

**Pre-registration Trainee Pharmacy Technician (PTPT)**  
**Rotation objective & Study planning record – Integrated Care Board (ICB) :**

PTPT and Practice Supervisor to complete 'pre-rotation checklist', 'trainees expectations' & 'rotation expectations' and sign 4 weeks prior to rotation starting.  
Copy to be emailed to PTPT, EPD, TPD and ES for info

Rotation/Sector:

<b>PTPT name:</b>		<b>Rotational practice supervisor (PS) name:</b>	
<b>PTPT Contact details:</b>		<b>Rotational practice supervisor (PS) contact details:</b>	

**Pre rotation Checklist:**

	Details (where applicable)	PTPT signature and date:	PS signature and date:
Working hours: Work base:			
Annual leave dates during rotation already booked:			
College day:			
Protected study time of 3hrs/week	Day:  Time:		
Location of PTPT/area able to travel:			
What knowledge units is PTPT currently covering? What outstanding evidence's do they need to obtain?			
Statutory and mandatory training certificates seen?	Yes No – PTPT to email copy to PS		
Additional statutory and mandatory training requirements for rotation:			
Smartcard activated? (if relevant)	Yes – Smartcard number: No – PS send email to EPD to request smartcard		
IT equipment and logins required for rotation:	Laptop: Email: Other:		
Surgery access requested? (if required)			

<b>Mid rotation review date:</b>			
<b>End of rotation review date:</b>			

**Trainee's expectations**

<b>List below any concerns that you have about this rotation</b>
<b>What are you looking forward to most about this rotation?</b>
<b>Do you have any previous experience/qualifications in this area/sector of pharmacy?</b>
<b>List any reasonable adjustment requests to help you achieve this rotation: (e.g. non latex gloves)</b>

**Rotation expectations:**

<b><u>Expectation of rotation discussed with PTPT:</u></b>	<b>PTPT signature and date:</b>	<b>PS signature and date:</b>
<ul style="list-style-type: none"><li>• 14 hours of supervised activity with a pharmacy professional.</li><li>• Mid rotation review booked in prior to rotation start.</li><li>• End of rotation review booked in prior to rotation end.</li><li>• Minimum of 1 weekly 15min catch up between PTPT and PS.</li><li>• Timetable emailed to PTPT 1 week prior to rotation start.</li><li>• Any concerns raised by PTPT discussed with PS prior to rotation start.</li><li>• Any adjustments required by PTPT discussed with PS prior to rotation start.</li><li>• Communication expectation as per PTPT welcome pack.</li></ul>		
<b>Any additional comments regarding expectations from PTPT:</b>		
<b>Any additional comments regarding expectations from PS:</b>		
<b>Actions agreed to be taken forward and by whom:</b>		

**End of first week checklist: Signed copy to be emailed to PTPT, ES, EPD and TPD.**

	<b>PTPT signature and date:</b>	<b>PS signature and date:</b>
<b>Initial meeting with PS</b>		
<b>Relevant IT equipment provided</b>		
<b>Relevant logins provided</b>		
<b>Copy of rota shared with PTPT and ES</b>		
<b>Location/travel expectations of whole rotation discussed.</b>		
<b>Outstanding actions completed?</b>		

### **Rotation learning outcomes:**

All suggested activities assume the PTPT is supported in undertaking the required training prior to undertaking the task and is always working under direct supervision.

<b>Unit 3 – Personal Development for pharmacy technicians</b>		
<b>Ecordia Task</b>	<b>Suggested activities:</b>	<b>GPhC standards</b>
<b>4. Be able to evaluate own performance:</b>	<ul style="list-style-type: none"> <li>Apply a model of reflection to workload undertaken during rotation and use this model to evaluate own performance.</li> <li>Ask at least 3 colleagues for feedback at the middle and end of rotation regarding working practice. Use this feedback to evaluate own performance and any changes made to working practice because of the feedback.</li> <li>Be able to reflect and demonstrate learning of organisational structure and duties.</li> </ul>	20, 22, 23, 25
<b>5. Be able to recognise behaviour that does not meet the required professional standard.</b>	<ul style="list-style-type: none"> <li>Liaise with the Lead Medicines Optimisation Pharmacy Technician regarding the whistleblowing procedure.</li> <li>Reflect on when things have not gone to plan, learning from mistakes, amend future practice and self-audit to see if things have improved.</li> </ul>	13, 14, 16, 17, 18, 20, 21, 22, 23, 25
<b>6. Be able to develop a personal development plan.</b>	<ul style="list-style-type: none"> <li>Work with the MDT to identify training needs required for the rotation and develop a PDP (Personal Development Plan). This will most likely include: Training on relevant electronic clinical systems to be able to access and obtain information following information governance guidelines. Training in how patient alerts are generated, and how and what information is transferred across the care interface.</li> </ul>	24, 53
<b>7. Be able to contribute to the development of others.</b>	<ul style="list-style-type: none"> <li>Be active in MS teams chats and, when competent, assist with informal queries brought to the group by Pharmacy Technicians. E.g. Formulary status queries/ out of stock queries/ process queries.</li> </ul>	19, 52

### **Unit 5 – Contribute to service improvement in the delivery of pharmacy services**

Ecordia Task	Suggested activities:	GPhC standards
<p><b>4. Be able to deliver pharmacy services for the benefits of individuals</b></p>	<ul style="list-style-type: none"> <li>• Complete data collection for the Medicines Optimisation Incentive scheme (MOIS) in at least 2 surgeries (1 SystmOne practice and 1 EMIS practice) and for 2 separate projects. Explain the reason for your decision for each patient on the form</li> <li>• Complete a Root cause analysis (RCA) for C.Diff as advised by the med safety lead. If no current RCAs come through, then an old one will be provided.</li> <li>• Discuss Independent funding requests (IFRs) with the pharmacist in charge of these and if able, attend a panel</li> <li>• Attend a high-cost drugs meeting to gain further understanding of funding decisions. Also, Meet with the senior pharmacy technician responsible for BlueTeq.</li> <li>• Audit for shared care protocols where applicable and highlight discrepancies and missing SCPs (shared care protocols) to the MO link pharmacist.</li> <li>• <u>Assist with ad hoc audits when they arise (examples: sodium valproate/ topiramate/ High-cost drugs/ drug recall)</u></li> <li>• Complete documentation around the relationship between primary and secondary care and secondary to that, the prescribing issues that arise at the interface. Discuss examples where prescribing practices regularly differ, the problems that arise and workable solutions</li> </ul>	<p>6, 7, 8, 9, 12, 13, 14, 15, 17, 19, 20, 21, 22, 23, 25, 26, 29, 30, 31, 37, 41, 42, 45, 46, 47, 48, 49, 50, 51, 53</p>
<p><b>5. Be able to respond to complaints</b></p>	<ul style="list-style-type: none"> <li>• Work with senior medicines optimisation technicians to respond to a complaint and draft response. If no complaint is received during the rotation, then an old complaint will be provided, and the draft response will be compared to actual response given.</li> <li>• Explain the organisational policy relating to the handling of complaints.</li> </ul>	<p>13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 25</p>

<b>Unit 7 – Undertake medicines reconciliation and supply</b>		
<b>Ecordia Task</b>	<b>Suggested activities:</b>	<b>GPhC standards</b>
<p><b>2. Be able to take a medication history from individuals.</b></p> <p><b>3. Be able to verify the accuracy of the individual’s medication history.</b></p> <p><b>4. Be able to reconcile the verified medication history with the list of medications currently prescribed.</b></p>	<ul style="list-style-type: none"> <li>• Be able to reconcile medication from d/c summaries and clinic letters where indicated for data collection purposes.</li> <li>• Be able to identify any potential transcription errors and flag with MO pharmacist for the Practice to investigate</li> </ul>	2, 6, 7, 8, 9, 12, 13, 14, 15, 16, 17, 21, 22, 23, 30, 31, 42, 45, 47,48, 50, 51, 53
<p><b>6. Be able to order medicines and products for individuals to ensure sufficient supply.</b></p>	<ul style="list-style-type: none"> <li>• Follow ICB housekeeping policy and align items for sufficient supply, and as per surgery policy</li> </ul>	2, 13, 14, 15, 17, 35, 48

**Further tasks that could be undertaken by trainee pharmacy technician during ICB rotation:**

- Review and update current protocols for medication related processes. Help establish new processes and protocols accordingly. 15, 6, 13, 14
- Attend SMOOC (Senior Medicines Optimisation Oversight Committee) 15, 47, 48, 49
- Attend APC (Area Prescribing committee) as an observer 15, 47, 48, 49
- Attend learning session with MOCH (Medicines Optimisation Care Home) Pharmacy Technician to understand the overlap in role 10, 12, 15, 33, 47

**Timetable for rotation (including AL & Training Dates)**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 1</b>					
<b>Week 2</b>					
<b>Week 3</b>					
<b>Week 4</b>					
<b>Week 5</b>					
<b>Week 6</b>					
<b>Week 7</b>					
<b>Week 8</b>					
<b>Week 9</b>					
<b>Week 10</b>					
<b>Week 11</b>					
<b>Week 12</b>					
<b>Week 13</b>					

**Mid rotation review: Signed copy to be emailed to PTPT, ES, EPD & TPD**

**MID ROTATION REVIEW:**

MEETING DATE \_\_\_\_\_

*FEEDBACK ON PROGRESS (from initial meeting)*

**Achievements/positive feedback (PS)**

**Areas for development – constructive (PS)**

**Achievements/what has gone well? (PTPT)**

**Areas for development/what hasn't gone well? (PTPT)**

Mid rotation objectives (SMART)	Deadline	Review date	Signed and dated

Signed: \_\_\_\_\_ Pre-registration Pharmacy Technician Trainee

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Rotational Practice Supervisor/ Rotational Line Manager

Date: \_\_\_\_\_

**End of rotation review: Signed copy to be emailed to PTPT, ES, EPD & TPD**

<b>END OF ROTATION REVIEW</b>		MEETING DATE _____
FEEDBACK ON PROGRESS <i>(from mid rotation meeting)</i>		
Achievements/positive feedback (PS)	Areas for development – constructive (PS)	
Achievements/what has gone well? (PTPT)	Areas for development/what hasn't gone well? (PTPT)	
<b>END of ROTATION DISCUSSION</b>		
<i>This should be completed as a 1:1 <b>confidential</b> discussion between the PS and PTPT</i>		

**Rotational Practice Supervisor feedback** *(please adhere to developmental feedback model)*

Action required? Y  N

Refer to EPD? Y  N

PTPT feedback

Signed: \_\_\_\_\_ PTPT

Signed: \_\_\_\_\_ Rotational Practice Supervisor