

Pharmacy Technician Workforce Expansion Programme 2021/22: Guidance for Employers and System Leads



Contents

Introduction	3
Participating in the programme	4
What are the benefits of being part of this programme?	4
Who can participate and 'host' a PTPT?	4
Option 1 – Community Pharmacy single sector	5
Option 2 – Cross-sector training	5
Remuneration	7
Application Process	8
Project Timeline	9
Delivering the training programme	9
Education provision	9
PTPT recruitment	10
Supervision requirements	11
Educational Supervisor	11
Practice supervisors	12
Supervision training	13
Support for programme development	13
Further information and FAQs	13
Contact details	15
Appendix 1: Option 1 Community Pharmacy Single Sector Application Template	16
Appendix 2: Option 2 – Cross sector Partnerships Application Template	18
Appendix 3: System-wide Application Template	21
Appendix 4 – Evaluation Criteria	23
Evaluation criteria for community pharmacy single sector bids	23
Evaluation criteria for cross sector partnership and system-wide bids	24

Introduction

Health Education England are looking to work with employers to implement a 24-month training programme for pre-registration trainee pharmacy technicians (PTPTs) nationally across England

Individuals undergoing education and training to become a registered pharmacy technician are known as a pre-registration trainee pharmacy technician (PTPT) and will be referred to as 'PTPT' in this document henceforth.

The NHS Long Term Plan¹ has highlighted a need to grow pharmacy technician numbers to meet the increasing demand for patient-facing clinical pharmacy roles across care settings. With pharmacy technicians added to roles eligible for the Additional Roles Reimbursement Scheme (ARRS) within primary care networks, it is essential that we work to grow PTPT placement numbers, ensuring workforce demands and patient needs are met across all sectors moving forward.

HEE are looking for community pharmacies or partnerships* that will deliver a work-based training programme for PTPTs that meet the General Pharmaceutical Council (GPhC) Initial Education and Training (IET) Standards² for pharmacy technicians. The knowledge component of PTPT training will be delivered by an education provider ideally through the apprenticeship route.

*Ideally, for partnership, we would like to inclusion of general practice and primary care networks to continue workforce growth in this sector. Partnerships must include a minimum of two healthcare settings, at least one of which must be responsible for delivery of day-to-day patient facing pharmacy services in a community or hospital pharmacy.

Application will be via expressions of interest opening on 23rd August and closing on 26 September 2021.

¹ <https://www.longtermplan.nhs.uk/>

²

https://www.pharmacyregulation.org/sites/default/files/standards_for_the_initial_education_and_training_of_pharmacy_technicians_october_2017.pdf

Participating in the programme

What are the benefits of being part of this programme?

Taking on a PTPT is a long-term investment to 'grow your own workforce' and will support participants to meet the increased demand placed on clinical services across sectors. Many organisations are struggling to recruit qualified pharmacy technicians with the required experience, particularly in sectors not traditionally associated with the role such as in primary care networks (PCNs) or General Practice (GP).

By participating in this training programme you will be contributing to a future pharmacy technician workforce better prepared to deliver enhanced integrated healthcare system services from the point of qualification. This should in turn mean that less resource is required to establish new starters in these roles in the future.

The offer aims to be flexible and allow employers to develop training programmes in line with their service models. However, key principles will inform programme development. These principles are based on the training programme:

1. Meeting the requirements of the GPhC Initial Education Standards (IET) for pharmacy technicians³
2. Providing adequate supervision
3. Providing good experiential learning opportunities
4. Meeting the Health Education England quality framework⁴

Who can participate and 'host' a PTPT?

We are looking for either community pharmacy employers to deliver PTPT training as a single sector programme **or** employers to form partnerships to develop training placements which must consist of a minimum of two healthcare settings one of which must be either a community or hospital pharmacy. Ideally, we would like to see partnerships that include general practice/primary care networks. Healthcare settings eligible for cross-sector programmes are:

- ambulance service
- care homes
- community pharmacy
- community services
- general practice
- health and justice
- integrated care systems
- primary care networks
- secondary care
- mental health

There will be two application options for employers wishing to participate.

Option 1 – Community Pharmacy single sector, the trainee is employed and completes their full 24 months training programme in community pharmacy.

³https://www.pharmacyregulation.org/sites/default/files/standards_for_the_initial_education_and_training_of_pharmacy_technicians_october_2017.pdf

⁴ <https://www.hee.nhs.uk/our-work/quality>

Option 2 – Cross-sector training, the trainee completes their training in a minimum of two different healthcare settings (see Cross-sector partnerships – how do they work?).

Option 1 – Community Pharmacy single sector

Community pharmacy single sector training criteria

- Educational supervision (a GPhC registered professional with a minimum of two year's post qualification experience) capacity identified for 24-month period
- Practice supervision capacity identified for 24-month period
- Outline of 24-month training plan (it is understood that this will be developed in further detail if application is successful)
- Payment of any additional costs considered and agreed (usually covered by the employer)
- Must employ the PTPT meeting AfC Annex 21 Band 4 pay
- PTPTs must be given one day per week to attend college or complete distance/e-learning
- Must meet the pharmacy technician (integrated) apprenticeship standard requirements⁵, including 20% off the job training (where apprenticeship route utilised)
- As part of their training PTPTs will be expected to demonstrate accuracy in the assembly of medicines and the checking of others as well as be able to undertake medicines reconciliation and supply

Option 2 – Cross-sector training

Cross-sector training criteria

- Partnership identified with employer nominated & at least one other partner
- Payment of any additional costs considered and agreed (usually covered by the employer)
- Educational supervision (a GPhC registered professional with a minimum of two year's post qualification experience) capacity identified for 24-month period
- Practice/clinical supervision capacity identified for 24-month period
- Placement/sector rotations including durations & locations clearly identified for the 24-month period
- Placement model identified for the 24-month period (e.g. split week or 13-week blocks)
- Trainee must spend a minimum of 12 weeks in each sector per year
- Must employ the PTPT under AfC Annex 21 Band 4 pay
- PTPTs must be given one day per week to attend college or complete distance/e-learning
- Must meet the pharmacy technician (integrated) apprenticeship standard requirements⁶, including 20% off the job training (where apprenticeship route utilised)
- As part of their training PTPTs will be expected to demonstrate accuracy in the assembly of medicines and the checking of others as well as be able to undertake medicines reconciliation and supply

⁵ [https://www.instituteforapprenticeships.org/apprenticeship-standards/pharmacy-technician-\(integrated\)-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/pharmacy-technician-(integrated)-v1-0)

⁶ [https://www.instituteforapprenticeships.org/apprenticeship-standards/pharmacy-technician-\(integrated\)-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/pharmacy-technician-(integrated)-v1-0)

Please note, a dispensary within a dispensing doctor practice cannot be used as an alternative placement setting to a community or hospital pharmacy. However, this can be used as a supplementary rotation/placement as there is valuable experience to be gained from a PTPT working in a dispensing doctor dispensary.

Cross-sector partnerships – How do they work?

Employers wishing to deliver a cross-sector programme are responsible for forming their own partnerships. In the first instance, if you have a good relationship with a local GP, pharmacy, care home, hospital etc. start to have to have discussions about the programme and the type of placement they can offer. Although a minimum of two partners are required, larger partnerships may provide additional experiential learning opportunities for the PTPT; this will strengthen the cross-sector programme. Your local HEE pharmacy team can support conversations and building of partnerships.

Within the partnership one partner will be the employer, with responsibility for:

- Employing PTPT(s)
- Facilitating financial payments
- Agreeing a memorandum of understanding (MoU) with the partner/s. (MoU to include who is responsible for any additional costs e.g. wages, supervision, employment on costs etc.)
- Working with the other partners to agree a learning plan for the PTPT(s) that meets the GPhC IET standards for pharmacy technicians.

Your local HEE Pharmacy team can advise on the requirements of the MoU and learning plan. Examples and templates will be provided as part of the programme support offer (see programme support section).

Cross-sector partnerships – Forming a partnership and placements

The employer will identify a suitable partner or partners and agree an overview of which of the programme standards and objectives the PTPT will undertake during their placement with each partner.

Partnerships must consider what the placement model will be, for instance, this may consist of block rotations in one placement/sector at a time, a split week e.g. 2 days a week rotating between placements, or whether a mixed model be adapted.

The table below provides three examples of what a placement model could look like. Partnerships have the freedom to deliver a different model to those suggested as long as the PTPT spends a minimum of 12 weeks per year in each sector.

Pharmacy Technician Workforce Expansion Programme 2021/22: Guidance for Employers and System Leads

Model 1	Model 2	Model 3
<ul style="list-style-type: none">• 2 days a week in community or hospital pharmacy• 2 days a week in General Practice• 1 week placement in specialist service e.g. ambulance service	<ul style="list-style-type: none">• 4 x 13 week rotations in community or hospital pharmacy• 4 x 13 week split rotations consisting of:<ul style="list-style-type: none">• 2 days a week in GP• 2 days a week in care home	<p>The following repeated over 2 years:</p> <ul style="list-style-type: none">• 13 weeks in hospital pharmacy• 13 weeks in GP• 13 weeks in hospital pharmacy• 13 weeks in community pharmacy

*All models to include 1 day per week for college attendance/distance learning

Other recognised community health and social care settings can be used for supplementary learning but could be shorter 'taster' placements with appropriate supervision. Evidence of quality placements exposing the trainee to a breadth of experiential learning opportunities will be reflective of a strong application.

Please note, the lead employer is responsible for organising and co-ordinating access to placements with the partner organisations over the 24-month training period. This is to ensure that the PTPT can meet all learning requirements. Where a trainee is unable to access the appropriate placements, there is a risk of the individual failing the programme and not being able to register as a pharmacy technician.

System-wide application bids

System wide Eols covering multiple employers and partnerships are welcomed. The system lead may decide to lead on all aspects of the programme or delegate responsibility to the partnership employers.

Remuneration

What funding is available and how can it be used?

To support the urgent need to increase the pharmacy technician workforce, HEE is offering a financial training contribution to support sites in developing a PTPT programme, that meets the HEE quality framework⁷.

The annual offer is a training contribution of:

- Year 1 - £22,772 per PTPT
- Year 2 - £23,327 per PTPT

The funding can be used flexibly and is intended to contribute to the cost of developing and running a two-year programme. The training contribution may be used towards the cost of salary, infrastructure costs such as practice supervision and/or educational supervision or any other costs associated with the PTPT successfully completing this training programme/apprenticeship.

⁷ <https://www.hee.nhs.uk/our-work/quality>

Two payments will be made to the employer/system lead who must assure financial arrangements are in place to support the PTPT throughout the duration of the programme. It is up to partnerships to agree how these funds are utilised amongst partners for programme delivery.

Please note, PTPTs must start the training programme by the end of March 2022 and complete the training programme within 24 months.

Application Process

Application is via an expression of interest submitted via an [online application form](#)⁸. Before completing the application form it is advised that the employer/system lead complete the provided application template (Appendix 1). The application template should be completed in collaboration with the other partner/s and be retained by the employer/system lead.

During evaluation of bids, a member of the evaluation panel may contact the employer/system lead for clarification. It is therefore essential a copy of the completed application template is available to them.

Please refer to the evaluation criteria in Appendix 2 to assist completion of your EoI.

Deadline for applications

Applications must be submitted via the online form by 11.59pm on 26 September 2021.

⁸https://healtheducationyh.onlinesurveys.ac.uk/eoi_form_ptpt_contribution

Project Timeline

August 2021	•Initial stakeholder engagement events to identify possible training sites and facilitate formation of partnerships
23 August 2021	•Application opens for expressions of interests
26 September 2021	•Closing date for expressions of interests
w/c 27 September 2021	•Evaluation of applications
w/c 4 October 2021	•Successful applicants informed
w/c 18 th October 2021	•Programme initiation meeting to provide support with initial recruitment e.g. advert, JD, apprenticeship funding guidance
October/November 2021	•Recruitment of trainees
January/February 2022	•Trainees begin employment, local induction etc.
By 31st March 2022	•All trainees must be employed and have started college/distance learning programme

Delivering the training programme

Education provision

Choosing an education provider

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.

It is a programme requirement that PTPTs are given one day per week to attend college or complete distance/e-learning. This should be part of their paid employment and may contribute towards their off-the-job training requirement if completing an apprenticeship. It is recommended that an additional three to four hours is also given to contribute towards assignment writing and evidence collection where possible.

How much are the training fees?

It is recommended that education provision is procured via 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 will only pay 5% of the course fees (up to £400 for the entire 2-year programme), the remaining 95% will be paid by the government

It is the responsibility of the employer to ensure, where relevant, levy funds are available. Your local HEE regional Talent for Care Managers can provide further advice if required, including signposting for guidance on provision of levy-transfer. If you do not know who your HEE regional Talent for Care Manager is then your local HEE pharmacy team can advise you.

Further information regarding the apprenticeship levy can be found on the Gov UK website⁹

PTPT recruitment

How will PTPTs be recruited?

The employer will lead on recruitment (in collaboration with their programme partner(s) if a cross sector programme) and in line with the employers Terms and Conditions. Recruit must meet AfC Annex 21 Band 4 pay.

Eligibility to train as a PTPT

Existing staff can be upskilled or you can recruit new staff to the PTPT post. However, all applicants for the post must meet the following criteria:

- **GPhC Recognised Qualification:** This may vary slightly between education providers however indicative entry requirements are four GCSEs at Grade A*-C/9-4 including Mathematics, English Language, Science and one other subject.
- **GPhC Accredited Course:** The applicant will undertake pre-screening assessments in relation to health and character, current ability & current level of Mathematics, English and Science knowledge. The assessments will ascertain if their current level of Mathematics, English and Science meets the following minimum education requirements:
 - English: GCSE Grade C/4 or equivalent evidence
 - Mathematics: GCSE Grade C/4 or equivalent evidence
 - Science: GCSE Science Grade C/4 or equivalent evidence
- Meet apprenticeship funding rules¹⁰
- 16 years of age or older (there is no maximum age limit)
- Appropriate DBS check and references as per the employing organisations' HR policies

9

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007542/2122_Employer_Rules_Version_1.pdf

¹⁰ <https://www.gov.uk/guidance/apprenticeship-funding-rules>

Your local HEE pharmacy team will be available to provide guidance around the recruitment process and provide advice on creating recruitment adverts and job descriptions. Apprenticeship providers can also support employers with recruitment of PTPTs.

What salary should be paid to a PTPT?

To ensure parity and consistency for trainees across all sectors participating in this programme, successful bidders are expected to employ PTPTs at a level commensurate with NHS Agenda for Change (AfC) pay scale Annex 21¹¹ Band 4 (adjusted trainee rate). This equates to (excluding employer on-costs and high cost allowance):

- Year 1 - £17,417 (this is 70% of band 4 maximum)
- Year 2 - £18,662 (this is 75% of band 4 maximum)

How many hours will a PTPT work per week?

37.5 hrs per week (of which a minimum of 20% will be 'off the job' training to include college/distance learning study and tasks related to their development as a PTPT).

Due to the requirements of this intensive training programme, it is preferred that PTPTs will be employed on a full-time contract. Part-time employment (fewer than 30 hours a week) will be considered on a case-by-case basis, if the GPhC Initial Education and Training Standards can be met and there is no impact on programme attainment.

Please note, to comply with apprenticeship funding rules PTPTs employed on a part-time basis will be by exception.

Supervision requirements

All PTPTs must have an educational supervisor who will oversee the training programme and practice supervisors in each placement/rotation. Further information regarding supervision can be found in the GPhC's guidance on supervising pharmacy professionals in training¹².

Educational Supervisor

PTPTs must be assigned ONE named registered pharmacy professional to act as an educational supervisor who has been registered for at least 2 years at the point when the PTPT commences the programme.

To become a pharmacy educational supervisor, you must:

- be a registered pharmacy professional with a minimum of two year's post qualification experience

¹¹ <https://www.nhsemployers.org/tchandbook/annex-21-to-25/annex-21-arrangements-for-pay-and-banding-of-trainees>

¹² https://www.pharmacyregulation.org/sites/default/files/document/guidance_on_supervising_pharmacy_professionals_in_training_august_2018.pdf

- meet the GPhC tutor suitability requirements¹³
- meet the education provider's requirement

The educational supervisor should work collaboratively with the practice/clinical supervisors to ensure the overall training programme meets the GPhC's IET standards, monitor the PTPTs progress throughout the training programme and seek feedback for review meetings and appraisals, and final-sign-off for trainees.

It is expected that the PTPT will meet their educational supervisor at least once a month to ensure holistic care, review progress and provide support of the PTPT.

Can an educational supervisor also be a practice/clinical supervisor?

Yes, they can. Although, when they meet with the PTPT they must make it clear what role they are carrying out.

Practice supervisors

A practice supervisor (PS) in pharmacy is someone selected, appropriately trained and responsible for overseeing a specified PTPT's work and providing developmental feedback during a period of training. This role requires appropriate assessment skills. Practice supervisors will support PTPTs to identify opportunities for learning in the workplace and provide supervision of PTPTs on a day-to-day basis – identifying PTPTs requiring additional support. Practice supervisors are involved in and contribute to a work-based learning culture.

The GPhC IET standards require PTPTs to have the opportunity to work with the wider multi professional team to reflect the necessary knowledge and skills required of the role. We recognise that on occasion, specific periods of practice supervision may be best placed with others outside of the pharmacy profession, for example, a practice nurse supervising a PTPT counselling on inhaler technique or an experienced prescription clerk supervising a PTPT handling repeat prescription requests. Practice supervisors should ensure that any such activities are planned and that supervision is undertaken by a suitably trained and experienced individual under the instruction of the educational supervisor.

Examples of roles which would be considered to provide practice supervision are:

- Skills-based assessor
- Work-based Expert witness
- Section/rotation/placement trainer
- Another multi-professional practice/clinical supervisor

¹³

https://www.pharmacyregulation.org/sites/default/files/document/guidance_on_supervising_pharmacy_professionals_in_training_august_2018.pdf

The practice supervisor should meet with the PTPT at the start of a placement/rotation to agree learning outcomes, training and support. They should then meet with the PTPT mid-rotation to provide interim feedback and support and then again at the end of the rotation to give summative feedback.

Supervision training

Educational frameworks

HEE LaSE Pharmacy have developed educational supervisor¹⁴ and practice supervisor¹⁵ frameworks. These can be used as a tool for supervisors to identify the competencies relevant to their role and to demonstrate competence against criteria by mapping their experience to them and identifying learning needs for their role as an educational supervisor or practice supervisor.

Supervisor training programmes

Contact your local HEE pharmacy team for advice regarding available supervision training.

Support for programme development

As well as the financial support offered for being involved in the project a range of additional support is available. A dedicated programme facilitator will be appointed to provide dedicated support. Additionally, partnerships can expect their local HEE Pharmacy team to support with:

- Development of a stakeholder network
 - Quarterly group partnerships meetings to share/develop resources, identify potential issues and identify solutions together
 - Resources and templates e.g. examples of job descriptions, learning plans and placement objectives
- Support/signposting for partnership formation
- Advice for levy transfer (if/where applicable)
- Partnership visits to provide support and ensure robust educational infrastructure, quality processes and governance in place
- Tools to support training needs analysis of supervisors
- Access to free supervisor training

Further information and FAQs

Can the PTPT be on site if the practice supervisor is absent?

Yes, there will be times when the practice supervisor is absent, for example on annual leave, and the PTPT is at the site. This should be planned with appropriate supervision by another

¹⁴ https://www.lasepharmacy.hee.nhs.uk/dyn/_assets/_folder4/educational-frameworks/heelaseesframework2019.pdf

¹⁵ https://www.lasepharmacy.hee.nhs.uk/dyn/_assets/_folder4/educational-frameworks/heelasepsframework2019.pdf

registered healthcare professional and activities put in place for the PTPT in these instances. Arrangements must be in place for the management of unplanned practice/clinical supervisor absences, for example sickness, including who has responsibility for the supervision of the PTPT. Unexpected, prolonged absences would need to be escalated to the lead employer and the local HEE Pharmacy team.

Do the placements have to happen at specific times over the two years?

The timing of each of the component placements should be in the learning plan and support the successful completion of the PTPT integrated training programme. Your local HEE Pharmacy team can provide advice on this if required.

Can PTPTs spend their time across several sites in each sector?

There are several benefits to exposing the trainee to several sites and experiences, ensuring appropriate supervision requirements are in place.

Should the PTPT spend all their time working with pharmacy professionals?

No, the PTPT should be exposed to and learn from a wide range of professionals, whilst ensuring the GPhC Initial Education and Training Standards are met. The time spent with other healthcare professionals must cover clinical duties as well as non-clinical activities relevant to a pharmacy technician role in that sector.

Can the PTPT support service delivery?

Yes, however, as the PTPTs are not yet qualified healthcare professionals, they must always be supervised. The degree of autonomy with which they can operate will be determined by the registered professional supervising them at that time, based on their assessment of the PTPT's knowledge and skills.

PTPTs will be able to contribute to quality improvement activities. However, the bulk of their time should be spent on activities relating to the delivery of patient focused and, where appropriate, patient-facing activities.

While the PTPTs are supernumerary, they should be undertaking activities (with the appropriate supervision) that support them in developing the knowledge, skills and behaviours required to function as an autonomous professional upon registration.

Should PTPTs spend most of their time shadowing others?

No, this programme should provide PTPTs with significant hands-on practical experience in order to prepare them for practice as autonomous professionals. It is therefore expected that they be given the opportunity to learn by undertaking the range of tasks expected of a registered pharmacy technician.

What activities is the PTPT expected to be involved in?

PTPTs will undertake a range of activities dependent on the clinical learning environment in which they work, their knowledge and skills, and their competence and confidence. Activities should

Pharmacy Technician Workforce Expansion Programme 2021/22: Guidance for Employers and System Leads

allow them to meet the requirements of the GPhC Initial Education (IET) Standards and link to the agreed learning outcomes as agreed in the learning plan.

As part of their training PTPTs will be expected to demonstrate accuracy in the assembly of medicines and the checking of others as well as be able to undertake medicines reconciliation and supply. Roles and responsibilities for the PTPT should include activities that deliver services and pharmaceutical care to individuals.

Contact details

Please email your local HEE pharmacy team if you have any questions regarding this programme or the application process

Regional Office	
East of England	pharmacy.me@hee.nhs.uk
London	lasepharmacy@hee.nhs.uk
Midlands	pharmacy.me@hee.nhs.uk
North East and Yorkshire	medicinesoptimisation.north@hee.nhs.uk
North West	medicinesoptimisation.north@hee.nhs.uk
South East (Kent, Surrey and Sussex)	lasepharmacy@hee.nhs.uk
South East (Thames Valley and Wessex)	Pharmacy.South@hee.nhs.uk
South West	Pharmacy.South@hee.nhs.uk

Appendix 1: Option 1 Community Pharmacy Single Sector Application Template

EoI Question	Response
What type of bid are you submitting?	Cross sector / System wide / Community pharmacy
Number of trainees	
Would you accept funding contributions for less trainees?	Yes / No
Employing organisation	
Name of employing organisation	
Address	
Contact's forename	
Contact's surname	
Contact's email	
Contact's telephone	
Is your organisation on Oriel?	Yes / No
Demonstration of minimum criteria	
Does your partnership include a community and/or hospital pharmacy partnership?	Yes / No
Do you agree to pay the trainee at NHS agenda for change annex 21, Band 4 (or equivalent for non-NHS organisations)?	Yes / No
Can you support payment of additional costs not covered by the training contribution (e.g. on costs, including pension, salary etc)?	Yes / No
Will the trainee be released for 1 day a week to attend college/complete knowledge learning?	Yes / No
Will the trainee be given dedicated time to complete assessments in addition to 1 day per week to attend college/complete lessons?	Yes / No If so, how many hours per week?
Will the trainee have access to adequate IT and protected space to complete knowledge learning/assessments in all placements - to complete the training requirements throughout the 24-month training programme?	Yes / No
Can you confirm you have educational supervision capacity identified for 24-month period (max of 2 trainees per educational supervision)	Yes / No
Are the educational supervisors registered pharmacists or pharmacy technicians with a minimum of 24 months post qualification experience? (The name of this individual must be provided when the trainee starts).	Yes / No
Can you confirm you have practice supervision capacity identified for 24-month period?	Yes / No

**Pharmacy Technician Workforce Expansion Programme 2021/22:
Guidance for Employers and System Leads**

Supporting Information	
<p>Give an overview of the training programme including competencies the PTPT will complete over the 24-month training period.</p>	<p>Please bullet point (Maximum of 750 characters)</p>
<p>Provide a brief overview of the planned educational infrastructure including details of relevant education and training experience across the partnership and additional information that may support learning experiences for the trainee/s.</p>	<p>(Maximum of 1500 characters)</p>

Appendix 2: Option 2 – Cross sector Partnerships Application Template

EoI Question	Response
What type of bid are you submitting?	Cross sector / System wide / Community pharmacy
Number of trainees	
Would you accept funding contributions for less trainees?	Yes / No
Employing organisation	
Name of employing organisation	
Address	
Contact's forename	
Contact's surname	
Contact's email	
Contact's telephone	
Partner 1	
Name of organisation for partner 1	
Address	
Contact's forename	
Contact's surname	
Contact's email	
Contact's telephone	
Partner 2	
Name of organisation for partner 2	
Address	
Contact's forename	
Contact's surname	
Contact's email	
Contact's telephone	
Partner 3	
Name of organisation for partner 3	
Address	
Contact's forename	
Contact's surname	
Contact's email	
Contact's telephone	
Demonstration of minimum criteria	
Does your partnership include a community and/or hospital pharmacy partnership?	Yes / No
Do you agree to pay the trainee at NHS agenda for change annex 21, Band 4 (or equivalent for non-NHS organisations)?	Yes / No
Can you support payment of additional costs not covered by the training	Yes / No

**Pharmacy Technician Workforce Expansion Programme 2021/22:
Guidance for Employers and System Leads**

contribution (e.g. on costs, including pension, salary etc)?	
Who will pay the additional costs not covered by the training contribution?	Employer / Partner organisation / Other
Will the trainee be released for 1 day a week to attend college/complete knowledge learning?	Yes / No
Will the trainee be given dedicated time to complete assessments in addition to 1 day per week to attend college/complete lessons?	Yes / No If so, how many hours per week?
Will the trainee have access to adequate IT and protected space to complete knowledge learning/assessments in all placements - to complete the training requirements throughout the 24-month training programme?	Yes / No
Can you confirm you have educational supervision capacity identified for 24-month period (max of 2 trainees per educational supervision)	Yes / No
Are the educational supervisors registered pharmacists or pharmacy technicians with a minimum of 24 months post qualification experience? (The name of this individual must be provided when the trainee starts).	Yes / No
Can you confirm you have practice supervision capacity identified for 24-month period for each placement ? (The lead contact details must be provided when the trainee starts).	Yes / No
Does each placement have a registered pharmacy professional within their organisation?	Yes / No
What is your proposed placement model?	Split week Rotation blocks Other
Please provide brief details of proposed placement model	(Maximum of 500 characters)
List the different sectors the trainee will be placed in	Typo secondary care
Supporting Information	
List the competencies you anticipate the trainee will undertake in the employing organisation	Please bullet point (Maximum of 750 characters)
List the competencies you anticipate the trainee will undertake with each partner	Please bullet point (Maximum of 750 characters)

**Pharmacy Technician Workforce Expansion Programme 2021/22:
Guidance for Employers and System Leads**

<p>Provide a brief overview of the planned educational infrastructure including details of relevant education and training experience across the partnership and additional information that may support learning experiences for the trainee/s.</p>	<p>(Maximum of 1500 characters)</p>
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Appendix 3: System-wide Application Template

EoI Question	Response
What type of bid are you submitting?	Cross sector / System wide / Community pharmacy
Number of trainees	
Would you accept funding contributions for less trainees?	Yes / No
System representative details	
System organisation	
Address	
Contact's forename	
Contact's surname	
Contact's email	
Contact's telephone	
Who is employing the PTPT?	
Who is employing the PTPT?	<ul style="list-style-type: none"> System representative e.g. ICS/PCN One of the placement organisations from each partnership Other – please provide details
Please list the names of the organisations in your system bid. <ul style="list-style-type: none"> For cross sector bids include details of the employer and their partners. For community pharmacy bids include all pharmacy sites. 	
Demonstration of minimum criteria	
Do all programmes include a placement with either community and/or hospital pharmacy?	Yes / No
Do you agree to pay the trainee at NHS agenda for change annex 21, Band 4 (or equivalent for non-NHS organisations)?	Yes / No
Can you support payment of additional costs not covered by the training contribution (e.g. on costs, including pension, salary etc)?	Yes / No
Who will pay the additional costs not covered by the training contribution?	Employer / Partner organisation / Other
Will the trainee be released for 1 day a week to attend college/complete knowledge learning?	Yes / No
Will the trainee be given dedicated time to complete assessments in addition to 1 day per week to attend college/complete lessons?	Yes / No If so, how many hours per week?
Will the trainee have access to adequate IT and protected space to complete knowledge learning/assessments in all placements - to complete the training requirements throughout the 24-month training programme?	Yes / No

**Pharmacy Technician Workforce Expansion Programme 2021/22:
Guidance for Employers and System Leads**

Can you confirm you have educational supervision capacity identified for 24-month period (max of 2 trainees per educational supervision)	Yes / No
Are the educational supervisors registered pharmacists or pharmacy technicians with a minimum of 24 months post qualification experience? (The name of this individual must be provided when the trainee starts).	Yes / No
Can you confirm you have practice supervision capacity identified for 24-month period for each placement? (The lead contact details must be provided when the trainee starts).	Yes / No
Does each placement have a registered pharmacy professional within their organisation?	Yes / No
What is your proposed placement model?	Split week Rotation blocks Other
Please provide brief details of proposed placement model	(Maximum of 500 characters)
List the different sectors the trainee will be placed in	Typo secondary care
Supporting Information	
List the competencies you anticipate the trainee will undertake. For cross sector list for each partnership.	Please bullet point (Maximum of 1500 characters)
Provide a brief overview of the planned educational infrastructure including details of relevant education and training experience across the partnership and additional information that may support learning experiences for the trainee/s.	(Maximum of 1500 characters)

Appendix 4 – Evaluation Criteria

Evaluation criteria for community pharmacy single sector bids

Criteria with a Pass/Fail weighting must achieve a pass to be considered. Any criteria receiving a No response is a Fail which will result in that application being rejected.

There are four criteria that will be used to identify the strength of the applications to provide a comparative score. See table below for weighting for these questions.

Evaluation Criteria	Weighting
Does your partnership include a community and/or hospital pharmacy partnership?	Pass / Fail
Do you agree to pay the trainee at NHS agenda for change annex 21, Band 4 (or equivalent for non-NHS organisations)?	10%
Can you support payment of additional costs not covered by the training contribution (e.g. on costs, including pension, salary etc)?	Pass / Fail
Will the trainee be released for 1 day a week to attend college/complete knowledge learning?	Pass / Fail
Will the trainee be given dedicated time to complete assessments in addition to 1 day per week to attend college/complete lessons?	10%
Will the trainee have access to adequate IT and protected space to complete knowledge learning/assessments in all placements - to complete the training requirements throughout the 24-month training programme?	Pass / Fail
Can you confirm you have educational supervision capacity identified for 24-month period (max of 2 trainees per educational supervision)	Pass / Fail
Are the educational supervisors registered pharmacists or pharmacy technicians with a minimum of 24 months post qualification experience? (The name of this individual must be provided when the trainee starts).	Pass / Fail
Can you confirm you have practice supervision capacity identified for 24-month period?	Pass / Fail
Anticipated competencies meet requirements of GPhC IET standards for pharmacy technicians	40%
Provide a brief overview of the planned educational infrastructure including details of relevant education and training experience across the partnership and additional information that may support learning experiences for the trainee/s.	40%

Yes = Pass / No = Fail

Evaluation criteria for cross sector partnership and system-wide bids

Criteria with a Pass/Fail weighting must achieve a pass to be considered. Any criteria receiving a No response is a Fail which will result in that application being rejected.

There are four criteria that will be used to identify the strength of the applications to provide a comparative score. See table below for weighting for these questions.

Evaluation Criteria	Weighting
Does your partnership include a community and/or hospital pharmacy partnership?	Pass / Fail
Do you agree to pay the trainee at NHS agenda for change annex 21, Band 4 (or equivalent for non-NHS organisations)?	5%
Can you support payment of additional costs not covered by the training contribution (e.g. on costs, including pension, salary etc)?	Pass / Fail
Will the trainee be released for 1 day a week to attend college/complete knowledge learning?	Pass / Fail
Will the trainee be given dedicated time to complete assessments in addition to 1 day per week to attend college/complete lessons?	5%
Will the trainee have access to adequate IT and protected space to complete knowledge learning/assessments in all placements - to complete the training requirements throughout the 24-month training programme?	Pass / Fail
Can you confirm you have educational supervision capacity identified for 24-month period (max of 2 trainees per educational supervision)	Pass / Fail
Are the educational supervisors registered pharmacists or pharmacy technicians with a minimum of 24 months post qualification experience? (The name of this individual must be provided when the trainee starts).	Pass / Fail
Can you confirm you have practice supervision capacity identified for 24-month period for each placement ? (The lead contact details must be provided when the trainee starts).	Pass / Fail
Does each placement have a registered pharmacy professional within their organisation?	10%
Proposed placement model and brief	20%
Anticipated competencies meet requirements of GPhC IET standards for pharmacy technicians	30%
Provide a brief overview of the planned educational infrastructure including details of relevant education and training experience across the partnership and additional information that may support learning experiences for the trainee/s.	30%

Yes = Pass / No = Fail