Southwest Senior Pharmacy Managers

South West Pharmacy Education and Training Lead Network

Appendix to Subgroups and Networks Terms of Reference

1. Network

The South West Pharmacy Education & Training Network is established to provide a link between individuals across the region who are carrying out pharmacy education and training roles or delivering similar services, to share best practice and support innovation.

The South West Pharmacy Education & Training Network reports into the South West Senior Pharmacy Managers group via the Education Working Group (EWG). The Chair of the network should liaise with the Chair of the EWG to ensure alignment with SPMs priorities and objectives and to provide updates on progress and outputs

Membership

The South West Pharmacy Education & Training Leads Network membership consists of Pharmacy Education and Workforce Leads across the acute, mental health, and community trusts, and ICB workforce teams in the Southwest, responsible for the education and training of the pharmacist, pharmacy technician and pharmacy support staff workforce. NHSE WTE they are also included in network membership reflecting the scope and remit of this network in supporting translation and practical implementation of national and regional strategy developed and deployed by them.

The network will support Pharmacy Education & Training leads to be sighted on and provide thinking space around the opportunities and challenges of operationalisation of pharmacy workforce strategy. The network members will also be required to work in smaller groups working on specific areas of work (e.g. cross sector partnerships, prescribing, career pathways etc). There may be occasions where membership is extended to bring relevant expertise and experience in line with agenda items and topics covered.

2. Aims

The scope and remit of this network aims to support translation of and practical implementation/operationalisation of national and regional pharmacy education and training strategy across the NHS managed sector.

The network places a strong emphasis on the practical operationalisation of this strategy with a focus on activity and discussion as opposed to an information giving/listening platform.

The overall aims of the SW Pharmacy Education & Training Network are to:

- Provide thinking space around the opportunities and challenges in operationalisation of new and existing pharmacy workforce strategy
- Share good working practices, innovation and approaches to pharmacy education and training the different areas across the different organisations with the South West region
- Pool resources and identify opportunities for local and regional collaboration, reducing effort of duplication
- Link with and work together to share examples of operational implementation of pharmacy education and training strategy locally (including risks, barriers, enablers to implementation etc)
- Enable education teams to connect and work with PWDS and NHSE WT&E colleagues for mutual benefit in sharing experiences, guidance and expertise

3. Deliverables

The network provides opportunity for Pharmacy Education and Training Leads to come together, with PWDS and NHS England Workforce, Training and Education colleagues, to discuss and develop plans and strategies for a range of workforce and training challenges and opportunities, that could include, for example:

- Planning for supporting MPharm placements
- Local deployment of IP post pharmacist education reform
- Early years development and progression pathways
- Expanding cross-sector training and portfolio working programmes
- Development of pharmacy technician roles in clinical practice
- Deployment of skills for newly qualified pharmacy technicians post completion of qualifications
- Development and progression of the pharmacy support staff workforce
- Identification of new learning resources or ‘products’ that PWDS could develop and deliver to support upskilling of the workforce/workforce transformation etc.

Agendas will be driven by priorities and may require the network to work in different task and finish groups dependant on workstreams.

4. Declarations of Interest

The South West Pharmacy Education & Training Leads Network is convened and supported by Pharmacy Workforce Development South (PWDS) on behalf of its Memorandum of Agreement (MoA) holders and selected wider stakeholders. The group provides a forum for collaboration, oversight, and informed discussion on matters relevant to its remit, ensuring that the views and expertise of partner organisations are considered in the development and delivery of agreed objectives and programmes of work.

Members are expected to contribute their knowledge, local experience and professional expertise to support the collective aims of the group. In doing so, members should act in the interests of the group's objectives and maintain transparency regarding any actual, potential or perceived conflicts of interest that could influence, or be perceived to influence, discussions, recommendations or decisions.

Members are responsible for declaring any actual, potential or perceived conflict of interest that may arise in relation to the work of the group or any item of business under consideration.

Declarations of Interest will be a standing item on the agenda for all meetings. Members should also review agenda items in advance of meetings and notify the Chair as soon as possible of any relevant interests.

Where a Declaration of Interest is made, the Chair, in consultation with the member concerned and the group as appropriate, will determine the most appropriate course of action, taking into account the nature and significance of the interest and the matter under discussion. This may include:

- Full participation in discussion and decision-making where the interest is not considered to present a conflict.
- Participation in discussion to provide local insight, factual information or specialist expertise, but exclusion from recommendation or decision-making processes.
- Abstention from voting or formal endorsement of recommendations.
- Withdrawal from discussion of the relevant agenda item.
- Withdrawal from the meeting for the duration of the relevant agenda item where the conflict is considered significant.

All Declarations of Interest and any agreed actions taken to manage them will be recorded in the meeting minutes to ensure transparency, support effective governance, and maintain confidence in the group's decision-making processes.

This process applies to all members, attendees, and individuals participating in the network's business.

April 2024

Updated September 2026