

1. Identifying training needs

- Analyse the FP2 pharmacist's current knowledge, skills and experience
- Analyse the knowledge and skills needed
- Identify individual training needs
- Identify preferred learning styles

2. Planning training

- Identify the learning outcomes of the training
- Choose ways of delivering the training to meet the learning outcomes in a logical order
- Choose learning materials and methods which are appropriate to the needs, preferences and capabilities of the FP2 pharmacist
- Ensure that the materials and methods you have chosen support equal opportunities and diversity
- Ensure that chosen materials, methods, times and facilities are appropriate, available and meet health and safety requirements

3. Conducting training

- Base the training on an analysis of the knowledge and skills needed and the order they must be learned in
- Train in a manner and at a speed which is appropriate to the FP2 pharmacist
- Ensure that training is accurate and realistic
- Encourage the FP2 pharmacist to ask questions and get explanation at appropriate stages
- Regularly check that the FP2 pharmacist is making progress towards learning outcomes
- Alter training in light of the FP2 pharmacist's progress and feedback
- Give FP2 pharmacists the opportunities to practise and give them positive feedback
- Ensure that training takes place in a safe environment
- Reduce distractions and disruptions as much as possible
- Identify anything that prevents learning and review this with the FP2 pharmacist

4. Evaluating training

- Identify the best situations when you can assess performance
- Use evidence that takes place in the workplace and ask relevant questions
- Ask clear questions which do not 'lead' the FP2 pharmacist
- Choose opportunities for assessment which disrupt normal work as little as possible
- Base your assessment decisions on all the relevant evidence of the FP2 pharmacist's performance and knowledge
- Check that the evidence has come from the FP2 pharmacist's own work
- Give the FP2 pharmacist clear and constructive feedback at an appropriate time and place
- Make a record of the outcomes of assessments using the agreed templates
- Speak to the FP2 pharmacist's educational supervisor (ES) if you / the FP2 pharmacist have any difficulties
- Evaluate how effective the training is against the learning outcomes
- Identify and resolve any problems with the training materials, methods and facilities that you used