

Pre-registration Pharmacists in General Practice 2020/2021; Information for Prospective Host Sites

Contents

Introduction	3
Benefits of getting involved.....	3
Getting involved.....	4
Structure of the placements.....	5
The General Practice Placement.....	7
Pre-registration Tutor Arrangements	8
Support for host sites.....	10
Contact Details	10
Appendix 1: List of questions on the expression of interest.....	11

Introduction

General practice is a rapidly developing sector of practice for pharmacy professionals. Over the last five years there has been a rapid expansion in the number of GP practices that have a pharmacist working in a patient-facing role.

These pharmacists work as part of the general practice team to improve value and outcomes from medicines and consult with and treat patients directly. This includes providing extra help to manage long-term conditions, advice for those on multiple medicines and better access to health checks. The role is pivotal to improving the quality of care and ensuring patient safety.

The NHS recognises this important role that pharmacists have to play in general practice and are therefore investing in providing further training opportunities for pre-registration pharmacists in 2020/2021.

Expressions of interest were sought in early 2018 for placements to commence in July 2019 and after a huge response over 100 joint pre-registration pharmacist programmes were agreed. Significant work is underway to support these sites in the development of their placements.

Owing to the enthusiasm shown by all involved and the ongoing requirement to deliver integrated training that produces the skilled and talented clinicians the NHS, patients and the public need the project is being extended and expanded for those entering training in 2020/2021.

Benefits of getting involved

What are the benefits to hosting pre-registration pharmacist trainee as part of this project?

There are a significant number of benefits for all host sites, including;

- Developing a pharmacist workforce capable of working across the healthcare system
 - Better able to undertake a role in general practice
 - Better prepared to deliver enhanced and advanced services in community pharmacy
 - Improved understanding of the transfer of care issues and how to support patients as they transition between care settings
- Enhanced relationship development between partner sites
- Trainee can educate colleagues (in all sites) regarding barriers and difficulties regarding communication and transfer of care
- Increased attractiveness for trainees (Oriel fill rate for split pre-reg places in 2019/2020 was 90%)
- Promoting the role of pharmacists in general practice as part of a portfolio career, supporting future recruitment for all sectors
- Trainees will develop a broader skill set allowing them to better support service delivery in hospital and community pharmacy.
- In general practice, although the trainees will be supernumerary, they will support service delivery (particularly those who undertake a 6-month placement) e.g;
 - Carrying out audit/service improvement
 - Supporting the practice pharmacist with medicines reconciliation, answering medicines queries and medication review

Getting involved

Who can host a pre-registration trainee?

Expressions of interest are sought from general practices who have partnered with a hospital* or community pharmacy to deliver the joint pre-registration programme.

** It is anticipated that split pre-registration places in the Midlands and East region that include a hospital pharmacy partner will be eligible for inclusion for the 2020 cohort; however, this has yet to be confirmed. If your expression of interest includes a hospital pharmacy department in the Midlands and East region, please contact your regional facilitator, Paul Gilbert (contact details below) to discuss your potential expression of interest before submission.*

The general practice must employ a clinical pharmacist, in a patient facing role and in order to satisfy the requirements of the pharmacy regulator (GPhC) must have been registered for at least 3 years at the point when the trainee commences the programme. Pharmacists who undertake medicines management role or costs saving activities only would not normally meet the necessary requirements for this programme.

How long is the general practice placement?

The general practice placement must be a minimum of 13 weeks in total and can be up to 26 weeks. The placements can take a number of formats including block placements, split week or days or a combination of the two. Further information on structuring your programme is given below.

Who will be responsible for employing the trainee?

The trainee will be employed by the community pharmacy or hospital pharmacy partner to facilitate the payment of a training grant or salary support.

Will remuneration be provided?

Yes. To support the sites in developing the programme and preparing for the trainee a placement fee will be provided. Alongside this a payment will be made to the general practice to support supervision of the trainee. The training grant or salary support will be provided in line with usual national rates.

Payment	Amount	Covers
Placement Fee* (New Sites)	£1000 per site	Backfill for development of placements
Placement Fee* (existing Sites)	£500 per site	
GP Practice support	£7000 per trainee per annum (pro rata)	Backfill to support supervision and education
Training Grant (community)	£18440	Support for training of pre-reg
Salary Support (2ry care)	75% of band 5 salary + on costs**	Salary for pre-registration pharmacist

Pre-registration Pharmacists in General Practice 2020/2021

** Placement fees are provided to allow backfill for attending training and developing the training programme. It is based on a payment of £250 per day.*

*** **Following the communication on harmonisation of salary support for HEE commissioned pre-registration pharmacy trainees, discussions are underway across HEE regarding the reinvestment of the released funding. The aim will be for these decisions to be applied consistently across HEE commissioned posts.*

How will trainees be recruited?

All posts that are part of the project must be recruited to via Oriel; the national recruitment system for pre-registration pharmacists. Trainees will therefore be allocated with no need to recruit directly. Successful partnerships will need to enter their placements into the Oriel system by 1st March 2019. This should be done by the lead employer (community pharmacy or hospital pharmacy). Further information, including timelines, for nation recruitment can be found at:

<https://www.lasepharmacy.hee.nhs.uk/dyn/assets/folder4/folder4/national-recruitment/prpemployersrecruitmentguidancehandbook2019final-1.pdf>

How do I get involved?

The first step is to form a partnership between a general practice and a pharmacy employer. Consider the number of trainees you would like to host (considering the pre-registration tutor requirements).

Once a partnership has been formed please complete the expression of interest form by 6pm on Wednesday 13th February. We will aim to give you a response by Friday 22nd February, which will allow the lead pharmacy employer a full week to enter the place on to Oriel. It is therefore crucial that a contact who will be available to complete this registration in week commencing the 25th February is provided by the lead pharmacy employer.

Expression of interest form:

<https://healtheducationyh.onlinesurveys.ac.uk/expression-of-interest-for-pre-registration-pharmacists-in-2>

Structure of the placements

The project aims to be flexible and allow sites to develop placements in line with their service models. However, key principles will inform the development of the placements models. These are based on:

1. Meeting the requirements of the General Pharmaceutical Council (GPhC), the pharmacy regulator. More information [here](#).
2. Evaluation of previous multi-sector placements that include general practice
3. The experience of established clinical pharmacists in general practice
4. Providing good experiential learning opportunities
5. The [Health Education England quality framework](#)

How should the placements be split?

This is at the discretion of the host partners and dependent on the service delivery model of the hosts. It can take the form of a block placement (or placements), a split week or even split

Pre-registration Pharmacists in General Practice 2020/2021

days if the hosts are co-located. Providers may also wish to use a mixed model, e.g. start with a block placement to support induction into the workplace and move to a split-week model.

The decision regarding how the placements are split should facilitate the adequate supervision of the trainee. For example, if a split-week model is being used, the trainee's days should mirror those of their GP clinical pharmacist supervisor/tutor.

Or if, for example, a general practice only has a GP clinical pharmacist on site certain days of the week, then you would expect the trainee to undertake a split-week placement and be based at the practice on the same days.

Does that mean that trainee cannot be at the practice if the GP clinical pharmacist tutor is absent?

No. There will be times when the GP clinical pharmacist is absent, for example on annual leave, and the trainee is at the GP site. This should be planned, and appropriate supervision and activities put in place for the trainee in these instances. Arrangements should also be in place for the management of unplanned tutor absences, for example sickness, including who has responsibility for the supervision of the trainee. Unexpected prolonged absences would need to be escalated to the regional facilitator.

Do the general practice placements have to happen at specific times on the pre-registration year?

The timing of each of the component placements of the pre-registration training is at the discretion of the placement providers. However, it would be expected that the trainee starts their training with their primary employer (community pharmacy or hospital pharmacy) and is allowed a period to settle in to the working environment. It may also be advisable that the trainee spends the final weeks or months of their training year with their primary employer to allow consolidation of their learning.

This decision will be determined by the duration of each placement and the approach to the split. Trainees with a split week, undertaking six months in general practice, would be expected to start both their placements in the first week and continue throughout the pre-registration year.

Can pre-registration pharmacist trainees spend their time in general practice rotating across a number of sites?

While there are several benefits to exposing the trainee to a number of sites and experiences, it is important that they are afforded the opportunity to embed themselves as part of the general practice multidisciplinary team. To support this, it is expected that the trainee should spend at least 3 days per week (or all their time in general practice if this is less than 3 days per week) at a single general practice site.

Should the trainee spend all of their time in general practice working with pharmacy professionals?

No. The trainees must be exposed to and learn from a wide range of professionals. It is expected that they would spend at least 25% of their time in general practice with other members of the healthcare team. This should be a range of professionals including doctors, nurses, reception and administrative staff, clinical support workers and other healthcare professionals.

Pre-registration Pharmacists in General Practice 2020/2021

The time spent with other healthcare professionals must cover clinical duties as well as non-clinical activities relevant to a clinical pharmacist in a general practice role. It should include experience with practitioners delivering acute and chronic disease clinics and demonstrating the broad range of consultations seen in general practice.

The General Practice Placement

A toolkit will be available to support the general practice site in the delivery of the placement.

What is the general practice placement expected to deliver for the trainee?

Alongside meeting the requirements of the regulator, the placement in general practice is expected to support the trainee to:

- Understand the role of the clinical pharmacist in general practice as well as the systems and process that apply in general practice
- Develop communication and consultation skills to interact effectively with patients, healthcare professionals and the public
- Successfully conduct consultations for patients with a range of acute or chronic healthcare needs
- Be competent in a range of basic clinical assessment skills, including the rationale for undertaking, how to interpret and how to act on the results
- Competently respond to medication queries, complete medicines reconciliation and undertake medication reviews
- Interpret clinical data (medical notes entries, laboratory and other tests)
- Monitor ongoing treatment and make recommendations for common chronic conditions
- Understand the burden of multimorbidity and polypharmacy and the need to take an individualised and holistic approach to shared decision making
- Promote health and make every contact count

Can the trainee support the general practice in delivering its services?

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

Trainees will be able to contribute to audits and other governance activities. However, the bulk of their time should be spent on activities relating to the delivery of direct clinical care. As they grow in confidence and competence, they may support in the resolution of patient queries as well as patient-facing activities they are deemed competent to carry out.

While the trainees 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 practitioner upon registration.

Should pre-registration pharmacist trainees spend most of their time shadowing others?

No. This programme should provide trainees with significant hands-on practical experience in order to prepare them for practice as autonomous clinicians. It is therefore expected that they

Pre-registration Pharmacists in General Practice 2020/2021

be given the opportunity to learn by undertaking the range of tasks expected of a clinical pharmacist in general practice (with the appropriate level of supervision)

What activities is the trainee expected to be involved in?

Trainees will undertake a range of activities dependent on the practice in which they work, their knowledge and skills and their competence and confidence. Activities they would be expected to partake in, with the appropriate supervision, include (but are not limited to):

- Observe and reflect on acute and chronic disease clinics conducted by a range of healthcare professionals
- Answering medication queries
- Medicines reconciliation and actioning clinic letters
- Medication reviews (paper based, telephone and face to face)
- Produce letters in response to medication queries or medication reviews
- Undertake medication review or chronic disease consultations (with appropriate supervision)
- Undertake an audit or QI project

Pre-registration Tutor Arrangements

All pre-registration pharmacists must have a pre-registration tutor.

Who can be a pre-registration tutor?

To become a pre-registration tutor, the GPhC states that you must;

- be a registered pharmacist in Great Britain
- have been practising for at least three years in the sector of pharmacy in which you wish to tutor
- meet the GPhC tutor suitability requirements which can be found [here](#).

As the trainee will rotate between sites will a joint tutoring arrangement be necessary?

Yes. All the placements that are part of the project will be for at least three months (13 weeks). As per the guidance provided by the GPhC this means that a joint tutoring arrangement will be needed. This means that the tutor from each site will be able to contribute to the trainee's progress meetings and to the decisions regarding their suitability to sit the registration exam and to join the register. The GPhC require trainees to work with their tutors for a minimum of 28 hours over 4 days each week. Under a joint tutoring agreement trainees can split this requirement between both tutors.

Will there be a lead tutor?

The tutor based in the employing organisation (community pharmacy or hospital pharmacy) should act as the lead tutor in most circumstances.

Do both tutors have to have been registered for three years or more?

Yes. At the time that the trainee is in post all tutors will have to have been registered as a pharmacist for at least three years.

Does the pre-registration tutor in general practice need to have worked in general practice for three years?

Each tutor should have been working in the sector in which they will be acting as a tutor for three years or in a sector which parallels the service they are providing. For GP pharmacists this may include community pharmacy or hospital pharmacy as long as there are parallels in the services that were provided.

The tutors working in GP practices should have been working in that sector for long enough to have become an established and experienced member of the team when they commence supervising the pre-registration pharmacist. If the general practice have yet to appoint a practice pharmacist then it is unlikely a new appointee would meet the necessary tutoring requirements by the time the pre-registration pharmacist commences employment.

What indicates an established and experienced clinical pharmacist in general practice?

Consensus opinion from experienced GP pharmacists suggests several indicators that a clinical pharmacist has become an established and experienced member of the general practice team. These are:

- Attends regular practice meetings or other meetings with GP/practice staff
- Has an established clinical role within the practice, including an established clinic
- Has adequate access to consulting rooms/appropriate workspace
- Has clear and effective methods and protocols for working and communicating with practice staff
- Can describe effective interdisciplinary working with all members of practice staff such as admin staff, nursing, phlebotomy, GPs and midwives
- Good knowledge of signposting patients to other services
- Advanced user of the clinical systems
- Not undertaking cost saving activities only

Does a tutor have to meet all the indicators above?

The tutor does not necessarily have to meet all the indicators, but they would be expected to meet the majority.

How should 13-week appraisals be conducted?

The tutors should work collaboratively when conducting the trainee's 13-week appraisals. Even if the trainee has only worked in one site in the preceding 13 weeks it is good practice for both tutors to be involved as it allows the development of robust training plans for the next 13 weeks.

If the trainee has spent time in both sites in the preceding 13 weeks the appraisal must involve both tutors. Ideally, both tutors would be present during the appraisal, but if this is not possible then the tutors must discuss the appraisal prior to it occurring.

The 39-week appraisal and final appraisal and sign-off must be carried out collaboratively between the two tutors.

If a tutor works in both sites, can they act as a single pre-reg tutor?

Yes, provided they can meet the GPhC requirement of working with the trainee 28 hours per week across four days.

Support for host sites

As well as the financial support offered for being involved in the project a range of additional support is available.

Who is available to provide support?

There is a national lead for the project and a number of regional facilitators who are available to answer questions and provide support their contact details can be found [here](#).

Will the trainees have access to an e-portfolio?

Yes. All of the trainees will have access to VQ manager e-portfolio and will be expected to use this for collecting their evidence. Each of the tutors will also have access in order to review and approve evidence submissions as well as for recording progress meetings.

Will any training be provided?

All pharmacists who are acting as a pre-registration tutor will be required to undertake educational supervising training if they have not previously done so. Training for accessing and using e-portfolio will also be provided.

What other support will be available?

- A toolkit will be provided that will support the delivery of the placement
- Handbooks will be available for the trainee, the tutors in both sites and the general practice staff
- A range of assessments will be available to support the tutors in monitoring the trainees progress
- Support with the development of training plans for submission to the GPhC
- A template memorandum of understanding that can be shared between sites

If you have any questions, please get in touch with your regional facilitator or the national lead.

Contact Details

	Name	E-mail address
North	Layla Siebert Kay Fenwick	Layla.siebert@hee.nhs.uk Kay.fenwick@hee.nhs.uk
Midland & East	Paul Gilbert	Paul.Gilbert@hee.nhs.uk
South	Rosie James	Rosie.James@hee.nhs.uk
London & South East	Suraj Varia	Suraj.varia@hee.nhs.uk
National Lead	Stephen Doherty	Stephen.Doherty@hee.nhs.uk

Appendix 1: List of questions on the expression of interest

Expressions of interest must be completed online at:

<https://healtheducationh.onlinesurveys.ac.uk/expression-of-interest-for-pre-registration-pharmacists-in-2>

This is the list of questions on the expressions of interest form:

1. Please confirm you have read the information provided by HEE.
2. Health Education England Area
 - 2.a. STP Area
3. Practice/Surgery Name
4. Practice address (If the practice site is yet to be confirmed please supply the area it is anticipated to be in)
5. Contact Person
6. Contact e-mail
7. Contact Number
8. Is this general practice participating in this scheme in the 2019/20 academic year?
 - 8.a. If participating in this scheme in the 2019/20 academic year, are you planning to participate in 2020/21 with the same pharmacy?
9. Does the practice currently have a practice pharmacist?
 - 9.a. How many hours a week does your practice pharmacist work on your premises in a normal week?
 - 9.b. When did your practice pharmacist start working as a pharmacist in general practice?
10. Has the practice previously hosted pre-registration pharmacists?
 - 10.a. Please give details of your previous involvement in hosting pre-registration pharmacists.
11. Is the general practice partner formally recognised as a training practice by Health Education England?
 - 11.a. If you selected Other, please specify:
12. Pharmacy Name
13. Pharmacy address (If the pharmacy site is yet to be confirmed please supply the area it is anticipated to be in)
14. Contact Person
15. Contact e-mail
16. Contact Number
17. Additional Pharmacy Partners
18. Is this pharmacy participating in this scheme in the 2019/20 academic year?
 - 18.a. If participating in this scheme in the 2019/20 academic year, are you planning to participate in 2020/21 with the same general practice?
19. In which of the following years did the pharmacy partner have pre-registration pharmacists?
20. Has the pharmacy partner previously offered pre-registration pharmacist places through the Oriel recruitment platform?
21. Please indicate the number of pre-registration pharmacists you would be interested in.