



24<sup>th</sup> March 2021

Circular 008/21

- 1. Pharmacy Training Grant for courses completed in 2020**
- 2. Pharmacy Training Grant for courses completed between 01/01/2021 and 30/04/2021**

Dear Pharmacist,

The purpose of this circular is to update you with the procedures for applying for a Pharmacy Training Grant in respect of approved courses eligible.

In accordance with the existing agreement, Pharmacy Training Grants apply to any staff member who is employed in a pharmacy on a continuous basis. The Training Grant covers course fees to a maximum amount of €1,270 payable to pharmacy contractors in respect of a calendar year.

### **1. Pharmacy Training Grant for courses completed in 2020**

The closing date for receipt of claims for courses completed in 2020 is 30/04/2021 (The date on the certificate of completion is taken as the date of completion).

In order to claim Pharmacy Training Grants for courses completed in 2020, please complete and submit the following documentation to your local HSE Pharmacist for approval:

- Pharmacy Training Grant Summary Form - Complete one summary form for 2020. Submit parts 2 and 3 of each form. Retain part 1. The summary form must be signed by the Supervising Pharmacist.
- Pharmacy Training Grant Claim Form(s) - Please complete an individual claim form for each member of staff who has undergone relevant training. Ensure all required information is given, e.g. on the claim form, give the students name and full address and PPS number. Ensure that the correct course code is given.
- Original receipt(s) for course fee outlay. Please note that these receipts are non-returnable.
- Copies of the Certificate(s) of Completion - The date of course completion is taken as the date on the certificate of completion i.e. for courses completed in 2020, the certificate must state a date in 2020.
- Pharmacy staff training plan for 2021- all applications must be accompanied by this training plan for pharmacy staff. Failure to do so will mean that the application will be returned to you.

Application forms can be obtained by emailing [PCRS.PharmacyGrant@hse.ie](mailto:PCRS.PharmacyGrant@hse.ie).

You must submit the grant applications to your local HSE Pharmacist and once approved by the local HSE Pharmacist, the documentation will be forwarded to PCRS for processing and payment. Your HSE Pharmacist should be contacted for any queries in relation to the training grant.

## 2. Pharmacy Training Grant for courses completed between 01/01/2021 and 30/04/2021

The closing date for receipt of claims for courses completed in 2021 is 31/03/2022. However pharmacists also have the option to claim and be reimbursed early for approved courses completed between 01/01/2021 and 30/04/2021. (The date on the certificate of completion is taken as the date of completion). In order to do this, please complete and submit the following documentation to your local HSE Pharmacist for approval on or before 30/04/2021:

- a) Pharmacy Training Grant Summary Form - Complete one summary form for 2021. Submit parts 2 and 3 of each form. Retain part 1. The summary form must be signed by the Supervising Pharmacist.
- b) Pharmacy Training Grant Claim Form(s) - Please complete an individual claim form for each member of staff who has undergone relevant training. Ensure all required information is given, e.g. on the claim form, give the students name and full address and PPS number. Ensure that the correct course code is given.
- c) Original receipt(s) for course fee outlay. Please note that these receipts are non-returnable.
- d) Copies of the Certificate(s) of Completion - The date of course completion is taken as the date on the certificate of completion. For courses completed between 01/01/2021 and 30/04/2021, the certificate must state a date between 01/01/2021 and 30/04/2021
- e) Pharmacy staff training plan for 2022- All applications must be accompanied by a training plan for pharmacy staff. Failure to do so will mean that the application will be returned to you.

Application forms can be obtained by emailing [PCRS.PharmacyGrant@hse.ie](mailto:PCRS.PharmacyGrant@hse.ie).

You must submit the grant applications to your local HSE Pharmacist and once approved by the local HSE Pharmacist, the documentation will be forwarded to PCRS for processing and payment. Your HSE Pharmacist should be contacted for any queries in relation to the training grant.

### Approved Courses for Pharmacy Training Grant for training conducted during 2020 or 2021 as agreed with Department of Health

Course Code	Description of Course	Maximum Payable
IPU 01	The former IPU Medicines Counter Assistant Course 1 (MCA 1)	€550
IPU 02	The former IPU Medicines Counter Assistant Course 2 (MCA 2)	€550
IPU 03	The current IPU Medicines Counter Assistant (MCA) Course	€550
IPU 04	Year 1 IPU Pharmacy Technicians Course	€1270
IPU 05	Year 2 IPU Pharmacy Technicians Course	€1270
IPU 06	IPU Pharmacy Interact Course	€260
IPU 07	IPU Pharmacy InterLink Course	€260
PTG 11	Cardiovascular Risk Assessment Training	€250
PTG 12	CPR course (Multiple Providers)	€95
PTG 13	Parenteral Administration of Medicines (Hibernian Healthcare Delivered)	€365

Yours faithfully,



Shaun Flanagan  
Primary Care Eligibility & Reimbursement