

To All Community Pharmacy Contractors

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30<sup>th</sup> July 2020

Dear Colleague,

### **TRAINING FOR PHARMACY SUPPORT STAFF**

As you are aware, in March 2020, the HSCB secured funding for the Training of Community Pharmacy Support Staff.

A significant number of applications for this funding were submitted by contractors across the region. However, the HSCB recognises that not all contractors were able to submit claims by 31<sup>st</sup> March due to the COVID-19 crisis.

If you have not already applied for this funding and now wish to do so, please submit the enclosed application pro-forma to your local HSCB office via post or email by 21st August 2020.

As per the original correspondence, the funding can be utilised for:

**1. Pharmacy Technician NVQ Level 3.**

Funding of £5,000 will be payable in respect of each permanent employee that enrolls on this course.

**2. Pharmacy Assistant – NVQ Level 2**

Funding of £2,500 will be payable in respect of each permanent employee that enrolls on this course.

There is insufficient funding for every contractor to avail of this scheme. Therefore, the following criteria are proposed by HSCB:

- Each LCG area will be allocated a share of the overall funding based on the proportion of contractors located in that area.
- Funding will be allocated by local HSCB offices on a 'first come first served' basis.

Please note that if you have already applied for this funding, you are not required to resubmit your application.

Your local office will inform you of the outcome of your application.

Any contractor who is unsuccessful in a bid for this funding will be placed on a waiting list should any further funding become available in the 2020-21 financial year.

The HSCB will be monitoring compliance with these requirements. Where the HSCB identifies failure to comply, the HSCB reserves the right to recover all, or part of, this funding.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joe Brogan', written in a cursive style.

**Joe Brogan**  
**Assistant Director of Integrated Care**  
**Head of Pharmacy and Medicines Management**

Enc.

## Pharmacy Support Staff Training - Funding Application

### Pharmacy Details

Contractor Number:	
Pharmacy Name:	
Pharmacy Address:	

### Declaration:

I can confirm that the following permanent member of staff has agreed to enrol on the specified training course as detailed below:

Staff Member Name \_\_\_\_\_

Technician NVQ 3 (£5k funding)

Assistant NVQ 2 (£2.5k funding)

I understand that where the HSCB identifies failure to comply, the HSCB reserves the right to recover all, or part of, this grant funding via an adjustment to the pharmacy's BSO payment account.

Signed on behalf of the pharmacy: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Belfast &amp; South Eastern</b> Louise Knocker Business Support Integrated Care 12-22 Linenhall Street Belfast BT2 8BS Tel: 028 9536 3228 Email: <a href="mailto:louise.knocker@hscni.net">louise.knocker@hscni.net</a>	<b>South</b> Janice Brown Business Support Integrated Care Tower Hill Armagh BT61 9DR Tel: 028 9536 2104 Email: <a href="mailto:Janice.Brown@hscni.net">Janice.Brown@hscni.net</a>	<b>North</b> Kathryn Bradley Business Support Integrated Care County Hall 182 Galgorm Road Ballymena BT42 1QB Tel: 028 9536 2824 Email: <a href="mailto:Kathryn.Bradley@hscni.net">Kathryn.Bradley@hscni.net</a>	<b>West</b> Jacquelynn Ballard Business Support Integrated Care Gransha Park House 15 Gransha Park Clooney Road Londonderry BT47 6FN Tel: 028 9536 1053 Email: <a href="mailto:Jacquelynn.Ballard@hscni.net">Jacquelynn.Ballard@hscni.net</a>
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