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22<sup>nd</sup> July 2025

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[REDACTED]

Dear Sir/Madam

**Freedom of Information Act (FOI) 2000 - Request for Information Reference:**  
Pharmacists

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

**Home, Community, Hospital.**

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
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)?	1. No			
2. How many pharmacists do you employ? Please state headcount	2. 49			
3. Of the pharmacists that you employ, how many have job plans?	3. None			
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	4. N/A			
4b. For each pharmacist without a job plan,				

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Home, Community, Hospital.

<p>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</p> <p>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.</p> <p>*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.</p>	<p>5.</p> <p>Our understanding of SPA time is different to that defined in the question. SPA time is broader than protected learning time (which forms only a part of SPA time). As per the NHSE definition (<a href="https://www.england.nhs.uk/long-read/e-job-planning-for-pharmacists-and-pharmacy-technicians-a-good-practice-guide/">https://www.england.nhs.uk/long-read/e-job-planning-for-pharmacists-and-pharmacy-technicians-a-good-practice-guide/</a>) we understand SPA time to include all non-direct patient care activities (for the employing organisation). This would include CPD/protected learning but would also include: person/team management, research, audit, teaching others and developing clinical care resources (eg guidelines) amongst other activities.</p> <p>By this definition we define a fraction of our pharmacists' time which could be described as SPA time where they are not delivering patient care. This varies depending on the job role but can be approximated based on AfC</p>			
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	<p>banding.</p> <p>Pharmacists employed primarily outside the clinical pharmacy team (eg Medicines Safety Officer): 20% Direct Clinical Care (DCC) 80% SPA</p> <p>Clinical Pharmacy Team Assistant Chief Pharmacist: Clinical Service (Band 8c) 30% DCC 70% SPA</p> <p>Divisional Lead + Specialist Pharmacists (Band 8a) 60% DCC 40% SPA</p> <p>Clinical Pharmacists (Band 7) 80% DCC 20% SPA</p> <p>Resident Pharmacists (Band 6) 80% DCC 20% SPA (Mainly Clinical Diploma)</p>			
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I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email [sally.brookshanahan@nhs.net](mailto:sally.brookshanahan@nhs.net).

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email [casework@ico.org.uk](mailto:casework@ico.org.uk).

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email [sfh-tr.foi.requests@nhs.net](mailto:sfh-tr.foi.requests@nhs.net).

Yours faithfully

#### Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.