



Medicines Management Accredited  
Programme (MMAP)

# Learning Contract

Candidate name: \_\_\_\_\_

This Learning contract outlines what is expected of all stakeholders in relation to the above named candidate and their completion of the following aspects of the MMAP:

**Module 1** – The supply of medication to individual patients

**Module 2** – The assessment of patients' own drugs (PODs)

**Module 3** – Medicines reconciliation 1 (Drug history)

### NICPLD (the learning provider) will:

- accept applications and facilitate places on the programme
- develop induction training and expert training relating to the development of the relevant medicines management skills
- provide guidance to Educational supervisors and candidates regarding queries throughout the programme
- facilitate the final appraisal process, including the review of portfolios and final interviews
- support individuals who fail to meet the criteria and offer guidance
- issue certificates of accreditation to candidates who successfully complete the programme.

### The Clinical Pharmacy Manager will:

- ensure that the Learning contract is read, agreed and signed as appropriate
- ensure SOPs outlining the roles and responsibilities of the pharmacy technician in delivering a medicines management service are implemented
- inform all staff whose work may be affected by the implementation of this programme of the process
- identify an appropriate ward/area in which to base the candidate
- identify the modules appropriate for the candidate to undertake
- identify an appropriate Educational supervisor to support the candidate throughout the programme.

### The Educational supervisor will:

- ensure that a Learning contract is completed by all parties prior to the start of the programme
- provide the support and guidance required to complete all aspects of the programme
- meet regularly with the candidate to provide support, ensure development of underpinning skills and competence and to offer guidance
- observe the candidate in practical situations and assess the candidate's performance objectively against the programme standards
- complete all documents or records required for the programme
- ensure that the candidate's portfolio is completed to the required standard prior to the final appraisal
- prepare candidates for the final appraisal
- liaise with NICPLD to ensure completion of the programme.



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**The candidate will:**

- complete all pre-course activities and agree the scope of the role with their Educational supervisor
- comply with all relevant policies and procedures relating to the role they will be undertaking
- attend and engage in the relevant induction workshop and Medicines management skills workshop
- meet regularly with their allocated Educational supervisor
- take responsibility for their own learning and development and actively seek opportunities to complete the in-practice activities
- receive constructive feedback from their Educational supervisor and other colleagues and use this to improve their development
- ensure that all documentation is accurately completed within agreed timescales and stored within their portfolio
- complete the module(s) within the agreed timescales.

**The above points have been discussed and agreed between:**

**Candidate name:**

**Candidate signature:**  **Date:**

**Educational supervisor name:**

**Educational supervisor signature:**  **Date:**

**Clinical Pharmacy Manager name:**

**Clinical Pharmacy Manager signature:**  **Date:**

**NICPLD representative name:**

**NICPLD representative signature:**  **Date:**