

**Pre-registration Trainee Pharmacy Technician (PTPT)**  
**Rotation objective & Study planning record - Primary Care Network (PCN):**

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:

PTPT name:		Rotational practice supervisor (PS) name:	
PTPT Contact details:		Rotational practice supervisor (PS) contact details:	

**Pre rotation Checklist:**

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

<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:**

<b>Rotational Learning Outcomes</b>	<b>Activities</b>	<b>Ecordia Tasks</b>	<b>GPhC Standards</b>	<b>PS Signature and Date</b>
Understand the role of the pharmacy technician in a GP surgery.	Discuss with colleagues, read operational plans and shadow colleagues undertaking their role.	<b>Unit 3: Personal development</b> Task 6: Prioritise own development needs and work with others to develop a personal development plan	14, 15, 24, 49, 50, 53	
Understand the roles and responsibilities of the multidisciplinary team and how they communicate.	Attend huddles and team meetings.	<b>Unit 5: Contribute to pharmacy service</b>  Task 4: Be able to deliver pharmacy services for the benefits of individuals	3, 4, 6, 7, 8, 9, 12, 13, 14, 15, 17, 19, 26, 27, 35, 49, 50, 53	
	Shadow GP's, Nurses and reception team.			
	Cover reception answering the phone to patients and dealing with their requests.			
	Take part in multidisciplinary case reviews			
	Medicine related communications to relevant practice staff			
Understand the repeat prescription processes	Work with the practice team to deliver repeat prescription reviews	<b>Unit 5: Contribute to pharmacy service</b>  Task 4: Be able to deliver pharmacy services for the benefits of individuals	9, 13, 14, 15, 17, 26, 27, 33, 34, 35, 53	
	Align repeat medicines and dosset boxes			
	Implement and monitor adherence to a repeat prescription policy			
	Convert acute medicine requests into repeat medicines, where appropriate			

	Support promotion and maintenance of Electronic Repeat Dispensing (eRD) and online ordering			
	Assist in the re-issuing of eRD prescriptions, including checking for monitoring requirements and reviews			
Understand the complaints process and be able to respond to a complaint	Draft a complaint response and discuss with PS	<b>Unit 5: Providing a pharmacy service</b>  Task 5: Be able to respond to complaints	13, 14, 15, 16, 17, 20, 21, 22, 25, 26,	
Be proficient in the use of clinical systems and online tools which support medicines optimisation.	Undertake training on relevant external electronic systems to be able to access and obtain information following information governance guidelines		9, 14, 15, 17, 35, 46,	
	Understand how patient alerts are generated.			
	Understand how and what information is transferred across the care interface			
	Update and maintain accurate patient medication records on the practice clinical computer system, including advice given and action taken			
Understand current MO priorities (including, cost efficiencies and quality improvement projects)	Make changes to medicines (switches) designed to save on costs.	<b>Unit 5: Contribute to pharmacy service</b>  Task 4: Be able to deliver pharmacy	6, 7, 8, 9, 14, 15, 17, 26, 27, 35, 46, 47, 48, 49, 50, 53	
	Carry out an audit with support of the pharmacist/ pharmacy technician.			
	Work with the team to agree and manage practice formularies to improve the choice and cost effectiveness			

	of medicines – in line with drug tariff and ICB recommendations.	services for the benefits of individuals		
	Be aware of and work with the team on any indicators against the “Quality and Outcomes Framework”.			
	Understand and manage shared-care protocols in primary care and work with Pharmacists for complex patients			
Understand medicines reconciliation processes within the practice.	Reconcile medicines from outpatient and discharge letters, liaising with hospital, community and primary care colleagues to ensure correct medicines are continued.	<b>Unit 3: Personal development</b>  Task 3: self-reflective account poor performance of others  <b>Unit 7: Undertake medicines reconciliation</b>  Task 2: Be able to take a medication history from individuals  Task 4: Be able to reconcile verified medication history with the list of medicines currently prescribed	1, 2, 3, 4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 17, 26, 27, 29, 31, 35, 42, 46, 48, 49, 50, 53	
	Work closely with GPs to resolve day to day medicines issues.			
	Review patients on complex medication regimes.			
	Aid the pharmacist/ pharmacy technician in addressing medicines adherence with patients.			
	Work with the team and patients to minimise risks through medicines optimisation including monitoring and managing high risk drugs.			
	Deal with non-clinical medication queries from patients under supervision.			
Understand the role of the pharmacy technician in the health promotion services provided	Observe/contribute to a smoking cessation clinic and/or or weight management clinic	<b>Unit 5: Contribute to pharmacy service</b>  Task 4: Be able to deliver pharmacy	10, 11, 15, 24, 49, 50,	
	Participate in public health campaigns			

		services for the benefits of individuals		
Understand Structured Medicine Reviews (SMR) and their role to improve patient health	Aid the Pharmacist/Pharmacy Technician in obtaining relevant tests required prior to SMR			
	Work closely with a Pharmacist to observe a SMR and how this aids towards public health initiatives			
<b>Personal development</b>	<p>Reflect back on your previous rotation and the feedback you received.</p> <p>At the beginning of the rotation review your own developmental needs including any gaps in knowledge and additional training you may require for your placement.</p>	<p><b>Unit 3: Personal Development</b></p> <p>Task 2 – reflective account on feedback</p> <p>Task 6 – reflective account on own developmental needs</p>	23, 24, 25, 53	<b>ES to sign off</b>

**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**

**END OF ROTATION REVIEW**

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

FEEDBACK ON PROGRESS *(from mid rotation 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)

**END of ROTATION DISCUSSION**

*This should be completed as a 1:1 **confidential** discussion between the PS and PTPT*

**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