



Trust Headquarters
Nexus House
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Crawley
West Sussex
RH10 9BG

Internal Ref: 250710
Email

Tel: 0300 123 0999
www.secamb.nhs.uk

Dear,

The trust acknowledges receipt of your Freedom of Information Act 2000 (FOIA) request, referenced above. Please ensure you quote this number in any future correspondence.

FOI Request

You asked us:

Under the Freedom of Information Act, please could I request the following information from your trust:

- 1. In your organisation, do you employ “job planning” for pharmacists (job planning in this instance is typically the division of a working week into half day "sessions" allocated to commitments such as clinical work, development, supporting professional activities time, teaching, research, etc)?**
- 2. How many pharmacists do you employ? Please state headcount**
- 3. Of the pharmacists that you employ, how many have job plans?**
- 4a. For each pharmacist with a job plan, please provide the proportion of contracted hours allocated to protected* time for supporting professional activities (SPA), also known as protected learning time or professional development time**
- 4b. For each pharmacist without a job plan, please provide the proportion of contracted hours allocated to protected time for supporting professional activities (SPA), also known as protected learning time or professional development time**
- 5. If it is not possible to provide an answer to question 4a or 4b, please provide the recommended allocation to supporting professional activities (SPA), also known as protected learning time or professional development time, in hours per week for a full-time employed pharmacist.**



***For the purposes of this FOI request, protected is defined as a time allocation that should be uninterrupted and dedicated to non-mandatory training and development, although this may not always be the case.**

Formal Response

The Trust confirms it holds part of the information you have requested.

The Trust does not employ job planning in this way. Three pharmacists are employed by the Trust, none of whom have a job plan. The Trust does not recommend or allocate a number of hours per week to SPA time; our pharmacists work flexibly and manage their own SPA time as appropriate.

Next steps

We publish a variety of information which may assist future enquiries relating to our service on our website – www.secamb.nhs.uk.

Should you be dissatisfied with our response then in the first instance please contact Richard Banks, Head of Corporate Governance, via the following email address: FOI@secamb.nhs.uk

You can ask us to review our original response. If you would like us to carry out an internal review, please let us know within 40 working days of you receiving our original response. This review will be conducted by an individual who was not directly involved in reviewing the original response, ordinarily, the Trust Data Protection Officer. We will endeavour to complete this request within 20 working days.

Should you remain dissatisfied then you can contact the [Information Commissioner's Office](http://www.ico.org.uk/foicomplaints) (ICO). Complaints to the ICO should be made within six weeks of receiving the outcome of an internal review. The easiest way to lodge a complaint is through their website: www.ico.org.uk/foicomplaints.

Alternatively, the ICO's postal address is:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Yours sincerely,

**Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust**