

## **Guidance on allocation of protected time for Foundation Pharmacists**

### **Workplace supervised learning events**

- Foundation pharmacists (FPs) will be given protected time to undertake supervised learning events with their practice supervisor.
- The allocation of protected time will vary dependent on Trust policy – some Trusts will allocate set protected time each week during which time FPs are expected to organise and complete their supervised learning events; in others there is no ringfenced time but FPs should always be able to secure protected time for supervised learning events.

### **Academic learning sets – preparation and attendance**

- All Foundation Pharmacists (FPs) will be given study leave to attend HEI learning sets.
- If an FP is unable to attend their local/ normal learning set because the Trust has asked them to swap and attend on a different day, study leave will always be granted.
- If an FP is unable to attend their local/ normal learning set because they have requested leave on the normal learning set date, leave will be granted at the discretion of the Trust. Furthermore attendance at a different set must be agreed at least 2 weeks in advance by the learning set co-ordinator.
- If an FP needs to review a particular patient type in preparation for a learning set that they would not normally see as part of their day to day work, they should seek to share a patient with a colleague in the first instance.
- Reading should normally be done in Foundation Pharmacists own time
- Preparation for learning sets will normally take place in FPs own time. However if there is a need to review certain patient types or complete ward activities that are **NOT** part of a current rotation, sharing patients or being signposted by a colleague would be the normal alternative.