



SCOTTISH EXECUTIVE

Primary and Community Care Directorate

Primary Care Division

St Andrew's House
EDINBURGH
EH1 3DG

Dear Colleague

NEW COMMUNITY PHARMACY CONTRACT: INFRASTRUCTURE SUPPORT – STAFF TRAINING

Purpose

1. This Circular provides NHS Boards and community pharmacy contractors with details of the financial support being made available for staff training for the financial year 2007-08.

Background

2. The Executive's pharmaceutical care strategy *The Right Medicine* acknowledged that changes in the way pharmaceutical care is delivered requires that all staff across the community pharmacy family are fully trained for their new roles.

3. Under the new community pharmacy contract greater use will be made of the pharmacists' skills and knowledge, meaning that they will spend more time with patients. This has workforce implications at the pharmacy level and underscores the need to recruit, train, develop and retain the appropriate numbers of both pharmacists and pharmacy support staff.

4. The Executive has made funds available in the last two financial years for staff training and this is being continued for 2007-08.

Funding Criteria and Detail

5. The courses for which support funding is available are:

- Pharmacy Services Level 2 : NVQ / SVQ;
- Pharmacy Services Level 3 : NVQ / SVQ; and
- Accredited Checking Technician: NPA Accuracy in Dispensing Training Module or equivalent.

29th June 2007

Addresses

For action

Chief Executives, NHS Boards

For information

Chief Executive, NHS NSS

Enquiries to:

James H White
1st Floor East Rear
St Andrew's House
EDINBURGH
EH1 3DG

Tel: 0131-244 3433
Fax: 0131-244 2326

email:

James.White@scotland.gsi.gov.uk

Dr Rose Marie Parr
NES Pharmacy
3rd Floor, 2 Central Quay
89 Hydepark Street
GLASGOW
G3 8BW

Tel: 0141 223 1601



6. Each contractor, i.e. each pharmacy, will be able to claim £800 as a contribution towards their costs in putting a permanent member of their staff through one or more of the courses listed above. No more than £800 per contractor is payable and claims must be submitted within this financial year.

7. The claim and payment process will be managed by NHS Education for Scotland (NES) Pharmacy with resources available with immediate effect. Payment will be made on submission of evidence that a member of the claimant/contractor's staff is about to commence, has commenced or has completed a listed course that was booked from 1 January 2007 onwards. Eligible evidence will be one or more of the following documents:

- copy invoice of the cost of the training course;
- letter of registration to the course signed by the training provider; or
- copy certificate of course completion.

8. Claims, should be submitted on the form attached at **Annex A** together with the required documentation to, Rose Marie Parr, Director of Pharmacy, NHS NES (at the above address) by **31 January 2008**.

Action

9. NHS Boards are asked to:

- **copy this circular and Annex to all community pharmacy contractors on their pharmaceutical lists;**
- **note the financial arrangements set out above.**

10. Community pharmacy contractors are asked to:

- **note the content of this circular and where they wish to claim the support funding to do so using the attached pro-forma and in accordance with paragraphs 7 and 8 above.**

Yours sincerely



JONATHAN PRYCE
Deputy Director

PCS INFRASTRUCTURE DEVELOPMENT FUND
STAFF TRAINING – FINANCIAL SUPPORT
CLAIM FORM

CONTRACTOR PSD CODE: _____

CONTRACTOR NAME & ADDRESS:

NAME OF STAFF MEMBER: _____

NAME OF COURSE PROVIDER: _____

COURSE TITLE: _____

COURSE START DATE: _____

COURSE COMPLETION DATE*: _____

SIGNATURE OF CONTRACTOR: _____

Date: _____

* - if applicable