



NIC Centre for  
Pharmacy Learning  
& Development

**Hospital Foundation Programme (FP)**

**Induction – Sept/Oct 2021**

**Laura O’Loan**  
Associate Pharmacy Postgraduate Dean  
NICPLD

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**Induction lecture - outline**

**Background**

- Reforms to Initial Education and Training of Pharmacists
- FP competencies

**Hospital FP**

- Practice activities
- eWorkshops
- Online portfolio
- Final assessment
- Responsibilities of the FP pharmacist / ES / PS

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NIC Centre for  
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Enhancing Patient Care through Training

Home About Us System Programme Training Resources News

**Coronavirus disease (COVID-19) latest updates**



FP Foundation Programme  
IP Hospital-based Internship  
AP Advanced Practice  
FTY Foundation Training year  
PP Practice Pharmacist  
PT Pharmacy Technician  
EL Learning  
WS Workshops  
RL Registered Lecturer

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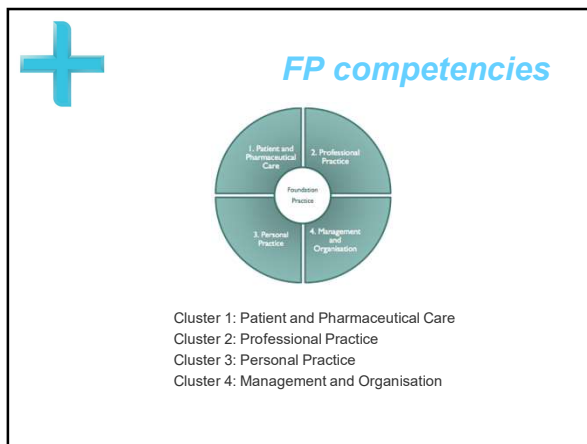
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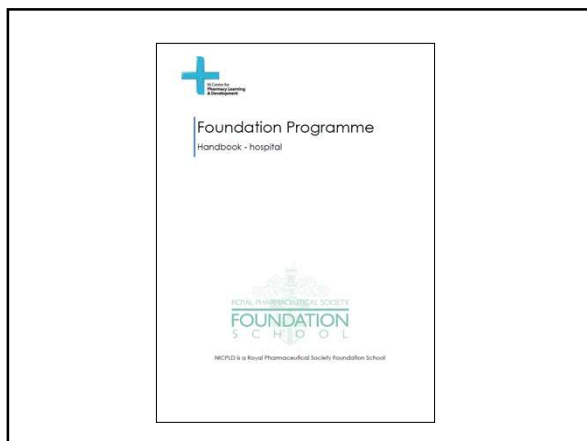
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 **FP competencies**

- 26 FP competencies arranged in 4 competency clusters
- Each competency has one or more behavioural statements defining how it would be recognised
- Some competencies apply to all 4 practice areas
- Some competencies are only relevant to one practice area
- Each practice area has a specified set of competencies and behavioural statements

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 **Practice areas (domains)**

**Core practice areas:**

- **Dispensary services**
- **Medicines optimisation**
- **Evidence based practice**

**Plus EITHER:**

- **Technical services**

**OR:**

- **Public health**

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 **Practice activities**

- To develop and demonstrate competence in each practice area
- Minimum of 10 hours of CPD (*underpinning knowledge*) in each practice area

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Learning mediated by practice activities = 'scaffolding'



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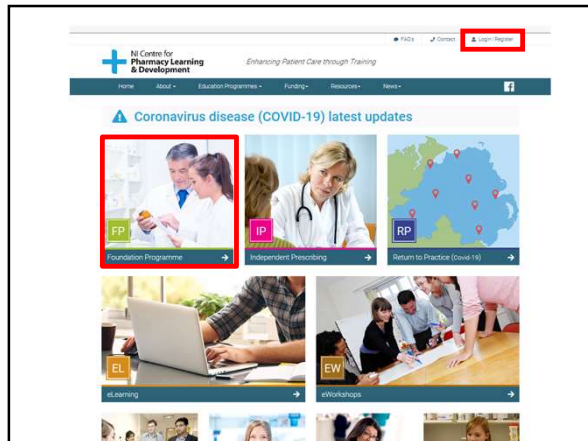
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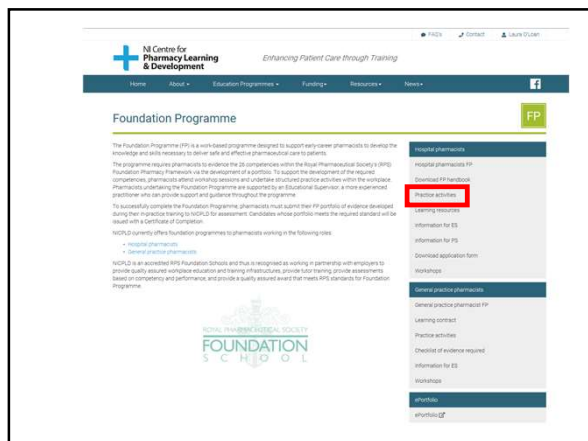
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**Foundation Programme: Practice activities** FP

The main focus of the Foundation Programme (FP) is on in-practice training and experiential learning in the workplace. This provides FP pharmacists with the opportunity to gain knowledge, skills and experience in three core patient-facing areas (dispensary services, medicines optimisation (MO) and evidence based practice (EBP)), plus one additional optional area relevant to their area of practice (technical services - hospital, or public health - community / primary care). As part of their in-practice training, FP pharmacists will undertake practice activities to help them to develop and demonstrate their competence in each practice area. See below for general and practice area-specific forms and information. NB: no patient-identifiable information must be included to comply with GDPR.

General **Dispensary** MO EBP Technical Public health

General forms to download:

- FPF
- Summary of evidence
- Reflective record
- Testimonial
- Record of interventions
- Record of CPD undertaken
- Professional practice testimonial

**Hospital pharmacists**

- Hospital pharmacists FP
- Download FP handbook
- Practice activities
- Learning resources
- Information for ES
- Information for PS
- Download application form
- Workshops

**Community pharmacists**

- Community pharmacists FP
- Download FP handbook
- Practice activities
- Learning resources

**Practice-based pharmacists**

- Practice-based pharmacists FP

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**Foundation Programme: Practice activities** FP

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General Dispensary MO EBP Technical Public health

**Dispensary practice activities** Forms

**In-house checks** Testimonial

- Your PS should write a testimonial confirming that you have successfully completed your in-house training workbook for final accuracy and clinical checks (as a qualified pharmacist).

**Internal audit** Reflective record

- You should write a reflective record of an internal audit against medicines code or an SOP you have participated in.

**SOP review** Testimonial

- Your PS should write a testimonial confirming that you have successfully reviewed and updated a dispensary SOP.

**Dispensary 'project'** Testimonial

- Your PS should write a testimonial confirming that you have taken responsibility for a dispensary...

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**Community pharmacists**

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**Practice-based pharmacists**

- Practice-based pharmacists FP
- Practice activities
- Checklist of evidence required

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## Practice Activities: Dispensary Services

- In-house final accuracy + clinical checks
- Internal audit
- SOP review
- Dispensary 'project'
- Time management & prioritisation
- Minimum of 20 interventions – follow one up
- Minimum of 10 hours of CPD
- Professional practice testimonial for the practice area

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 **Practice activities:  
Medicines optimisation**

- 5 accompanied ward visits (AWVs)
  - *minimum one surgical and one medical*
  - (completion of the Regional Clinical Induction Manual = 1 x AWV)*
- 8 pharmaceutical care plans (PCPs) + 4 PCP reflections
- 1 oral case presentation
- Minimum of 20 significant intervention records
- Minimum of 10 hours of CPD
- Professional practice testimonial for the practice area

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The EU General Data Protection Regulation  
**GDPR**  
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 **Practice activities:  
Evidence based practice (EBP)**

- Completion of Medicines Learning Portal (MLP)
- 20 clinical/medicines advice queries answered satisfactorily
  - *using MIDatabank OR MI query recording form*
- Risk assessment report or critical incident reflective record
- Procurement activity reflective record
- Audit presentation
- Staff training activity
- Minimum of 10 hours of CPD
- Professional practice testimonial for the practice area

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**Practice Activities:  
Technical Services**

- Introduction of a new product
- Cancer clinic / nutrition ward round
- Cancer / PN patient PCP + reflection
- Weekly diary
- Pharmaceutical Quality Systems (PQS) activity
- Minimum of 10 hours of CPD
- Professional practice testimonial for the practice area

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**Practice activities:  
Public health**

- Behavioural change patient case study and follow-up
- Public health activity report
- Reflection on a brief intervention
- Minimum of 10 hours of CPD
- Professional practice testimonial for the practice area

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**Hospital FP eWorkshops  
(via Zoom)**

eWorkshop	Webinar dates	Pre-work
FP Induction	Tues 19 <sup>th</sup> Oct 2021 (10-11.30am & 2-3.30pm)	Pre-recorded lecture
FP Time management & prioritisation	Mon 15 <sup>th</sup> Nov 2021 (10am-12noon & 2-4pm)	Questionnaire
FP Pharmaceutical Care Plans	Thurs 9 <sup>th</sup> Dec 2021 (10am-12noon & 2-4pm)	Pre-recorded lectures 2 x case scenarios 1 x PCP
FP Clinical Lab Tests	Mon 17 <sup>th</sup> Jan 2022 (10am-12noon & 1-3pm)	Electrolytes, liver and kidney function tests online course
FP Haematology	Wed 2 <sup>nd</sup> Feb 2022 (10am-12noon & 2-4pm)	Erythrocytes online course
FP Teamwork & effective communication	Mon 21 <sup>st</sup> Feb 2022 (10am-12noon & 2-4pm)	Questionnaire

Enrol online at [www.nicpld.org](http://www.nicpld.org)

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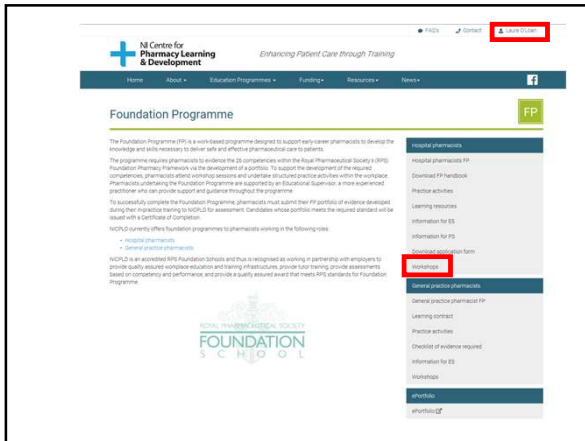
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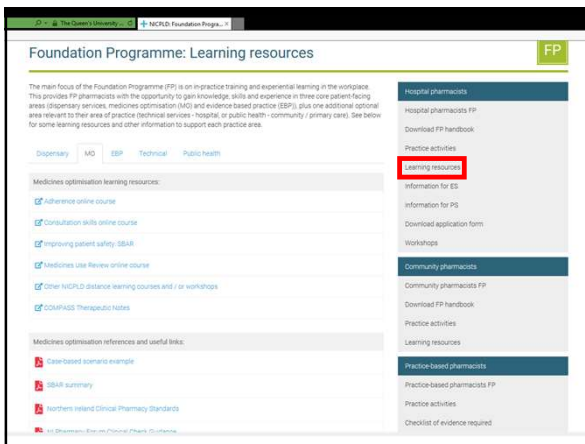
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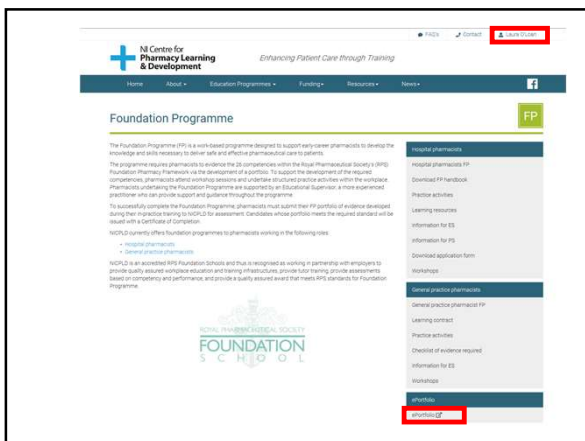
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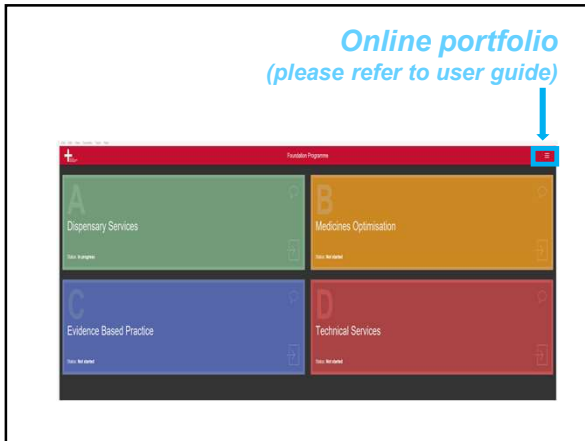
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 **FP final assessment:**  
*Refer to FP handbook for full details*

- **Foundation Portfolio Review (FPR)**
  - Portfolio submission form
  - All practice activities completed to the required standard
  - Declaration
    - Signed by FP pharmacist & educational supervisor
    - NB PSNI Code of Ethics (standard 3.1)

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Standard 3.1: Act with honesty and integrity at all times	
3.1.1	Adhere to accepted and acceptable standards of personal and professional conduct at all times both inside and outside your work environment.
3.1.2	Maintain public trust and confidence in your profession by acting with honesty and integrity in your dealings with others. This applies to your professional, business and educational activities.
3.1.3	When providing information or advice, in whatever format, do so accurately, clearly and unambiguously.
3.1.4	Honour commitments, agreements and arrangements for the provision of professional services.
3.1.5	Conduct research and development with integrity and obtain any necessary approval from the appropriate authorities.
3.1.6	Promptly inform the regulator, your employer and other relevant authorities of any circumstances that may call into question your fitness to practise or has the potential to bring the profession of pharmacy into disrepute.
3.1.7	Make sure that any documents you complete or sign are not false or misleading, or contain false or misleading information. Take all steps that are reasonably necessary to ensure that recorded information is correct and complete. Do not omit relevant information.

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**FP final assessment:**  
*Refer to FP handbook for full details*

- RPS assessment criteria
  - RPS grade descriptors
    - used to assess each practice area
- Assessment outcomes:
  - PASS
    - Minimum 2 x Pass + 2 x Borderline
    - MUST pass Medicines Optimisation
  - FAIL
    - One or more fail marks
    - Only one pass mark
    - Three or more borderline marks
    - Borderline or fail in Medicines Optimisation

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 **Completion of FP programme:**

- On successful completion of the FPR
  - Certificate of completion issued
  - Entry to QUB Diploma/MSc in Advanced Pharmacy Practice (with Independent Prescribing) course
    - *hospital pharmacists only at present*

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 **Responsibilities of the FP pharmacist:**

- Compiling online FP portfolio
- Providing evidence for all competencies & behavioural statements
  - 'No Empty Competencies'
- Submitting FP portfolio by the agreed deadline
  - Allow time for ES/PS to complete their paperwork
  - Submission form (NB PSNI Code of Ethics)
- Their own CPD
- Informing practice & educational supervisors if problems

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### Responsibilities of the educational supervisor:

- Providing support / advice throughout the Foundation Programme
- Undertaking formal assessments:
  - Ongoing formative assessments
    - (to aid development)
  - Final summative assessment (PSNI Code of Ethics)
    - (to confirm that the required standard has been met)

**Further info on the role of the educational supervisor is available online**

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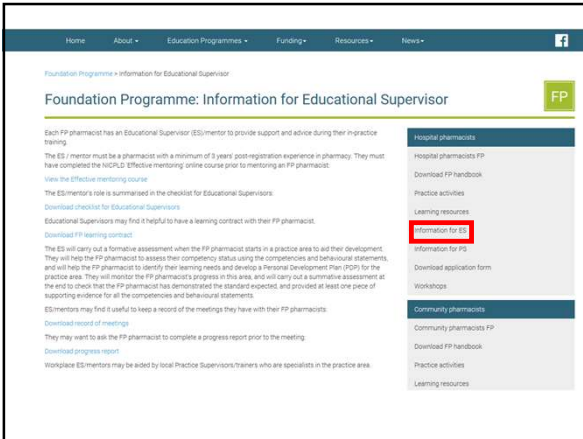
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Home About Education Programmes Funding Resources News

Foundation Programme > Information for Educational Supervisor

Foundation Programme: Information for Educational Supervisor

Each FP pharmacist has an Educational Supervisor (ES)/mentor to provide support and advice during their in-practice training.

The ES /mentor must be a pharmacist with a minimum of 5 years' post-registration experience in pharmacy. They must have completed the NCRPLD Effective mentoring online course prior to mentoring an FP pharmacist.

View the Effective mentoring course

The ES/mentor's role is summarised in the checklist for Educational Supervisors

Download checklist for Educational Supervisors

Educational Supervisors may find it helpful to have a learning contract with their FP pharmacist.

Download FP learning contract

The ES will carry out a formative assessment when the FP pharmacist starts in a practice area to aid their development. They will help the FP pharmacist to assess their competency status using the competences and behaviour statements, and will help the FP pharmacist to identify their learning needs and develop a Personal Development Plan (PDP) for the practice area. They will monitor the FP pharmacist's progress in this area, and will carry out a summative assessment at the end to check that the FP pharmacist has demonstrated the standard expected, and provided at least one piece of supporting evidence for all the competences and behavioural statements

ES/mentors may find it useful to keep a record of the meetings they have with their FP pharmacists

Download record of meetings

They may want to ask the FP pharmacist to complete a progress report prior to the meeting

Download progress report

Workplace ES/mentors may be aided by local Practice Supervisors/trainers who are specialists in the practice area.

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Learning resources

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### Responsibilities of the practice supervisor:

- Supporting training & development in practice area
- Observing practice
- 'Signing off' practice activities
  - (NB PSNI Code of Ethics)
- Providing a Professional Practice Testimonial for the practice area or domain
  - (NB PSNI Code of Ethics)

**Further info on the role of the practice supervisor is available online**

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Foundation Programme > Information for Practice Supervisors

### Foundation Programme: Information for Practice Supervisors

Practice Supervisors trainees support the FP pharmacist's development and observe their practice on a day-to-day basis. They will also sign off their practice activities, and write a Professional Practice Testimonial when the FP pharmacist has completed their practice area.

It is recommended that Practice Supervisors complete the NCPD's 'Effective workplace training' online course prior to undertaking the role of FP trainer.

[View the Effective workplace training course](#)

The PS/trainer's role is summarised in the checklist for Practice Supervisors.

[Download checklist for Practice Supervisors](#)

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## Any questions?

email [l.oloan@qub.ac.uk](mailto:l.oloan@qub.ac.uk)

Register online for FP Induction webinar

- Tuesday 19<sup>th</sup> October 2021

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