



Our Ref: DLIB/FOI/04-07-25

Thank you for your request for information under the Freedom of Information Act, received on 04 July 2025, reference number FOI 04/07/25. I can confirm that Health Education and Improvement Wales (HEIW) has completed a search of its records and has established that it does hold information falling within the confines of your request. Please find below the response to your request.

**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.**

- 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)?**

HEIW does not currently employ 'job planning' for pharmacists as we do not deliver clinical services

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

HEIW employs 26 pharmacists (22 full time equivalent) to support pharmacy education and training.

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

See point 1 above

- 4. A. 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.**

N/A.

- B. 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**

Personal development opportunities are agreed, with the line manager as part of performance appraisal and developmental reviews (PADR).

- 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.**

As a non-clinical service delivering organisation does not conduct job plans but supports its staff to access personal development opportunities relevant to their roles via the PADR process. Further information can be found in our Access to Learning and Development Policy which can be found on the HEIW web page. Please also see the link below:

