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### Background

Health Education England (HEE) announced the launch of the Interim Foundation Pharmacist Programme (IFPP) on 3 August 2020. You can find out more about the IFPP on the **HEE website**.

HEE has worked with partner organisations to develop and deliver this programme. The IFPP will provide provisionally registered pharmacists (PRPs) with foundation support. There are two parts to the programme:

- Part 1: Resources to support all PRPs (irrespective of employment status).
- Part 2: Educational support and learning through work-based experiences, to help you develop your practice when you are employed.

All PRPs are eligible and encouraged to **register with the IFPP** and they will be given access to a library of resources (part 1 of IFPP), including OpenAthens, e-Learning for Healthcare, *SCRIPT* (e-learning for prescribing and therapeutics) and CPPE resources. These resources will help PRPs maintain and develop their clinical knowledge and assist with registration assessment revision.

Part 2 of the IFPP is predominantly a vocational training programme, in which PRPs use work-based experiences and reflection to identify areas of good practice and further development opportunities. The IFPP supports PRPs to make the transition from pre-registration trainee, through provisional registration, to becoming a fully registered foundation pharmacist and beyond. HEE is funding the Centre for Pharmacy Postgraduate Education (CPPE) to deliver the IFPP for provisionally registered pharmacists who work in community pharmacy, primary care and Health in Justice. Some employers, such as Boots, have internal foundation programmes and are therefore not eligible to apply for foundation training via CPPE.

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### **What is the *Foundation pharmacist programme 2020/21*?**

The *Foundation pharmacist programme 2020/21* is a HEE-funded programme, which has been designed to support PRPs to develop and demonstrate proficiency against the IFPP learning outcomes. The programme is designed to support learners to develop the necessary knowledge, skills, behaviours, abilities, values, attitudes, beliefs and experience to deliver excellent patient care. You can find out more about the *Foundation pharmacist programme 2020/21* on our **website** and by reading our **flyer**.

### **Do I need to pay for the *Foundation pharmacist programme 2020/21*?**

The *Foundation pharmacist programme 2020/21* is funded by HEE. You do not need to pay for this programme.

### **Do I have to be a member of the Royal Pharmaceutical Society (RPS) to join the *Foundation pharmacist programme 2020/21*?**

You do not need to be a member of the RPS to join the *Foundation pharmacist programme 2020/21*.

You will use the RPS E-portfolio to record your evidence for the programme and HEE has made arrangements with the RPS for non-members to access the portfolio free of charge for the duration of your foundation programme.

### **Eligibility and enrolment**

#### **Who is eligible for the *Foundation pharmacist programme 2020/21* via CPPE?**

The **eligibility and process flowchart** on the HEE website provides information on eligibility for part 1 of the IFPP and part 2 of the IFPP delivered via CPPE.

If you work for a large multiple, such as Boots, or in a hospital, your employer will already have an established foundation training programme. This will include educational supervision. The foundation training delivered by CPPE is for PRPs who do not have such support such as those working in independent and small/medium multiple pharmacies, primary care\* and Health in Justice. The Foundation Pharmacist programme 2020/21 is funded by HEE as part of the IFPP to ensure that this group is not disadvantaged.

\*PRPs working in primary care are eligible for the *Foundation pharmacist programme 2020/21* via CPPE if they are directly employed by a GP practice, CCG or private company providing primary care services. PRPs employed as part of the Primary Care Network (PCN) Additional Roles Reimbursement Scheme (ARRS) are expected to enrol for the CPPE *Primary care in pharmacy education pathway* as a requirement of the PCN Directed Enhanced Service (DES) specification. You can find out more information about the CPPE pathway and how to apply on the CPPE **website**. If you are unsure which programme you are eligible for please contact **foundationpractice@cppe.ac.uk**

#### **How do I enrol on the *Foundation pharmacist programme 2020/21* through CPPE?**

You will complete an **application form** on the CPPE website to apply for the *Foundation pharmacist programme 2020/21* via CPPE. If you meet the eligibility criteria, your application will be accepted and you will receive an email from **noreply@cppe.ac.uk** confirming your place on the programme. If you do not meet the eligibility criteria you will receive an email from **noreply@cppe.ac.uk** which confirms that your application has been declined. Please check your junk email if you don't receive one of these emails after submitting your application. If you still can't find the email, please contact: **foundationpractice@cppe.ac.uk**

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In addition to applying for foundation training with CPPE, you must also **enrol with HEE for the IFPP**. On registration, PRPs will be given access to a library of resources via HEE, including OpenAthens, e-Learning for Healthcare, *SCRIPT* (e-learning for prescribing and therapeutics) as well as CPPE resources. These resources will help PRPs maintain and develop their clinical knowledge and assist with registration assessment revision.

### **I am a newly qualified pharmacist (registered for less than three years). Why can't I join the *Foundation pharmacist programme 2020/21*?**

The *Foundation pharmacist programme 2020/21* is part of the new HEE education and training programme to support the 2019/20 cohort of pre-registration pharmacists, whose training and registration have been disrupted by the COVID-19 pandemic. We are unable to offer places on the foundation programme via CPPE to pharmacists who are already qualified. The ***Foundation years pharmacists page*** on the CPPE website provides suggestions for learning resources to support newly qualified pharmacists in the early years of their career.

### **I have joined the temporary register due to the COVID-19 pandemic and need to refresh my knowledge and skills. What learning is available to me if I can't join the *Foundation pharmacist programme 2020/21*?**

The CPPE ***Guide to returning to pharmacy practice*** has been developed to support pharmacy professionals in returning to community pharmacy or hospital pharmacy practice after a gap in professional practice. We recognise that some pharmacy professionals who are returning to practice via the temporary register, or otherwise, may need to complete some continuing professional development to feel confident in their role and this will be different for each individual. The programme helps you reflect on where you are now, and to make sure the programme meets your personal learning needs, we have included two self-assessment frameworks: one for community pharmacy and one for hospital pharmacy. Once you have completed the self-assessment, you can visit the topic area(s) relevant to your personal learning needs.

### **Is there an option for self-funding or funding by my employer if I am not eligible for HEE funding?**

CPPE is not able to accept people on the programme via a self-funded or employer-funded route.

### **Why can't I apply for the *Foundation pharmacist programme 2020/21* via CPPE if I'm not currently in employment?**

The *Foundation Pharmacist Programme 2020/21* offered via CPPE is a workplace-based vocational training programme, which means that you need to be working in order to apply the learning to your practice, gather evidence from the workplace for your portfolio, and participate in formative supervised learning events (SLEs), also known as workplace-based assessments (WPBAs).

### **I am unable to start the *Foundation pharmacist programme 2020/21* with CPPE in September 2020. Can I join at a later date?**

We know that some people will not be able to join Cohort 1 the *Foundation pharmacist programme 2020/21* with CPPE in September 2020 for a variety of reasons, eg, late start to pre-registration training, extension of pre-registration training due to sickness, shielding due to COVID-19, or not eligible to join the provisional pharmacist register as not employed. Cohort 2 of the programme starts in January 2021 and Cohort 3 starts in April 2021. All cohorts will finish on 31 August 2021 and Cohorts 2 and 3 will complete a shorter programme than Cohort 1.

### **I'm a provisionally registered pharmacist who is not able to join the *Foundation pharmacist programme 2020/21* with CPPE. What learning is available for me?**

All provisionally registered pharmacists (irrespective of employment status) who are eligible to join the IFPP will be given access to a library of resources via HEE, including OpenAthens, e-Learning for Healthcare, *SCRIPT* (e-learning for prescribing and therapeutics) and CPPE resources. These resources will help PRPs maintain and develop their clinical knowledge and assist with registration assessment revision. HEE will be extending access to these resources to pre-registration pharmacists who have previously sat the registration exam but are not eligible to become PRPs. For more information about the IFPP including the registration form, please visit the IFPP website at: [www.hee.nhs.uk/our-work/pharmacy/national-training-offers-pharmacy-professionals/interim-foundation-pharmacist-programme](http://www.hee.nhs.uk/our-work/pharmacy/national-training-offers-pharmacy-professionals/interim-foundation-pharmacist-programme)

### **Changes in circumstances**

#### **I am going on maternity leave. Can I have a break in the *Foundation pharmacist programme 2020/21* with CPPE?**

The *Foundation pharmacist programme 2020/21* is a commissioned programme and is currently only funded for a limited amount of time (end date August 2021).

If you need to pause engagement with the programme due to maternity leave, parental leave, adoption leave or a health-related leave of absence, you would still have access to the online learning but we might not be able to provide education supervision or SLEs (or WPBAs) when you return from your leave of absence. If there is funding for 2021/22, you would be able to re-join the programme when you return from your leave of absence.

#### **What happens if I change employment?**

You can continue with the programme if you are working in a community pharmacy, primary care or Health in Justice in England. If you move to a different area of the country you would be reassigned to a new education supervisor closer to where you live or work. If you move to hospital pharmacy, academia or a community pharmacy employer that offers an internal foundation programme, you will leave the programme offered by CPPE and continue your training with your employer.

#### **Can I continue with the programme if I decide to locum after I am fully registered pharmacist?**

You can continue with the programme if you choose to locum in community pharmacy in England after you are a fully registered pharmacist. You would need to ensure that you keep your education supervisor informed of your whereabouts so that they can contact you and arrange SLEs (or WPBAs).

### **Canvas**

#### **What is Canvas?**

Canvas is an online platform that is your virtual classroom for your training programme. You will complete the e-course component of the *Foundation pharmacist programme 2020/21* on Canvas. As part of an online learning community you will also take part in some interactive activities such as discussion forums on Canvas, where you can share ideas for best practice and take part in problem-solving. There will be support from online tutors who will be available for questions and will monitor some of the interactive activities to help stimulate discussions. To get the best learning experience from this e-course, you should engage in all the interactive tutor-supported activities throughout the programme.



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### How do I access Canvas?

You will receive an invitation to Canvas once you have successfully enrolled onto the *Foundation pharmacist programme 2020/21*.

### Why haven't I received an invitation to Canvas?

There are two reasons why you may not have received a Canvas invitation:

- If you have already completed a CPPE online course with a Canvas login, you will not get a new username and password. Log in to Canvas and the *Foundation pharmacist programme 2020/21* course will be there under your courses.
- If you have not previously enrolled onto a CPPE online course and have not received the invitation email, check your 'junk' or 'spam' inbox for the email.

If you are still having issues, please email: [foundationpractice@cppe.ac.uk](mailto:foundationpractice@cppe.ac.uk)

### Modules, workshops and communities of practice

#### What happens if the workshops I want to do aren't available in my area or are fully booked?

Booking places on workshops is on a first-come first-served basis. We encourage you to book early in order to have the best chance of getting a place on your preferred workshop.

If your preferred workshop isn't available, you will need to select another topic from the recommended list of workshops for learners on the *Foundation pharmacist programme*, available on Canvas. Alternatively, if you think another core CPPE workshop is more suitable for your learning needs, you can discuss this with your education supervisor.

#### What is a community of practice?

Wenger stated in his book, *Communities of Practice* in 1998: 'Communities of practice are groups of people who share a concern, a set of problems, or a passion about a topic, and who deepen their knowledge and expertise in this area by interacting on an ongoing basis.'

You will join a community of practice with six to ten (average eight) foundation pharmacists in your locality. Communities of practice enable sharing information and experiences with the other group members so that they learn from each other, and have an opportunity to develop personally and professionally. Communities of practice help to develop a local support network which can be continued once the programme has ended.

### Assessment and completion of the programme

#### What assessments are there on the *Foundation pharmacist programme 2020/21* with CPPE?

CPPE uses a range of formative and summative assessment systems which will include e-assessments, supervised learning events (also known as workplace-based assessments), a portfolio and a Statement of Assessment and Progression at the end of the programme. The assessment tools are accessible to everyone registered on the programme with CPPE. Online assessments are completed remotely at any time. Our assessment strategy is proportionate, providing assurance of patient safety within a manageable time. More information on assessments can be found in the *Induction* module on Canvas.

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### Will I need to complete a portfolio of evidence?

Yes – you will build your online RPS E-portfolio of evidence which demonstrates your education and practice achievements. A well-constructed e-portfolio should describe your learning journey towards the attainment of professional competence. The e-portfolio is an important part of the *Foundation pharmacist programme 20/21*. The information in your e-portfolio is used to track your progress throughout the programme and provides evidence of how you meet the IFPP learning outcomes. The RPS E-portfolio is available **free of charge** to provisionally registered pharmacists on the IFPP, whether you are an RPS member or not. Log in via your existing RPS account or register for free as a 'registered user':

[www.rpharms.com/rps-login?returnurl=%2fdevelopment%2fpre-reg-trainees%2fprovisional-registration%2fprovisional-registration-e-portfolio](http://www.rpharms.com/rps-login?returnurl=%2fdevelopment%2fpre-reg-trainees%2fprovisional-registration%2fprovisional-registration-e-portfolio).

### Where can I expect to be at the end of the *Foundation pharmacist programme 2020/21*?

During the programme, you will be working towards demonstrating the HEE IFPP learning outcomes which have been developed, in partnership with the RPS, to focus on confidence, proficiency, workplace outcomes and decision making. They are based on the RPS Interim Foundation Pharmacist Curriculum, which has been developed in response to the COVID-19 pandemic by partners across the UK.

Each learning outcome has been categorised as either high priority or longer-term priority. The high-priority outcomes are identified as those deemed to be essential for the delivery of patient-facing services and, realistically, could be completed within the duration of the foundation programme. We appreciate that your focus will be on the GPhC registration assessment, and that there are other significant pressures on current foundation pharmacists, so the remaining outcomes should be regarded as longer-term priority. As part of your learning on the foundation programme you will carry out a learning needs analysis (LNA) of your individual learning needs to meet these high-priority outcomes. This LNA will also support you to achieve the longer-term learning outcomes as you go on to develop as a pharmacy practitioner.

You will review your progress at the end of the year with your CPPE education supervisor and undertake a personal development plan (PDP) to address any remaining outcomes. You can find more information in the *HEE Interim Foundation Pharmacist Programme Pharmacist's handbook*, available at:

[www.hee.nhs.uk/our-work/pharmacy/national-training-offers-pharmacy-professionals/interim-foundation-pharmacist-programme](http://www.hee.nhs.uk/our-work/pharmacy/national-training-offers-pharmacy-professionals/interim-foundation-pharmacist-programme)

### What is a personal development plan?

A personal development plan (PDP) is a structured process undertaken by an individual to reflect on their own learning, performance and/or achievements and to plan for their personal, educational and career development. The purpose of the PDP is to encourage you to develop and plan your learning by becoming more aware of your capabilities and the opportunities around you.

### Will I receive an academic qualification on completion of the *Foundation pharmacist programme 2020/21* with CPPE?

The *Foundation pharmacist programme 2020/21* with CPPE does not carry academic credits. At the end of the programme you will receive a Statement of Assessment and Progression (SoAP) from HEE and CPPE as recognition of completion of foundation training.

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### Supervision and support

#### What support will I receive during the *Foundation pharmacist programme 2020/21* via CPPE?

You will be allocated a designated CPPE education supervisor who will review your progress in practice and provide you with feedback and support to develop your confidence and competence to deliver high-quality community pharmacy services. The foundation pharmacist and education supervisor relationship is vital to successful development during the programme. There will be regular contact points with your education supervisor during the programme in order to discuss progress, carry out a number of practice-based assessments, discuss your portfolio entries, and offer feedback and support. Your CPPE education supervisor will contact you within three weeks of your application being approved, and arrange an online meeting to discuss your learning needs and personal development plan. If you have not heard from your CPPE education supervisor within three weeks, please contact [foundationpractice@cppe.ac.uk](mailto:foundationpractice@cppe.ac.uk)

During the period of provisional registration, the supervision requirements defined by the GPhC must be met. The supervision provided by the senior pharmacist to meet GPhC's requirements is related to your ability to practise professionally in a safe manner and uphold patient safety at all times. This is different to the role of the CPPE education supervisor. Further guidance on GPhC's guidance on supervision requirements for employing a provisionally registered pharmacist should be followed and can be found [here](#).

### Indemnity insurance

#### Do I need personal indemnity insurance?

CPPE is not an insurance provider nor is it an expert in this field and cannot advise on individual cases. Pharmacy professionals have a responsibility to have a professional indemnity arrangement in place as required by the **General Pharmaceutical Council**. This may be in addition to an employer's policy, so you should check your employer's arrangements. In all cases, it is up to you and your employer to decide if adequate cover is in place and you should take legal advice if you are unsure. Pharmacy insurance companies have in-house solicitors who can advise on any extra cover you may need. We do not recommend any particular insurance provider, however the **Pharmacy Defence Association** is one of a number of providers and has some useful advice on its website about personal indemnity insurance.

### Any other questions

#### What do I do if my question is not answered in this document?

If you have any other questions which are not answered in this FAQ document, please email: [foundationpractice@cppe.ac.uk](mailto:foundationpractice@cppe.ac.uk)