

1. Identifying individual learning and development needs

- Review current and past achievements with the FP1 pharmacist
- Help the pharmacist to make a realistic judgement of their achievements and to complete the relevant self-assessment ratings in their portfolio
- Help the pharmacist to identify their learning & development needs and to prepare their PDP
- Encourage individuals to ask questions and express their views on their learning & development needs
- Give pharmacists constructive feedback on their expectations and the opportunities available to them for development
- Work out the individual's preferred learning styles
- Agree the PDP with the pharmacist (and relevant practice supervisor(s), if appropriate)

2. Supporting the FP1 pharmacist

- Behave in a way that shows you accept the pharmacist you are supporting
- Agree with the pharmacist how often mentoring sessions will take place
- Set aside enough time for each mentoring session
- Help pharmacists to express & discuss ideas & concerns affecting their experience in the workplace
- Give pharmacists information and advice that will help them meet their learning & development needs
- Give the pharmacist honest and constructive feedback
- Identify and deal with any difficulties the pharmacist has in managing their learning and give them guidance on how to overcome the difficulties
- Agree what extra support and help the pharmacist needs or can access

3. Monitoring and reviewing progress

- Base your review on your assessment of the pharmacist's progress to date
- Check that the information you use is accurate and unbiased
- Encourage the pharmacist to express their views on their own progress
- Match evidence to the relevant FP1 learning outcomes to see what the pharmacist has achieved
- Help the pharmacist to make a realistic judgement of their achievements and to complete the relevant self-assessment ratings in their portfolio
- Give the pharmacist positive feedback
- Help the pharmacist to identify new learning & development needs and to update their PDP
- Agree the updated PDP with the pharmacist (and relevant practice supervisor(s), if appropriate)

4. Foundation ePortfolio Review prior to submission to NICPLD

- Base your decisions on all the relevant evidence of the pharmacist's performance
- Confirm that the pharmacist's portfolio contains all completed FP1 practice activities
- Confirm that the pharmacist has provided at least one piece of supporting evidence for each learning outcome (LO) in their portfolio (there must be no empty LOs)
- Confirm that the evidence provided by the pharmacist meets the quality criteria for validity, authenticity, currency and sufficiency
- Give the pharmacist the opportunity to explain and resolve any inconsistencies in the evidence, if necessary
- If the pharmacist's evidence meets the quality criteria, complete the declaration on their FP1 portfolio submission form
- If the pharmacist's evidence does not meet the quality criteria, clearly explain your decision to them and provide advice on how they can develop the necessary skills or provide more evidence
- Speak to the NICPLD PRFP Leads if you and the pharmacist cannot agree on your decision