

Date 01/08/2025  
Your Ref  
Our Ref 10303

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Dear

## FREEDOM OF INFORMATION – PHARMACY JOB PLANS

I write in response to your request for information in relation to pharmacy job plans.

### Question:

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)?

### Answer:

NHS Lothian Pharmacy and Medicines Service is currently undertaking work designing, testing and implementing job planning for pharmacists within the managed service. The NHS Lothian data provided covers pharmacists employed by NHS Lothian this includes those practicing in hospital and primary care with a formal signed off job plan.

Work is also being undertaken in alignment with Agenda for Change reform in relation to role specific essential training.

### Question:

2. How many pharmacists do you employ? Please state headcount

### Answer:

358 Pharmacists

### Question:

3. Of the pharmacists that you employ, how many have job plans?

### Answer:

5 Pharmacists

Headquarters  
Mainpoint  
102 West Port  
Edinburgh EH3 9DN

Chair Professor John Connaghan CBE  
Chief Executive Professor Caroline Hiscox  
*Lothian NHS Board is the common  
name of Lothian Health Board*

Question:

4. 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

Answer:

All 5 Pharmacists have 0.1WTE

Question:

5. 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

Answer:

81 Pharmacists with 0.1WTE  
10 Pharmacists with 0.08WTE  
2 Pharmacists with 0.02WTE  
123 Pharmacists with 0.05WTE  
All others have no formal allocation.

Question:

6. 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.

Answer:

For the pharmacists described as having no formal allocation in Q4b, protected time for specific education and training is managed in accordance with the NHS Lothian Pharmacy Training Framework and Study Guide which outlines the process through which pharmacy staff can access and be supported to undertake education, training and development including qualifications which are regulatory and for professional development.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal). If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.



If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhslothian.scot/FOI/Pages/default.aspx>

Yours sincerely

**ALISON MACDONALD**  
**Executive Director, Nursing**  
Cc: Chief Executive