

# Pharmacy Technician Workforce Expansion Programme 2022/23



## Guidance for Employers and System Leads

# Content

- Programme drivers
- The 2022/23 pharmacy technician expansion project:
  - Programme requirements, including supervision
  - Examples of placement models
- Application process, timelines and next steps

# Programme drivers

## Why do we need to increase the pharmacy technician workforce?

- Demand is growing for pharmacy technicians to be available to support delivery of new service models outlined in the NHS Long Term Plan
- Pharmacy technicians have a key role in supporting the new primary care workforce, as reflected in the GP Contract 2020/21 Additional Roles Reimbursement Scheme (ARRS)
- Purpose of this project is to support development of the required educational transformation to better enable a supply of pharmacy technicians into primary care roles, without destabilising other sectors of healthcare
- Responsibility for all sectors to contribute to this workforce development

# 2022/2023 Project Overview

# Placements available

**Up to 380 PTPT placements across England**

- **Community pharmacy single-sector training**
- **Cross-sector training**

# Single-sector training

## Community pharmacy – single-sector training

- PTPTs are employed and complete their full 24-month training programme in community pharmacy
  - Applications from both independent and multiples welcome
- Where organisations span geographical regions, separate applications required per region

# Cross-sector training

- PTPTs complete their full 24-month training in a minimum of two different healthcare settings
- Applications welcome from single or multiple partnerships across a region

# Cross-sector partnerships

- Partnerships will consist of a minimum of two healthcare settings:
  - ambulance service
  - care homes
  - community pharmacy
  - community services
  - general practice
  - health and justice
  - integrated care systems
  - primary care networks
  - secondary care
  - mental health
- Partnerships must include a **community** or **hospital** pharmacy
- Employers will be responsible for forming their own partnerships

# Pharmacy Technician: exemplar activities

Please note: This list is not exhaustive and shows tasks undertaken from three care settings that were part of a national pilot across London and Kent, Surrey and Sussex.

<b>Acute Hospital</b>	<b>GP Practice</b>	<b>Community Pharmacy</b>
<p>Dispensing medicines</p> <p>Stock Control</p> <p>Medicines reconciliation</p> <p>POD assessments</p> <p>Transcribing for supply</p> <p>Final Accuracy Checking</p> <p>Audit / Projects</p> <p>Discharge counselling</p> <p>Patient education</p> <p>Providing information and advice</p> <p>Responding to the MHRA recalls</p> <p>Be able to check inhaler technique</p>	<p>Repeat prescriptions management</p> <p>Patient safety audit</p> <p>Medicines Reconciliation</p> <p>Complete a concordance / compliance review</p> <p>Counselling patients to support them in using their medicines effectively</p> <p>Counsel patients on new or high-risk medication</p> <p>Medication switching – high-cost drugs</p> <p>Health promotion campaigns</p> <p>Respond to the MHRA recalls</p> <p>Assist with medication queries</p> <p>Clinical prioritisation of patients and tasks</p> <p>Support initiatives for antimicrobial stewardship</p>	<p>Dispensing medicines</p> <p>Stock control</p> <p>Final Accuracy Checking</p> <p>Audit / Projects</p> <p>Health promotion campaigns</p> <p>Respond to the MHRA recalls</p> <p>Receiving and validating prescriptions</p> <p>Giving out medicines</p> <p>Providing information and advice</p> <p>Supporting health monitoring – Blood pressure, etc.</p> <p>Over the counter medication (OTC)</p> <p>Be able to check inhaler technique</p> <p>New Medicines Service (NMS)</p>

# Training programme criteria

## Training programmes must:

- meet the requirements of the General Pharmaceutical Council (GPhC) Initial Education Training [\(IET\) Standards](#)
- be overseen by an Educational Supervisor; must be a pharmacy professional
- have a work-based Practice Supervisor in each rotation/care setting
- Include accuracy in the assembly of medicines and the checking of others as well as be able to undertake medicines reconciliation and supply
- provide good experiential learning opportunities
- meet the [HEE quality framework](#)
- have a learning plan of training to be provided by the **employer** in place **before** the trainee starts
- have placement objectives for each care setting/rotation

# Placements for cross-sector programmes

- PTPTs must spend a minimum of 12 weeks in each sector per year
- Placements may be blocks or split weeks and could look like:

Model 1
<ul style="list-style-type: none"><li>• 1 day a week college/distance learning</li><li>• 4 x 13-week rotation in community or hospital pharmacy</li><li>• 4 x 13-week split rotations consisting of:<ul style="list-style-type: none"><li>• 2 days a week General Practice</li><li>• 2 days a week in care home</li></ul></li></ul>

Model 2
<ul style="list-style-type: none"><li>• 1 day a week college/distance learning</li><li>• 2 days a week in community or hospital pharmacy</li><li>• 2 days a week in General Practice</li><li>• 1-week placement in specialist service e.g. ambulance service</li></ul>

Model 3
<ul style="list-style-type: none"><li>• The following repeated over 2 years</li><li>• 1 day a week college/distance learning</li><li>• 13 weeks in hospital pharmacy</li><li>• 13 weeks in General Practice</li><li>• 13 weeks in hospital pharmacy</li><li>• 13 weeks in community pharmacy</li></ul>

# Education provision

- GPhC recognised/accredited [qualification/course](#)
- It is recommended that education provision is procured via the apprenticeship route
- If using the apprenticeship route, the following costs may apply:
  - If you are classed as a 'levy payer' 100% of course fees will be funded by the levy.
  - If you are classed as a 'non-levy payer' you can apply to the government to reserve funds. If successful, employers pay 5% of the course fees (up to £400 for the entire 2-year programme), the remaining 95% will be paid by the government

# More about education provision

- Your local HEE Pharmacy team will support identification of an appropriate GPhC accredited education or apprenticeship provider.
- If utilising the apprenticeship route, employers may undertake their own procurement exercise or utilise the National Framework for Pharmacy Apprenticeships managed by Salisbury NHSFT.
- Trainees require:
  - 1 day per week study leave to attend college/complete distance learning
  - 3-4 hours' study leave per week, to contribute towards assignment writing and evidence collection

# Entry requirements for education provision

- GPhC Recognised Qualification/ GPhC Accredited Course
  - Entry requirements vary depending on the course provider. However, as a guide, your PTPT might be expected to have the equivalent of four GCSEs at Grade C and above, including mathematics, English language, science and one other subject.
- Meet apprenticeship funding rules
- Be 16 years of age or older (there is no maximum age limit)
- Have appropriate DBS check and references as per the employing organisation's HR policies

# Recruitment requirements

- Ideally a full-time contract
- Minimum of a 24-month contract
- Expectation that PTPTs will be paid recommended rate as per Agenda for Change [Annex 21 of Band 4](#) (adjusted trainee rate). This ensures standardisation across all employers.

# How much funding is available?

**£46,099** per PTPT over the 2-year training period

- Year 1 - £22,772 per PTPT
- Year 2 - £23,327 per PTPT
- Payments will be made to the employer/system lead monthly (we are exploring using NHS BSA)
- The PTPT can be someone new to your team or an existing team member to upskill (subject to them meeting course entry criteria)
- **PTPTs must start the 24-month training programme by the end of February 2023.**

# What is expected from the employer?

- Ensures each PTPT has a named registered pharmacy professional to act as an educational supervisor (ES), i.e. pharmacist or pharmacy technician, with a minimum of two years' post-qualification experience
- Leads recruitment and HR processes
- Responsible for MoU with partners
- Facilitates the completion of the education provision
- Meets with education provider and updates HEE on PTPT's progress
- Ensures supervision requirements are met

# Supervision requirements

- Work-based experience must be under the supervision, direction or guidance of a GPhC registered pharmacist or pharmacy technician to whom they are directly accountable for a minimum of **14 hours per week**
- Each PTPT must have a named Educational Supervisor
- Each placement site/rotation must have a Practice Supervisor
- [HEE supervisor framework](#)

# Role of an educational supervisor

- The educational supervisor (ES) is a named person, responsible for the overall supervision and management of a specified trainee's educational progress during a period of training placement or series of placements. This will include formal assessment and sign-off.
- The educational supervisor is responsible for:
  - Liaising with education provider and updating HEE on progress
  - Ensuring inductions are undertaken
  - Objective settings
  - Organising workplace shadowing
  - On the job training
  - Formative Assessments
  - Progress reviews
  - Ensures each placement site has a practice supervisor in place
  - Ensures the practice supervisor understands their role
  - Facilitates completion of training programme

# Role of a practice supervisor

- The practice supervisor (PS) is responsible for overseeing a specified trainee's work and providing developmental feedback during a period of training. This role requires appropriate assessment skills. Practice supervisors will support learners to identify opportunities for learning in the workplace and provide supervision of trainees on a day-to-day basis.
- Local HEE pharmacy teams offer training for both practice supervisors and educational supervisors.

# Support from the HEE Pharmacy Team

## Dedicated Regional Programme Facilitator

- Employer/system lead guidance
- Resources, e.g. examples of job adverts, JDs and learning plans
- Support/signposting for partnership formation
- Advice for levy transfer (if/where applicable)
- Where needed, site visits to provide support and ensure robust educational infrastructure, quality processes and governance in place.

# Application process

- Application is via an expression of interest submitted via an online form
- Application template to support application completion
  - For cross-placements, this should be completed in collaboration with all partners
- Responses will be used to determine allocation of funding.
  - Free text boxes are your opportunity for you to sell your training programmes and let us know why HEE should support your application for funding
- Application window
  - Monday 27 June until **11.59pm, Sunday 17 July 2022**

# Project timeline

27 June 2022	Initial stakeholder engagement events to identify possible training sites and facilitate formation of partnerships
27 June 2022	Application opens for expressions of interests
<b>17 July 2022</b>	<b>Closing date for expressions of interests</b>
18-19 July 2022	Evaluation of applications
5 August 2022	Successful applicants informed
w/c 15 <sup>th</sup> August 2022	Programme initiation webinar with employers to provide support with initial recruitment, e.g. advert, JD, apprenticeship funding guidance
15 August 2022	Employers develop 2-year training plan and where there are external placements, agree learning objectives for those placements
August-December 2022	Recruitment of trainees
September 2022-February 2023	Trainees begin employment, local induction, etc.
By 28 <sup>th</sup> February 2023	All trainees must be employed and have started college/distance learning programme

# Next Steps

- Read guidance for employers and system lead
- Form partnerships (if applying for cross-sector bids)
- Agree training programme overview
- Complete and submit expression of interest form by **Sunday 17 July 2022**
- **Successful applicants to attend regional programme initiation webinar the week commencing 15 August 2022**

# Programme initiation webinars

- Regional initiation webinars will be held w/c 15 August.
- These webinars are mandatory for successful funding applicants.
- Successful funding applicants should ensure that Educational Supervisors have protected time to attend their regional webinar.

## Regional webinar arrangements from w/c 15 August (dates tbc)

East of England and Midlands

London and South East (Kent, Surrey and Sussex)

North East and Yorkshire and North West

South West and South East (Thames Valley and Wessex)

# HEE regional pharmacy teams

If you have any further questions, please email:

Regional Office	
East of England	<a href="mailto:pharmacy.eoe@hee.nhs.uk">pharmacy.eoe@hee.nhs.uk</a>
London	<a href="mailto:lasepharmacy@hee.nhs.uk">lasepharmacy@hee.nhs.uk</a>
Midlands	<a href="mailto:pharmacy.me@hee.nhs.uk">pharmacy.me@hee.nhs.uk</a>
North East and Yorkshire	<a href="mailto:medicinesoptimisation.north@hee.nhs.uk">medicinesoptimisation.north@hee.nhs.uk</a>
North West	<a href="mailto:medicinesoptimisation.north@hee.nhs.uk">medicinesoptimisation.north@hee.nhs.uk</a>
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**[Pharmacy Technician Workforce Expansion Project](#)**