COVID Student Data

Clinical Professions – COVID-19 Training Data Tool
Pharmacy Data - Student Guidance (April 2020)

Clinical Professions – COVID-19 Training Data Tool Pharmacy Student Data Guidance

Health Education England is asking those MPharm students wishing to support community and hospital pharmacies in the on-going COVID-19 emergency to register their interest to be deployed safely or record the details of their pre-arranged deployment.

Background

As part of the student response to support the NHS and pharmacies resilience and capacity during the on-going COVID-19 emergency, Health Education England (HEE), NHS Education for Scotland, Health Education and Improvement Wales, Pharmacy Schools Council, Royal Pharmaceutical Society and the British Pharmaceutical Students' Association published joint guidance on 9 April 2020. The guidance can be accessed here.

It sets out a number of principles around how students and employers can support safe and effective deployment in pharmacy settings. Whilst there is a separate student recruitment process for Scotland and Wales, this guidance aims to support pharmacy students living in England, who are considering to be deployed to support the NHS' emergency response to the COVID-19 outbreak.

The ask

To facilitate this and support a streamlined, national approach to deploying suitable students at scale, HEE is asking students where eligible, to register their availability, suitability and willingness to be deployed to support a pharmacy setting.

Eligible students are:

- Undergraduate pharmacy students in years 1-4
- Students who are not at an increased risk of severe illness or who have not been advised to follow stringent social distancing measures. More information can be found in the latest government guidelines.

An essential dataset is required from each student, which should then be inputted into a new HEE online data portal, https://covid.hee.nhs.uk/UGPharmacy.

When the data is submitted, HEE will access it and, working with partners through the regional NHS Workforce Cells including Regional Pharmacy Deans and the local Pharmacy Leadership Collaboratives, will place willing and suitable students with the most appropriate placement

provider supporting the response to COVID-19. Details will also be shared with employers that have registered interest to receive a student and with students' School of Pharmacy to allow pastoral care to be extended. Students will be contacted by employers for deployment opportunities.

This guidance is also intended for students who have already made alternative arrangements to support the pharmacy workforce. Students with alternative arrangements are encouraged to enter the details of their deployment through the same online data portal. Submission of this information will inform the strategic support given to the pharmacy workforce. These details will be shared with Schools of Pharmacy to have a record of students' deployment and extend pastoral care.

Alternative arrangements include but are not limited to:

1. Students having deployment facilitated via their School of Pharmacy, where local arrangements have been organised
2. Students with existing relationships with a pharmacy employer (e.g. a regular term time and/or summer job) who could be deployed directly to that employer.

The NHS and HEE are grateful for your support; this activity will directly lead to an increase in health service capacity and support sustaining the care that the NHS provides.

Data scope
The initial collection is related to all undergraduate pharmacy students (referred to as learners) who are willing to register their interest or who have the made alternative arrangements.

A copy of the Data Protection Impact Assessment for this project is available on request from your regional contact.

Completing the data return

The following guidance defines what data should be inputted into each field. Regardless of whether students are registering interest to be deployed or recording details of their pre-arranged deployment, students should begin their data return following the guidance on page 4: *data fields for student to register their interest to be deployed.*

During the data return, a filter question will redirect students to either enter the details of their preferred deployment or refer students to page 7 of this guidance to record the details of their pre-arranged work.

All fields are mandatory except where noted.

Please note, a number of the fields refer to a LOV (Look Up Value) and the system will only accept the data contained within that particular list. If a different combination is entered, the data will not be validated at the point of submission.

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Data Fields for Student to register their interest to be deployed:

First name
The learner's legal first name.

Middle name
The learner's legal first name.

Last name
The learner's legal last name.

Date of birth name
The learner's date of birth.

Current Address (Line 1)
The first line of address where a learner is currently residing, from where they will be travelling to work if deployed.

Town/City
The learner's town/ city associated with their current address.

County
The county where a learner is currently residing, from where they will be travelling to work if deployed. Please select from the LOV_Counties list for reference.

Postcode
The postcode where they are currently residing, from where they will be travelling to work if deployed. If other text is entered the data will fail validation at the point of submission.

Contact telephone number
The telephone number most readily accessed by the learner, through which they can be consistently contacted during this process.

Email address
The email address most readily accessed by the learner, through which they can be consistently contacted during this process.

National Insurance Number
It is recognised that this is not standard data held by Health Education England, however employers will require this information. It will also be used as a unique identifier where two learners at the same institution studying the same course have the same name If the field is left blank, the data will not be validated at the point of submission.

School of Pharmacy
The name of the School of Pharmacy the learner is enrolled on across the UK, selected from the defined drop-down list to ensure consistency. Please select an option from the LOV_SoP list for reference.

Current year of study
The academic year of study in which the student is currently enrolled. Please use the list provided in LOV_Year to select the appropriate year of study. This include options for sandwich and integrated courses.

Name of tutor at School of Pharmacy
The first name and surname of the learner's tutor at the School of Pharmacy the learner is enrolled on. This field is optional.

Tutor contact telephone
The telephone number most readily accessed by the learner's tutor at their School of Pharmacy, which they can be consistently contacted through this process. This field is optional.

Tutor Email address
The email address most readily accessed by the learner's tutor at their School of Pharmacy which they can be consistently contacted through this process. This field is optional.

Current status - Currently in or already arranged voluntary or paid position
Learners are required to select Yes or No for where a learner is currently in or has arranged a voluntary or paid position to support the pharmacy workforce, during the national COVID-19 emergency. These arrangements could be, for example, through your School of Pharmacy or through existing relationships you have with a pharmacy **If a learner has selected No, please continue to follow the guidance below to register interest in being deployed.**

If a learner has selected the option 'Yes', please continue to follow the guidance set out on **to record the details of the arranged deployment and complete their data entry.**

Previous Experience Sectors
This is to determine the pharmacy sectors that the learner has previous experience in. This will be used in the decision-making process to assign the student to the appropriate sector and employer. Please select one option from the list provided in LOV_PreviousExperience.

Previous Experience Sectors (other)
In the event a learner selects "Other (please specify)" option in the list provided in LOV_PreviousExperience, learners will need to specify the alternative sector here. This will be used in the decision-making process to assign the student to the appropriate sector and employer.

Estimate of the time spent working in a community or hospital pharmacy
This is to determine the length of time of previous experience in either a hospital or community setting. This will be used in the decision-making process to assign the learner to the appropriate employer. Please select one option from the list provided in LOV_TimeWorked.

Skills and Competencies Gained
The details in this field will be used in the decision-making process to assign the learner to an appropriate sector and employer. This is a free text field for learners to briefly describe the skills and competencies gained from previous pharmacy roles.

Preferred area(s) for deployment
This is a mandatory answer, to be selected from the list provided in LOV_Counties. This refers to the regional area in which the learner would prefer to work in and travel to from their current address. These details will be used to assign the student to the appropriate setting and employer. Options are also provided for students residing in England but choosing to be deployed in the devolved administrations to record this detail should they wish. These students will not be progressed through this system.

Distance willing to travel from current address

Learners are required to select an option from the list provided in LOV_TravelDistance in which the learner is willing to travel to work if deployed, from where a learner is currently residing noted previously. Learners are to bear in mind the anticipated transport arrangements available when making a selection. The details in this field will be used in the decision-making process to assign the learner to a suitable employer.

Preferred deployment setting

This is a mandatory answer, to be selected from the list provided in LOV_PreferredSetting. Learners are required to select their preferred setting for deployment in either a community or hospital pharmacy. The details in this field will be used in the decision-making process to assign the learner to an appropriate sector and employer.

Paid or unpaid (voluntary) deployment

This is to determine if the learner would consider work in a paid or unpaid (voluntary) position and will be used in the decision making to assign the student to an appropriate employer setting. Please select one option from the list provided in LOV_PaidorUnpaid.

Earliest start date

The earliest date in which the learner is willing to be deployed to support the pharmacy workforce. This information will be considered by when assigning learners to appropriate employers. Learners are advised that they should only consider deployment to support the pharmacy workforce after completion of their amended assessment schedule at their School of Pharmacy. Schedules of assessment will vary and depend on the arrangements of individual Schools of Pharmacy.

Notes and Recommendations

Not mandatory. Any other specific item that needs to be recorded about the learner in this process.

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Where a student has indicated they have a previously arranged/current deployment, further details should be entered:

Learners are required to follow this guidance only if they are currently in or have already arranged a voluntary of paid position to support the pharmacy workforce during the national COVID-19 emergency. These arrangements could be, for example, through your School of Pharmacy or through existing relationships you have with a pharmacy employer.

Name of organisation
This should be the name of the pharmacy employer (e.g. Trust or other organisation) that the learner has made alternative arrangements with.

Organisation address (Line 1)
The first line of address where a learner is currently or planning to travel to work at their pre-arranged deployment setting.

Organisation Town/City
The town/city where a learner is currently or planning to travel to work for their pre-arranged deployment setting.

Organisation County
The town/city where a learner is currently or planning to travel to work for their pre-arranged deployment setting. Please select one option from the list provided in LOV_Counties.

Organisation Postcode
The postcode where a learner is currently or planning to travel to work for their pre-arranged deployment setting. If other text is entered the data will fail validation at the point of submission.

Organisation Contact telephone number
The telephone number most readily accessed by the learner's employer which they can be consistently contacted through this process.

Named contact at organisation
The first name and surname of a named contact at a learner's place of deployment.

Named contact telephone number
The contact telephone number most readily accessed by the learner's named contact at their place of deployment, which they can be consistently contacted through this process. This field is optional.

Named contact email address
The email address most readily accessed by the learner's named contact at their place of deployment, which they can be consistently contacted through this process. This field is optional.

Position title
This refers to the title of the position the learner will hold in their place of deployment. For example, counter assistant.

Start Date
This is the agreed start date in which the learner has been or is expected to start work at the named organisation above, in which they are supporting during COVID-19.

End Date
This is the agreed or expected end date in which the learner is to stop working at the previously named organisation above.

Paid status
Learners are to select whether the position is paid or unpaid (voluntary) from list provided in LOV_Paid/Unpaid. If a learner receives financial contributions towards travel, for example, but are not paid for the hours worked, this would fall under the category 'unpaid (voluntary).'

Notes
Not mandatory. Any other specific item that needs to be recorded about the learner in this process.