Shared decision making programme – frequently asked questions (FAQs)

CPPE
CENTRE FOR PHARMACY POSTGRADUATE EDUCATION

What is the CPPE *Shared decision making* programme?

NHS England and NHS Improvement have commissioned CPPE to develop and deliver a programme of learning centred on embedding a shared decision-making approach to consultations in primary care practice (general practice and care homes).

Shared decision making and personalised care are core elements of the *NHS Long Term Plan*. Pharmacists are seen as being a key provider of personalised care within primary care. Shared decision making is linked to improved outcomes for patients and puts patients at the centre of their own care, making them experts in their own healthcare decisions.

The *NHS Long Term Plan* aims to make personalised care "business as usual" across the health and care system, and shared decision making is key to delivering the ***Comprehensive Model of Personalised Care***. The CPPE *Shared decision making* learning programme with equip pharmacists with the knowledge and skills to deliver this model of shared care.

Who can enrol on to the CPPE *Shared decision making* programme?

The Shared decision making programme was originally developed for pharmacists working in primary care (general practice or care homes). NHS England and Improvement recognise the importance of all pharmacy professionals having the opportunity to develop their skills in shared decision making. The decision was made in July 2021 that this programme should be opened up to all NHS pharmacists and pharmacy technicians in England in a patient facing role. When we say patient facing, we mean that you are in a role where you speak with patients face-to-face or via phone or video.

Pharmacists currently on the Primary care pharmacy education pathway (PCPEP) will complete this programme as part of Module 5. If you are a PCPEP learner you will find further details of how to enroll in Module 5 on Canvas.

Pharmacy technicians on the Primary Care Education pathway (PCPEP) are now being offered the Shared decision making programme as an optional extra.

What is involved in the *Shared decision making* programme?

The *Shared decision making* programme consists of:
- a six unit, self-directed e-course
- two full day online workshops placed after Unit 4 and Unit 6 of the e-course.

We anticipate that each online unit will take around **three hours** to complete.
Online workshop 1 runs for six and a quarter hours and online workshop 2 runs for six hours, with a one hour break in the middle.

How long will it take to complete the *Shared decision making* programme?

The whole programme will take **two months** to complete.

What time do the online workshops start and finish?

Online workshop one runs from **9:15am** to **3:45pm**.

Online workshop two runs from **9:30am** to **3:45pm**.

How much does it cost?

The programme is funded by NHS England and NHS Improvement, so there is no cost to you as an individual or your employer, as long as you meet the eligibility criteria.

NHS Health Education England

MANCHESTER 1824 The University of Manchester

How do I apply for the CPPE *Shared decision making* programme?

Go to the *Shared decision making* page of the CPPE website to apply: **www.cppe.ac.uk/career/sdm**

What can I expect once I have booked on?

Once you have completed the application you will receive an email with instructions on how to access the e-course on Canvas.

You will receive information on how to book the workshops after you have completed Unit 1 of the e-course, stating that you have booked on to the programme. This email will confirm the date of the e-course and the two online workshops.

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

If you do not receive the invitation email, check your 'junk' or 'spam' inbox. If you have not received an invitation within 48 hours, please email: info@cppe.ac.uk

Do I need to attend both online workshops?

Yes. Both online workshops are mandatory.

What happens if I experience an unforeseen change in circumstances and I cannot attend both of the online workshops?

If you cannot attend both of your mandatory online workshops, you should cancel your booking and rebook onto a later pair of workshops. As you have not attended the first event you can cancel your booking by logging into the CPPE website, accessing 'My CPPE', going to *Pending bookings* and selecting 'Cancel booking' next to the main *Shared decision making* booking

What happens if I experience an unforeseen change in circumstances and I cannot attend one of the online workshops?

If you know you cannot attend workshop 1 then you should cancel your full booking and rebook on to a later pair of workshops. You can cancel your booking by logging into the CPPE website, accessing 'My CPPE', going to *Pending bookings* and selecting 'Cancel booking' next to the main *Shared decision making* booking. If you do not cancel and do not attend workshop 1 you will automatically be removed from workshop 2. You will need to rebook onto a later pair of workshops.

If you know you cannot attend workshop 2 **before** you attend workshop 1 you should cancel your full booking and rebook onto a later pair of workshops following the process above.

If you know you cannot attend workshop 2 **after** you attend workshop 1 you should contact CPPE at **info@cppe.ac.uk** as soon as possible. CPPE will try to accommodate you at another online workshop event.

For further information on our cancellation policy please visit the CPPE *Cancellation policy* webpage **www.cppe.ac.uk/about-cppe/cancellation-policy**

Can I access the e-learning on Apple and Android mobile devices?

Yes, but we highly recommend that in order to achieve meaningful engagement with the content that you access the learning on a PC or laptop.

NHS
Health Education England

MANCHESTER
1824
The University of Manchester

This is especially relevant in the online workshops where we will be asking you to join breakout rooms and engage in role-play activities

Can I get a paper version of the learning materials?
No. There are no paper versions of the materials.