

Frequently asked questions

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Job description

CPPE Local tutor 2025

Centre for Pharmacy Postgraduate Education

Title:	Local tutor
Time commitment:	21 hours per month
Contractual period:	Fixed term to March 2026
Salary:	£5333.99 core per annum plus travelling expenses and pension scheme

The CPPE local tutor role

Some Frequently Asked Questions

The job description for the CPPE local tutor role is necessarily formal and seems long when you're only working for us half to one day a week. But we want to make it clear what our expectations of you are, and what we commit to in return. We've written this set of frequently asked questions (FAQs) to answer what we have found to be the most common queries.

What training does CPPE offer to new tutors?

As a new local tutor you will receive a full induction to CPPE. This consists of one residential course lasting two days, one full day online facilitation skills training, and one full day head office induction, held in Manchester or via Zoom. It is mandatory that you attend these days.

This two-day residential course covers training, presentation and facilitation skills. The head office day addresses the business side of CPPE – making sure that events run smoothly for you and your participants. We also provide ongoing training on new skills and workshop topics at CPPE meetings.

How does CPPE keep in touch with its tutors?

CPPE requires you to attend three different meeting formats; a total of five meetings each year. The longest of these is our two-day national meeting, which we usually hold in October. The full CPPE team attend including all tutors, regional managers and the head office team. We also hold a one-day mid-year meeting in the Spring. We use these meetings to update you on what's happening at CPPE and provide you with ongoing training and support.

At a more local level we want you to feel that you are a part of your local team, you will meet with your fellow local tutors and your regional manager three times a year - these meetings are usually online.

We send out a newsletter for all our staff once each month and use our email system and Microsoft Teams to make sure that you have access to the information and support that you need.

How do local tutors manage their hours?

A standard tutor contract is for about 21 hours a month. We think it's easiest to consider it to be a contract for 255 hours a year; some months will be busier than others. It's up to you to manage your hours appropriately.

In the first year of working for CPPE, we find that most tutors devote a lot of time to preparing for their events and building their confidence. If you stay with us, this will change and you will spend more time building your networks and becoming engaged with the strategic elements of delivering learning for your areas.

How many events will local tutors run each year?

This varies according to local need. You can expect to run around eight events each year, split over two semesters. We try to use the time that the NHS funds carefully,

so you will repeat events in different parts of your region and online. You will work with your local tutor colleagues to plan the calendar of events across your region.

Can I plan my diary around CPPE activities?

In general, yes you can. The planning activity for our events is undertaken as a national activity led by the regional managers and you will then choose the dates for the learning events that you run.

We advise you to avoid booking events around bank holidays, school holidays, religious festivals, major sporting events and any other events that you know take place in your area. It's also a good idea not to run workshops on Friday evenings – many people may go away for the weekend. But apart from that, you can book your events to suit yourself, your working and family life.

Do local tutors do anything other than run workshops?

Yes you do. Although we expect that you will spend about half the time we fund preparing for, delivering and giving feedback on learning events, this is just one element of your role.

We expect that you will be the local face of CPPE and that you will be the person people turn to when they want to know more about the learning opportunities that are available. We expect you to meet with your local pharmaceutical committee (LPC) and with other local pharmacy stakeholders once each year, to make sure that they know what learning events will be running and what other support CPPE can offer them. As you build your networks, we anticipate that as a minimum you will also develop relationships with your hospital and prison Chief pharmacists.

We expect you to promote the opportunities that we offer. This includes open learning, e-learning and assessments as well as our workshops. You may choose to develop local newsletters and run regional events with your fellow local tutors and regional manager.

We feel it is important for you to know that CPPE is a customer focused organisation and we encourage all employees to embrace this culture. CPPE is committed to providing high-quality and professional learning programmes and excellent customer service.

We achieve this by committing to our core values of improvement and achievement, communication, encouraging others, openness and honesty and working together.

We hope that this has answered some of the questions that you had about working as a CPPE tutor. If you would like to know more, then please give us a call or send us an email. Thank you for your interest in working with CPPE.

CPPE Local Pharmacy Tutor

Job Context

The post is for the Centre for Pharmacy Postgraduate Education (CPPE), established in May 1991, which has responsibility for provision of continuing professional development for pharmacists and pharmacy technicians on the GPhC register providing NHS and Public Health services in England. CPPE works with NHS England to identify pharmacy professionals' development needs, produces and implements educational and training programmes to meet these needs and liaises with other professionals within the healthcare team and stakeholders as part of this process.

Job Overview

Essentially, the job is about identifying learning needs, facilitating and providing learning activities, including online and face-to-face workshops and support for open learning on a local basis, and encouraging more pharmacy professionals to take part in open learning programmes, online learning/assessment and attend workshops.

The bulk of the administrative component will be undertaken by the Centre, so that your role is primarily educational/learning support rather than organisational. However, some organisation and administration is required at a local level to facilitate local needs.

In accepting the post you will be expected to undertake all meetings (approx 2 national and 3 local) and training identified as necessary for the role as CPPE local tutor.

Responsible to:

- Regional Manager/Regional Tutor
- Deputy Director
- Director
- CPPE
- The University of Manchester

Key Relationships

- Pharmacists and Pharmacy technicians in community, primary and secondary care, health and justice and the armed forces
- Integrated Care Boards
- Higher Education Institutions
- Patients and the public
- Commissioning bodies
- Secondary Care Trusts
- Regional NHS pharmacy deans, RPS in your area, local APTUK branches and other relevant committees where Continuing Professional Development is addressed
- Local Pharmaceutical Committee/Local Professional Networks
- Professional Development Groups
- NHS Executive
- Other tutors, and other health professionals' tutors, e.g. GPs, Nurses

Key Responsibilities

Organise and implement a local programme of relevant Continuing Professional Development for pharmacists and pharmacy technicians in collaboration with and supported by the Centre's management team.

Internal Clients

- Director
- Deputy Director
- Regional Manager
- other CPPE Tutors
- CPPE Centre staff

Internal

- To adhere to the CPPE Standards for Pharmacy Tutors:
- Operate within the budget for local venues
- Accurately proofread the CPPE website entries for your tutor area and responding by the deadline dates as specified
- Facilitate local and online learning activities to the standards set by CPPE
- Achieve the learning objectives stated in each workshop undertaken and any other learning activities
- Ensure the CPPE quality assurance procedures are adhered to (including ensuring learning evaluation is implemented accurately), deadlines are met and outcomes responded to
- Manage time effectively for all CPPE activities, including meeting deadlines
- Undertake administration, for example, establishing numbers of participants at workshops using the relevant programmes
- Complete a post-workshop report, using the format provided by CPPE
- Complete reports accurately for sharing with regional manager and CPPE Head office
- Participate in all meetings and training programmes for local tutors as requested
- Participate in meetings with Centre's management team to review local learning needs and maintain regular contact with Centre
- Participate in local action planning with local pharmacy tutors in your locality
- Provide peer observation for another tutor and be peer observed yourself on alternate years

External Clients

- Primary and Secondary Care Sectors
- Other Professional Bodies
- Venue providers

External

- Identify suitable venues for face-to-face workshops

- Undertake essential administration, which may include: booking venues, arranging audio visual requirements, arranging catering for the workshop
- Identify suitable 'experts' for any 'face-to-face' or online activity undertaken
- Contact and brief local speakers face-to-face or online as specified by CPPE
- Competent use of visual equipment, aids and materials
- Develop online and face-to-face facilitation/ presentation skills to CPPE standard
- Informally assess pharmacy professionals' reactions to workshops and other learning activities
- Ensure completion of online workshop evaluation forms
- Use feedback from evaluations to improve outcomes for participants and indirectly their clients
- Encourage participants to use other CPPE learning activities e.g. Open Learning, e-Learning, e-assessment
- Encourage more participation by pharmacy professionals in CPPE learning as part of their continuing professional development by utilising local networks, social media and other communications channels
- Act as a contact point for local pharmacy professionals' requests for information and advice about continuing professional development to meet their learning needs
- Gather information on local learning needs from individual pharmacists, pharmacy technicians, Primary and Secondary Care Management and staff, ICB and LPC leads and other relevant sources and feed these back to the Centre

PERSON SPECIFICATION

Essential:

- Friendly disposition.
- Pharmacist or pharmacy technician on the GPhC practising register with at least three years' experience
- Member of the Royal Pharmaceutical Society or Association of Pharmacy Technicians UK
- Able to conduct clear logical conversation
- Able to project voice to groups of up to 40
- Able to write concisely and clearly
- Able to calculate monies/numbers etc. for management information and expenses
- Able to use initiative and raise issues to ensure standards and positive actions/outcomes
- Ensure standards set are actioned and meet client and stakeholders needs
- Prepared to change and co-operate with colleagues to meet workload requirements
- Able to work unsupervised on occasions
- Willingness to learn and advise and motivate others
- Able to use the Internet, email and software packages such as Word, Excel and PowerPoint
- Smart & professional image.

- Able to work in the evening or at weekends
- Able to travel to regional and national meetings and events and stay overnight where necessary
- Holds a current driving licence
- Regularly has the use of a car to travel to events and meetings when needed
- Good Wi-Fi access

Desirable:

- Some involvement in the delivery/support of learning
- Ability to use audio/visual aids including Zoom and other online platforms
- Familiar with analysing data