FORM FOR COURSES UNDERTAKEN
1 APRIL 2019 - 31 OCTOBER 2019**

Contractor PSD Code:.....

Contractor Name & Address:.....
.....

Name of Staff Member:.....

Name of Course Provider:.....

Course Title:.....

Course Start Date:.....

Course Completion Date (if applicable):.....

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G3 8BW.**