

Learning Contract

Trainee name: Work-base:

This contract details the agreement between the trainee and the educational supervisor. It should be signed and dated by each party at the start of the pre and in-process aseptic checking accredited pharmacy technician programme.

Part 1: Undertaking of the educational supervisor

I, (Educational Supervisor's name)

make the following commitments to you,

(Trainee's name)

for the duration of the pre and in-process aseptic checking accredited pharmacy technician programme at this work-base.

I will

- Meet regularly with you to provide support and guidance
- Ensure you complete your pre-course activities
- Discuss documentation of checking processes with you
- Support and encourage you to set times for your work-based activities
- Discuss clinical assessment requirements prior to the pre and in-process checking of an aseptic dispensed item
- Discuss health and safety issues
- Discuss time management so that you can complete other commitments
- Discuss when you need to refer to a pharmacist or a more experienced pharmacy technician and the limits of your authority
- Provide a copy of the standard operating procedures
- Discuss a time line with you to ensure completion within 3-12 months of workshop date
- Encourage your CPD
- Treat you in a manner to facilitate your learning. This will include
 - giving you the opportunity to contribute and put forward your ideas
 - being approachable and providing help when asked or referring you to a more appropriate source of help
 - Agreeing targets with you and adapting plans as required.
- Welcome feedback from you regarding all aspects of the pre and in-process aseptic checking Pharmacy Technician programme.

Educational Supervisor signature: Date: Trainee Signature: Date:

Learning Contract

Trainee name: Work-base:

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Part 2: Undertaking of the trainee

I, (Trainee's name)
make the following commitments to you,

(Educational Supervisor's name)

For the duration of the pre and in-process aseptic checking accredited pharmacy technician programme.

I will

- Meet regularly with you to discuss my progress
- Take responsibility for my own learning and development
- Undertake the pre-course work
- Engage in CPD
- Adhere to work-base SOPs and policies
- Respect and be prepared to learn from colleagues at all levels
- Be a reliable and trustworthy member of the pharmacy team
- Receive feedback and use it to help me develop further
- Provide honest and constructive feedback about the pre and in-process aseptic checking accredited pharmacy technician programme and highlight any problems encountered
- Agree to work within the limitations and remit of my own ability
- Refer to you for guidance
- Meet deadlines

Educational Supervisor signature: Date: Trainee signature: Date:

Learning Contract

Trainee name: Educational Supervisor: Learning provider:

This contract details the agreement between the trainee, the educational supervisor and the learning provider. It should be signed and dated by each party at the start of the pre and in-process aseptic checking accredited pharmacy technician programme.

Part 3: Undertaking of the learning provider

NICPLD, the learning provider, make the following commitments to the trainee and educational supervisor named at the top of this page for the duration of the pre and in-process aseptic checking accredited pharmacy technician programme at this work-base.

NICPLD will:

- Promote the Pre and In-process aseptic checking accredited Pharmacy Technician programme through advertising via the NICPLD newsletter and social media
- Process approved applications for trainees and educational supervisors
- Provide training by experts in the field of Pre and In-Process aseptic accredited checking
- Maintain copies of trainee's progress throughout the programme
- Support the educational supervisors and trainees, when required, with the pre and in-process aseptic checking final appraisal by reviewing the practical assessment and facilitating final appraisal interview
- Support individuals who fail to meet the criteria and offer guidance
- Provide guidance to educational supervisors and trainees regarding queries throughout the programme
- Issue a certificate of accreditation when trainee successfully meets the required criteria
- Oversee the reaccreditation process
- Maintain a database of all trainee and qualified Pre and In-process aseptic checking accredited pharmacy technicians in N. Ireland
- Review and update the regional programme on a 2 yearly basis.

Trainee signature: Date: Educational Supervisor signature: Date: Learning provider signature: Date: