This form details an agreement between the Foundation Pharmacist, their Educational Supervisor and Educational Programme director on the responsibilities of each during the HEE LaSE Legacy Foundation Pharmacist Programme.

**FOUNDATION PHARMACIST**

**By signing the learning agreement you agree that as a Foundation Pharmacist on the HEE LaSE Legacy Foundation Pharmacist Programme you will:**

* Be an active participant in the programme and be dedicated to continuing professional development through:
	+ Building a portfolio of evidence and learning via the use of the HEE Foundation E-Portfolio.
	+ Uploading a signed copy of this agreement as ‘other’ evidence.
	+ Completing all courses and activities associated with the programme, the syllabus and curriculum.
	+ Completing learning objectives and fulfilling competency framework requirements.
* Meet with your Educational Supervisor on a regular basis.
* Take an active part in the educational appraisal, including developing agreed action plans and developing one’s self.
* Act on the principles of adult learning through:
	+ Reflecting and building upon your own learning experiences.
	+ Identifying own learning needs.
	+ Being involved in planning own education and training through evaluating the effectiveness of own learning experiences.
* Endeavour to achieve the learning objectives by:
	+ Using opportunities for learning provided by everyday practice.
	+ Attending and fully participating in all courses / signposted learning.
	+ Undertaking and demonstrating a commitment to personal study.
	+ Using locally and regionally provided educational resources including Moodle effectively.
* Complete all work based activities and undertake all Supervised Learning Events and Assessments of Practice in a timely manner and be responsible for scheduling these.
* Provide feedback on your work place learning experience to your Trusts Pharmacy Local Faculty Group (LFG).
* Ensure your Educational Supervisor is aware of issues impacting on your ability to progress with the programme. Escalating to your EPD if required.
* Inform HEE LaSE and your employer if there is a change in your personal details, via the online change form.
* Demonstrate professional behaviour at all times including punctuality, confidentiality and respect.
* Understand and adhere to the NHS constitution within daily practices. <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

**By signing the learning agreement you agree you have read and understood the following conditions:**

* Being a workplace programme Foundation Pharmacists must be in active employment for the duration of the programme to successfully complete it.
* Foundation Pharmacists cannot progress to the next stage or the final Foundation Pharmacist assessment unless they obtain a satisfactory educational appraisal and are signed off for the stage evidence requirements.

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| Name: |  |
| Signed: |  |
| Date: |  |

**EDUCATIONAL SUPERVISOR**

**By signing the learning agreement you agree that as an Educational Supervisor you will:**

* Review the evidence submitted by Foundation Pharmacists via the active use of the HEE Foundation E-Portfolio.
* Meet regularly with the Foundation Pharmacist and document these meetings.
* Take an active part in the educational appraisal process including providing direction and setting objectives.
* Understand the requirements of the programme and sign off your trainee when competent, against the minimum portfolio requirements and the relevant competency framework.
* Actively support a climate for learning.
* Ensure Foundation Pharmacists receive feedback from practice supervisors regularly and in a constructive manner.
* Ensure Foundation Pharmacists have timely assessments.
* Be competent in the use of supervised learning events.
* Discuss and resolve any concerns at an early stage. If resolution is not possible or the problem is outside the scope of the learning relationship, escalate to the EPD or externally as appropriate. Refer to the HEE LaSE Trainees requiring additional support guide.
* Report into the Pharmacy LFG on individual Foundation Pharmacist progress and programme specific issues.
* Respond to Foundation Board requests for feedback.

**By signing the learning agreement you agree you have read and understood the following conditions:**

* Educational Supervisors must complete training as stipulated in the Foundation Pharmacist Programme Educational Supervisor requirements.

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| Name: |  |
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**EDUCATIONAL PROGRAMME DIRECTOR**

**By signing the learning agreement you agree that as an Education Programme Director, acting on behalf of the employer, you will:**

* Support Foundation Pharmacists access and undertake courses and activities associated with the programme, the syllabus and curriculum -where possible in line with Trusts study leave policy.
* Ensure the Foundation Pharmacist has internet access to use of E-portfolio, the HEE LaSE website and E-learning platforms associated with the programme.
* Ensure the Foundation Pharmacist has an educational supervisor and regular scheduled meetings with them.
* Ensure the Foundation Pharmacist has an opportunity to complete Stage specific activities and work towards the RPS Foundation Pharmacy Framework within their normal work activities.
* Ensure there is an appropriate balance between training and service delivery.
* Monitor Foundation Pharmacist progress via the LFG and report to the Local Academic Board (LAB).
* Identify and resolve any programme specific issues discussed within the LFG.
* Support both educational supervisors and their Foundation Pharmacist, where it has been raised that the Foundation Pharmacist requires additional support.
* Ensure there is at least one e-portfolio super user per trust who will provide training for all that need it.

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**FOUNDATION PHARMACIST**

**Foundation Pharmacist agreement with Health Education England**

* The Foundation Pharmacist will maintain and keep their details up to date. Changes in details including changes to educational supervisors must be reported to LASE HEE via our website <https://www.lasepharmacy.hee.nhs.uk/foundation-1/lase-legacy-foundation-programme/resources-and-change-process/>
* The Foundation Pharmacist must engage with HEE mandated activities that form part of the Foundation Pharmacist Programme, this includes as a minimum the assessments of practice: the 360 degree peer review and educational appraisals.
* The Foundation Pharmacist must not breach information governance rules when using e-portfolios or online platforms. Breach of this will result in a formal report to your employer.
* Health Education England may access e-portfolio data for the purposes (personal data will not be used):
	+ of evaluating aspects of the programme.
	+ of reviewing cohorts of trainees for quality purposes (ensuring adequate support in place in workplace)
* Health Education England will review the programme on a regular basis taking the views of Foundation Pharmacists, through use of representatives and surveys.

**To be signed by the Foundation Pharmacist:**

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| Name: |  |
| Signed: |  |
| Date: |  |