

Frequently asked questions (FAQ)

This document contains the questions most frequently asked about a training programme. Click on the underlined heading of each section below to access questions under that topic.

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Background

What is the *Primary care education pathway*?

The *Primary care pharmacy education pathway* (PCPEP) is the education and development programme for pharmacy professionals working in primary care network (PCN) roles such as general practice and care homes. This pathway provides a modular approach to cater for all the learning needs required by the pharmacy workforce in different patient facing roles in primary care. You can find out more about [Primary Care Networks](#), the [GP contract](#) and the related directed enhanced service on the NHS England (NHSE) website. You can find out more about the *Primary care pharmacy education pathway* on the [CPPE website](#).

How can one pathway cover all the training needs of different roles?

The *Primary care pharmacy education pathway* has some options depending on the area of primary care you are working in. It also allows for exemption from some or all of the pathway depending on previous postgraduate education and training. Your education supervisor will assess any prior learning/experience you have in order to help you choose the right options, advise about exemptions (see next section) and support you with your role progression and signpost you to additional learning if necessary.

I am on one of the other CPPE national pathways (*Clinical pharmacists in general practice education* or *Medicines optimisation in care homes*). What happens to me?

You will continue on your *Clinical pharmacists in general practice education* or *Medicines optimisation in care homes* national pathways. Some modules may overlap with PCPEP so you may be learning with pharmacy professionals taking on new roles within PCNs, which will mean you have a richer learning experience.

I have never worked in a primary care role. Does this matter?

We realise that people will enter the *Primary care pharmacy education pathway* from various backgrounds including community pharmacy, care homes, hospital pharmacy clinical commissioning groups (CCGs) or general practice roles. The CPPE pathway is structured to meet the different learning needs and experiences of the pharmacy workforce. Once you have applied and accepted your position, you will complete a learning needs analysis and discuss this with your education supervisor to determine which modules best suit your needs.

Who is funding the *Primary care education pathway*?

Training for your role is funded by NHS England but commissioned by Health Education England (HEE).

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Exemption

I have already completed one of the CPPE extended education pathways – *Clinical Pharmacists in general practice phase 1 or phase 2 or Medicines optimisation in care homes training pathway* – but have a new position in a primary care network. Do I need to complete the training again?

No. You will not be expected to take part in another extended education pathway. Please read the guidance about exemption on our [website](#). You will need to apply to CPPE for exemption so that there is a formal record for the CCG post-payment verification audit processes.

You may wish to do some refresher training or access learning that was not part of the *Clinical Pharmacists in general practice phase 1* pathway. If this is the case, please contact primarycare@cppe.ac.uk so that we can discuss this with you.

I have a postgraduate clinical qualification. Do I have to do the pathway?

Depending on previous education, training and experience, you may be exempt from some or all of the pathway. Please read the exemptions guidance on our [website](#). After you have read this, if you think you might qualify for complete exemption, please complete the exemption form and submit it to CPPE. If you think you may be eligible for exemption for module three or four, please enrol on the pathway and then complete the exemption form.

I am an independent prescriber. Do I have to do the pathway?

Depending on the type of prescribing course you did and other education, training and experience, you may be exempt from some or all of the pathway. Please read the exemptions guidance on our [website](#). After you have read this, if you think you might qualify for complete exemption, please complete the exemption form and submit it to CPPE. If you think you may be eligible for exemption for Module three, please enrol on the pathway and then complete the exemption form.

Enrolment

I have accepted a NHSE-funded post at a practice. How do I enrol on the *Primary care education pathway*?

Go to the [CPPE website](#) to enrol. As part of your application, you will need to upload your CV and a proof of employment form completed by your employer. You can download a copy of the proof of employment form from the CPPE website when you start to apply. Please choose the correct eligibility button during the application process:

1. I am part of the NHS England *Clinical Pharmacists in General Practice* programme – this is for pharmacists that were recruited under the scheme that finished in April 2019.

2. I have been recruited as part of the primary care network *Additional Roles Reimbursement Scheme* – this is for PCN pharmacy professionals whose salary is being supported through the directed enhanced service.
3. Other Health Education England funded place, please explain – this is for OTHER pharmacy professionals who are eligible to join the training pathway because their place has been agreed by, eg, pharmacy professionals who have medicines optimisation in care homes roles.

Once we have received your application, you will receive an automated acknowledgement email and we will process your application within ten working days of submission. When your application is accepted, you will receive an email with an electronic welcome pack, which includes the preparation for your induction and learning needs analysis meeting with your education supervisor. Pathway handbooks will be available on the CPPE website as soon as they have been finalised. Within another ten working days, a CPPE education supervisor will contact you to arrange your first education supervision meeting to discuss your learning needs analysis and introduce the education pathway. Should you have any problems with this process please email primarycare@cppe.ac.uk

I already work in a GP practice and have previous post-graduate qualifications. Is there a fast-track process to complete the training programme?

Depending on your previous qualifications and experience, you may be able to apply for prior experience or learning to be taken into account to provide exemption for some or all of the learning on the pathway. If you think you should be exempt from all the training you should look at the prior learning exemption guidance on our website before you apply. Please also see the previous section on exemptions.

Do I need to hold an independent prescribing qualification before I apply for my new role?

You do not need to hold an independent prescribing qualification before you apply for your PCN role. However, pharmacists taking part in the CPPE pathway will be expected to gain an independent prescribing qualification. The timing of this training will be discussed during your learning needs analysis meeting with your education supervisor. Typically, the independent prescribing qualification will be completed after the end of your 18-month pathway education but could be done earlier (after module 2) with a break in the pathway if you are up to date with your learning and assessments. Please note, independent prescribing training is not provided by CPPE. This is commissioned separately by Health Education England

What are the expectations of fully developed PCN pharmacy professionals?

The NHS expectations of the PCN pharmacy professional role are set out in the [NHS England Network directed enhanced service specification](#) (page 20).

Where can I expect to be at the end of the *Primary care education pathway*?

The CPPE *Primary care pharmacy education pathway and role progression* handbook states that the pathway will train pharmacy professionals to:

- offer patient-facing person-centred consultations with an emphasis on shared decision making
- work within a multidisciplinary team, offering outcome-focused medication review for people with multi-morbidities taking multiple medicines
- support person-centred medicines optimisation in care homes
- deliver medicines optimisation and offer high-quality, safe and cost-effective prescribing expertise
- focus on high-priority, common and long-term conditions or a broad range of medical conditions dependent on local need
- improve access to primary care, which supports people to manage their own health, medicines and long-term conditions

- deliver clinics via patient appointments or as drop-in services
- support enhanced liaison and closer working with local community pharmacy
- deliver NHS England priorities and plans for medicines optimisation, health and wellbeing.

What is Canvas?

Canvas is an online platform that is your virtual classroom for your 18-month training pathway. You will be using both the CPPE website and Canvas to record your key activities and book and complete learning and assessments. You will receive an invitation to Canvas once you have successfully enrolled onto the *Primary care pharmacy education pathway* programme. There are online induction webinars and other resources available to help you become more familiar with Canvas.

I did not receive an invitation to Canvas immediately after my enrolment was approved. Why is this?

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 into Canvas and the *Primary care pharmacy education pathway* 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: primarycare@cppe.ac.uk

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Induction

What is the *Primary care pharmacy education pathway* induction from CPPE?

The first meeting with your education supervisor and Module 1 is your pathway induction. It is three months long and is made up of two induction residential workshops (two lots of two days), learning sets, online assessments and an e-course. For more detailed information, see the [CPPE website](#), your pathway handbook or Canvas. All learners joining the pathway are expected to do module 1 as this ensures that everyone has the essential building blocks in place and also helps to develop networks and supports integration which are important for these primary care network (PCN) roles.

As part of Module 1, I need to attend induction residential workshops. What are these?

As part of your induction to your pathway you will attend two two-day induction residential. Each residential involves two induction days with an overnight stay in between. The delivery of the residential includes facilitated interactive sessions, role play with medical actors, GP-led clinical skills activities and expert speakers.

All induction days are designed to introduce you to the *Primary care pharmacy education pathway* create the opportunity for networking with other pharmacy professionals and to support integration to achieve success as part of the NHS England scheme.

How do I book my induction residential?

You will need to book on both residential separately (*Days 1 and 2* and *Days 3 and 4*) through the CPPE website. You will need the keycode to book this event which you can find under *Module 1* on Canvas. The dates and venues (hubs) for the workshops will be confirmed about two weeks before the official start of your cohort. This is so that we can do our best to run workshops in areas convenient to the majority of learners. Provisional dates are available on the website. Please make sure you have a second choice in case we don't run events in your preferred venue. The number of hubs (venues) we run will depend on the

numbers of learners enrolled on the pathway. Some learners may have to travel further than they would like to.

What is covered in each of the induction residential days?

For details about what is covered in each of the days, refer to the CPPE website and the pathway handbook.

Do I need to pay for accommodation and meals during the residential?

No. NHS England funds food, accommodation (one night) and training. CPPE does not cover travel costs and accommodation if you need to stay the night before. Your employers should fund these expenses. During the residential, all meals and refreshments are paid for. If you do not complete the programme without adequate reason, the CPPE cancellation policy may apply.

I live not far from the venue. Do I need to stay overnight at the induction residential workshops?

We encourage all learners to stay overnight to get to know their fellow learners, start to build networks and share ideas and good practice. Also, the second day on each residential usually starts at 8:30am and, if you don't stay overnight, you must be able to be there and be ready to start by 8:30am. If you are unable to stay overnight, you must notify the lead tutor or email primarycare@cppe.ac.uk as soon as possible so that we are not charged for your room.

Is attendance at residential induction compulsory?

Yes. Module 1 is an important introduction to your role and should be done before progressing to other modules.

What if I need to cancel or reschedule my place at the induction residential?

If you cannot attend at short notice, you must inform the lead tutor for the event as soon as possible. The lead tutor details will be in the pre-event email. If you need to reschedule an event then you must cancel the event online and rebook (this may be in another region). You must inform your education supervisor. Please be aware that if you are not able to give us sufficient notice, or you do not turn up, we may charge you a fee.

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Modules and study days

How do I register for the module I'm starting?

The pathway is linear so you do the modules in order. Once you start the pathway, you will be given access to the relevant modules at the correct time. Your education supervisor they will assist you to book your study days and residential events through the CPPE website.

How do I stay in touch with other learners in similar roles on the pathway?

You will have weekly module and pathway announcements via email from Canvas. There are discussion forums on Canvas and you will participate in local peer learning sets

I've enrolled on the pathway but my cohort isn't starting for a couple of months. What should I do?

If you have enrolled on the pathway but your cohort has not started yet, you could start the *Primary care essentials* e-course. It is recommended that you complete the first six units before your first induction residential. There is other learning and assessments that you can also be getting on with. These were listed in the flyer you received with your welcome pack email. Please discuss these with your education supervisor.

How do I book on the study days for my module?

The information about which study days to book is in your cohort section on Canvas. To book a study day, you will need the keycode from Canvas. Each study day (and cohort) has a different keycode as these events are only open to pathway learners. You will be asked for the keycode on the study day booking page on the CPPE website.

What are the timings for study days?

Study day timings vary. Please make sure you make a note of the start time when you book the event. Most start at 10:00am, but a few start at 9:45am as there is a lot to cover. Finish times vary and could be 4:00pm, 4:30pm or 4:45pm. Residentials will have an earlier start time on day two (8:30am) as learners will have stayed overnight. Please check the finish time of your study day and book trains accordingly. You will be expected to stay for the whole day. If you arrive late or leave early, you may be marked as non-attending.

Do I need to attend study days in my own time?

Study days are part of your 28-day 'ring-fenced' study time for this pathway, so will be undertaken in work time. Your employer will have agreed to this when they signed the proof of employment form when you enrolled on the pathway.

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Learning sets

What are learning sets?

Learning sets are peer groups of pharmacy professionals that learn together in a face-to-face environment. They bring together pharmacy professionals with different levels of experience and ability, offering support for each other's learning and the opportunity to critically review and improve practice. It is essential for your training that you meet regularly for the duration of your 18-month pathway.

Do I attend learning sets in my own time?

A learning set typically runs for three hours. Each learning set is assigned a half day from your 28-day mandatory study time during your pathway, so you will be attending in work time.

What do we cover in learning sets?

Learning sets cover a variety of topical clinical and professional topics and provide a platform for discussions around role progression as well as assessment (eg, case-based discussions). You can find out more information about learning sets in the pathway handbook.

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Independent prescribing (IP)

I hold an independent prescribing qualification but I am not currently prescribing. Do I need to renew my qualification?

You do not need to renew your qualification. However, you need to make sure that you are competent to prescribe. You will have the opportunity to attend a CPPE online *Return to prescribing* course during the pathway. There is also an e-course to extend the scope of prescribing for existing prescribers. More information will be available once you enrol.

Which IP courses are funded for pharmacists on the Primary care education pathway?

A factsheet listing IP courses for pharmacists on the CPPE pathways can be found on the HEE [website](#). HEE will only fund places on the IP courses listed on the factsheet. HEE updates the factsheet regularly and more dates will be added in due course.

Will HEE pay for me to study IP at an HEI which isn't on the HEE list?

No. IP courses for the pharmacists on the CPPE pathways are funded via the Pharmacy Integration Fund (PhIF) and you can only study IP at the higher education institutes (HEIs) on the HEE list to receive PhIF funding. If you want to study IP at an HEI that isn't on this list then you or your employer will need to pay for the IP course. You should not access IP funding from another NHSE/HEE source such as a local HEE workforce group or training hub.

When can I do IP?

It is expected that IP training will happen after completion of the *Primary care pharmacy education pathway*. Pharmacists require a solid foundation of clinical knowledge and their working environment before they embark on an IP course. CPPE's experience with hundreds of pharmacists on the extended education pathways has shown that allowing pharmacists to do IP earlier can put pressure on them to take on work they don't yet feel competent to do. This pressure can then mean that you disengage with the rest of the pathway and miss out on vital learning as well as wasting NHS funding. Some GPs and practice managers think they need you to be IPs straight away without understanding where you are in your competence and confidence. Doing IP training at the end of your pathway allows you to have two years' experience in your role before taking on prescribing.

The earliest that you can do IP is after Module 2, provided that you are progressing with your learning and assessments, progressing in your role and have sufficient previous experience. If you wish to do IP before the end of your pathway, you should discuss this with your education supervisor at the six-month review meeting (six months after the start date of your cohort). You would then complete a request to pause the pathway to do IP early and a CPPE panel will review your request and make a decision.

Can I use some of my 28-days study leave for IP?

No. The 28-days study leave is for the CPPE education pathway. Time to study for IP is in addition to this.

Does my employer have to give study leave for the academic study and supervised practice time for IP?

Health Education England does not provide any guidance to employers in terms of reasonable amount of protected study time for IP training. However, your employer is expected to support you through this training so you will need to discuss this with them. The IP courses vary in terms of face-to-face and online study so you should choose whichever is most suitable to your own situation. All IP courses include the requirement for students to undertake 90 hours of supervised practice in addition to the academic requirements of the course.

Employers are expected to release you for the IP course in order for you to meet attendance requirements. Before applying for an IP course, you must agree with your employer whether this time can be taken as study leave or annual leave or a combination of both. NHSE provide your salary support as a recognition that you will need to be released from work for training. This should therefore be taken into consideration when agreeing the amount of protected study time for IP.

The supervised practice time can be 'woven into' your normal working hours, though the extent of this depends on how much you need to learn by observing others, developing skills that you haven't already

obtained and on how closely you and your designated medical practitioner (DMP) work together in the context of your normal practice.

Where can I find information about funded IP courses for pharmacists on the pathway?

Please refer to HEE *Independent Prescribing for Pharmacists Pharmacy Integration Fund (PhIF) funded courses* factsheet www.hee.nhs.uk/our-work/pharmacy/pharmacy-integration-fund/pharmacy-integration-fund-courses-pharmacists for details of funded IP courses for pharmacists on the pathway.

I am due to start the CPPE pathway next month and I am also enrolled onto an IP course that starts at the same time. Can I do IP at the same time as the CPPE pathway?

Pharmacists cannot do IP training at the same time as the pathway because the pressure and demands of studying for two programmes at the same time as working in a primary care role are too much. You can choose to complete your IP course now and defer to a later cohort of the CPPE pathway after you have completed IP. Alternatively, you could cancel your place on your IP course and do the CPPE pathway and complete an IP course later. If you defer your IP place, you will be eligible for a HEE funded IP course.

I have already enrolled on an IP course and paid for it. Can I claim the money back from HEE?

No. HEE will not pay for IP courses retrospectively.

I've been told I need to complete my IP after my 18-month training pathway. Is there any scope to move this forward to earlier in my training?

In our experience, the pharmacists who are new to role can be overwhelmed adjusting to a new role, undertaking the pathway and taking on IP. In addition, if they are early in their career, they may not have the clinical foundation to undertake IP training. We would only move the point of the independent prescribing course in exceptional circumstances to after Module 2. Pharmacists will need to apply to a panel to request this.

Do I need to attend local CPPE learning sets when I'm doing IP?

You can do this to keep up the contact with your peer group but, if not, you will need to join another group to complete the learning sets when you return to the pathway after IP.

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Assessment

What does assessment look like on the *Primary care education pathway*?

There will be assessments associated with each module through your pathway. CPPE uses a range of formative and summative assessment systems, which will include:

- online assessment
- case-based discussion
- reflective assessment
- multisource feedback
- direct observation of practice
- patient satisfaction questionnaires.

I've already done assessment as part of my clinical diploma or independent prescribing course. Do I need to complete the assessments associated with my chosen modules as well?

Yes. In order to complete a module you need to complete the associated assessment. These cannot be substituted with local assessments or assessments completed as part of a diploma or independent prescribing course.

How do I keep track of my assessments throughout my pathway?

Progress with assessments will be recorded on the pathway progress tracker for the *Primary care education pathway*. Assessments accessed through the CPPE website will automatically populate the pathway progress tracker. Assessments not accessed through the CPPE website will require you to add the date you completed the assessment. Each pharmacy professional must sign up for each series of the pathway progress trackers to initiate the automatic recording of the assessments on the CPPE website and pathway handbook.

Where can I find out more information on all the assessments?

We are creating an assessment handbook, which will be available on the [CPPE website](#). Until this is ready, you can see the type of assessments you will be doing in the [Clinical pharmacists in general practice assessment handbook](#).

The pathway is not listed on the GPhC membership survey list of qualifications I've just completed. Is the pathway likely to generate an HEI qualification in the future?

We understand that there is work going on to look at how the CPPE pathways provide evidence for the advanced clinical practitioner award. In the meantime, with the move towards more workplace-based experiential learning, the CPPE pathways are recognised by NHS England as the currency for working in primary care.

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Ongoing support

Who is and how can I find my education supervisor?

As part of your pathway, CPPE will allocate you an education supervisor. Your education supervisor will be responsible for overseeing your progress through the *Primary care education pathway*. You will complete your learning needs analysis with your education supervisor. For more information on your education supervisor and their role in supporting you, please refer to the pathway handbook.

Who else do I have to support me on my training pathway?

You will have direct support from a clinical supervisor allocated by your employer, an education supervisor and a clinical mentor (when required) in addition to support from your peers and the senior supervising pharmacist in the PCN, if that is not you! The roles that they take are outlined in the pathways handbook.

If you require additional short-term support while you are on the pathway due to unforeseen life events, then CPPE has a robust pharmacy professional requiring additional support (PPRAS) system.

Who provides peer support within my PCN, if I am the first pharmacy professional in the PCN?

You should have support from a senior pharmacist either employed directly by your PCN or from the local integrated care system, eg, your CCG or acute trusts. Your local learning set of peers will also provide support as well as the national network through the Canvas platform.

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Human resource and practical issues

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 professional responsibility to have a professional indemnity arrangement in

place as required by the General Pharmaceutical Council www.pharmacyregulation.org/professional-indemnity-requirements (Links to an external site.) This **may** be in addition to an employer's policy.

- If you are employed by a NHS organization, there will be cover in place for clinical negligence.
- For those employed by GP practices, there is now a Clinical Negligence Scheme for General Practice (CNSGP), which is a state indemnity scheme covering NHS service as for other NHS organisations. It covers clinical negligence liabilities arising in general practice in relation to incidents that occur on or after 1 April 2019. You can find more detailed information here: <https://resolution.nhs.uk/services/claims-management/clinical-schemes/clinical-negligence-scheme-for-general-practice> (Links to an external site.) Please contact NHS Resolution for any queries about the cover: cnsgp@resolution.nhs.uk
- For those employed by other organisations, you should check your employer's arrangements.

In all cases, it is up to the pharmacy professionals and their employers 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 know what work learners will be actually be doing in practice or if learners have a portfolio career, so we advise that it is up to them to find out whether they need extra cover. An analogy is a hospital pharmacist covered by the state-backed criminal negligence scheme that covers hospitals. However, most are members of the Guild of Healthcare Pharmacists, which provides indemnity against other things that the state scheme does not cover.

The Pharmacy Defence Association is one of a number of insurance providers and has some useful advice on its website: www.the-pda.org/pda-keeping-you-covered.

Do I need to have or update my NHS Smartcard?

You will need to either obtain a new NHS Smartcard or update your existing one to allow you to access GP practice computer systems. Your GP practice employer will arrange this during your induction period.

Do I need to pay for the *Primary care pharmacy education pathway*?

No, the training on the programme is fully funded by NHS England. The funding includes assessments, webinars, residential courses, study days, education supervision and mentor support. It does not include travel costs to attend study days.

What if I go on parental leave while part of the NHS England *Primary care education pathway*?

If you need to pause engagement with your pathway due to maternity leave, parental leave, adoption leave or a health-related leave of absence, we will try to offer you a place on the pathway on your return at the earliest opportunity convenient for you. If the pathway that you started has finished by the time you return, there will be alternative education and training support available to meet the required learning outcomes.

You will need to contact your CPPE education supervisor as soon as possible. It is essential that you keep your educational supervisor informed regarding any circumstances or issues that may affect your ability to engage with the pathway.

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Learning available for the primary care pharmacy workforce

Can I do some learning to prepare to apply for a PCN post now?

Yes. Once you have enrolled, you will have access to the *Primary care essentials e-course*, which is ten weeks long. You can access this through the Canvas platform. There is also an e-assessment to complete at the end of the e-course. This course will be available to people who are not enrolled on the pathway from January 2020.

What other learning is available for pharmacy professionals who are not part of the *Primary care education pathway*?

CPPE has a variety of learning programmes available for pharmacy professionals who work in primary care, general practice, care homes or who are considering changing sector. Programmes range from tutor-facilitated workshops to informal learning communities, online courses and self-study.

You can attend (non-pathway) study days or use learning community materials to focus on clinical topics in the general practice setting. You can also develop your consultation skills or leadership using CPPE resources. You can find details of all these programmes on the [Primary care and GP pharmacy page](#) on the CPPE website.

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