

2018 Supervisor Handbook 2nd Year Placements



This handbook has been developed to help you prepare for your 2nd Year placement student. If you have any queries regarding the handbook, or any questions during the placement, please contact a Practice Educator, or any member of the APPEL team at ops@appel.ie or on 01 402 5129.



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*‘The best
way of
learning
anything is
by doing’*

Sir Richard Branson

Introducing APPEL

APPEL (Affiliation for Pharmacy Practice Experiential Learning) is a collaboration between UCC and RCSI Schools of Pharmacy, and the TCD School of Pharmacy and Pharmaceutical Sciences. It was established to manage the common experiential learning placements of all integrated pharmacy programmes in Ireland. The APPEL team consists of Practice Educators based within the three schools of pharmacy, and Operational Staff, led by the Director/National Coordinator of APPEL. The team is available to support both supervisors and students throughout their practice placements.

UCC



RCSI



APPEL

An Chleamhnacht um Fhoighlaim ó
Thaithí Chleachtadh na Cógaíochta

Affiliation for Pharmacy
Practice Experiential Learning

TCD





Message from APPEL Director / National Coordinator

Dear Supervisors,

The APPEL team is delighted to be working with you in your role as placement supervisor in the new integrated pharmacy programme. Many of you have years of experience tutoring and mentoring students; for others, this will be your first time hosting a pharmacy student. Regardless, your enthusiasm and willingness to provide student placements are critical to the success of the new programme, and so the whole APPEL team thank you.

APPEL was established by the three Schools of Pharmacy to provide a single interface for those engaging with the integrated programme. The introduction of new legislation for pharmacy education will require up to 600 placements annually, of varying lengths and in varying practice settings. It was clear that if each School of Pharmacy had differing support structures, training and placement requirements, this would place an unreasonable burden on the pharmacy profession. Therefore APPEL was created to act as a single point of contact and support.

We have been working in collaboration with the staff from all three Schools of Pharmacy, to ensure that the upcoming placements are a fulfilling and worthwhile experience for all. However, please don't hesitate to get in touch, if you have any questions or concerns about your placement or if you identify any areas in which APPEL could improve. Your feedback is very important to us, as the experiential learning component of the integrated pharmacy programmes simply would not be possible without you.

By facilitating a placement you are helping APPEL and the Schools of Pharmacy to develop and deliver an innovative approach to pharmacy education. All of us at APPEL are most grateful to you for engaging with us to make this experiential learning journey a success. We thank you for generously giving your time and expertise to support students with their development.

Aisling

Aisling Reast MSc MPSI
Director and National Coordinator APPEL

Abbreviations and Definitions

Affiliation for Pharmacy Practice Experiential Learning (APPEL) – A collaboration between the three Schools of Pharmacy to manage the experiential learning placements for the integrated pharmacy programmes

HEI – Higher Education Institution

Learning activities – the activities students need to complete and document while on their 2nd year placement

Practice Educator – an employee of one of the Schools of Pharmacy, who also works with APPEL and acts as a liaison between APPEL, the training establishments/supervisors, the students, and their School of Pharmacy

RCSI – Royal College of Surgeons in Ireland

School of Pharmacy – UCC or RCSI School of Pharmacy, or TCD School of Pharmacy and Pharmaceutical Sciences

Supervisor – a registered pharmacist who is supervising a 2nd year placement student

TCD – University of Dublin, Trinity College

Training establishment – The pharmacy setting providing the placement

UCC – University College Cork, National University of Ireland, Cork

2nd year placement – Experiential learning placement in the second year of the five-year integrated pharmacy programme

The New 5 year Integrated Pharmacy Programme

Students commencing their studies after 2015 are now required to undertake an integrated programme. They will experience real-life pharmacy practice at several stages before attaining their qualification. This early practical experience helps students contextualise their theoretical studies from the lecture theatre and practical classes.

Pharmacy Education Previously



Pharmacy Education Now



 - Student Placement

Experiential learning also provides students with an understanding of the range of roles undertaken by pharmacists; in community pharmacies, hospitals, the pharmaceutical industry, regulation, professional development and other role emerging practice settings. The APPEL programme provides the opportunity for students and pharmacists to engage with each other as potential future colleagues, across a breadth of practice settings.

“I started to understand and appreciate experiential learning as I found the placement extremely helpful. It gave me a lot of insights and helped me to contextualise learnings.”

2nd Year Student, 2017

2nd Year Placements

There are three practice placements managed by APPEL throughout the five years of the integrated pharmacy programme. The first of these is the 2nd Year placement. The 2nd Year placements take place according to the following schedule in 2018:

UCC / TCD Students

UCC and TCD students undertake two-week placements from 9:30am-5pm, Monday-Friday. The frequency and duration of breaks are a matter for each supervisor, however students should receive at least one hour’s lunch break.

- UCC: 15th – 26th January 2018
- TCD: 19th February – 2nd March 2018

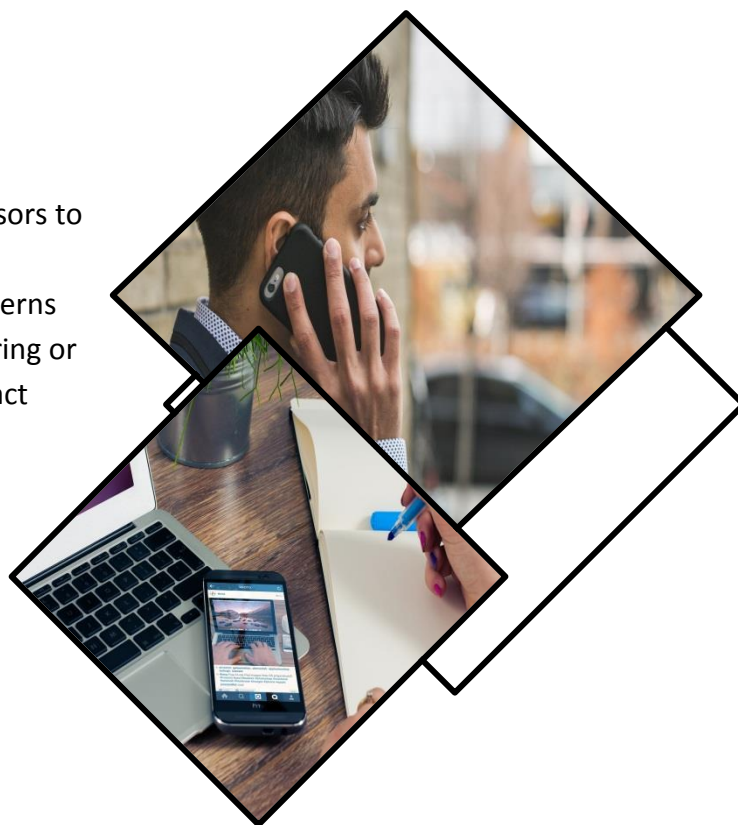
RCSI Students

RCSI students attend their placements from 2-5pm each Tuesday afternoon, with a break for reading week on Tuesday 27th February.

- RCSI: 16th January - 10th April 2018

Placement Support

One of APPEL’s primary goals is to support supervisors to undertake their roles. This support is provided in a number of ways. If you have any questions or concerns about your placement or your student; before, during or after the placement, please don’t hesitate to contact APPEL. All contact details can be found at www.appel.ie or at the back of this handbook.



Supervising a 2nd Year Pharmacy Student

Role of the Supervisor

As a supervisor, you will guide and support your student's learning experience. Students are encouraged to take responsibility for their own learning and must complete the learning activities they have been assigned by their School of Pharmacy. However, at this early stage of their studies they require supervision and may have questions for you. You can also share your insights as an experienced pharmacist. Students will benefit greatly from their interactions with you as a professional role model.

Before the Placement

In order for you and your student to get the most out of the experience it is important to be prepared. Practice educators will prepare students before they go on their placement, including preparation relating to the following areas:

- Attendance and punctuality
- Code of conduct
- Mobile phone use
- Dress code
- Data protection and confidentiality
- Learning activities

Equally, your preparation as a supervisor for the placement will be vital to ensure that it is an enjoyable and rewarding experience for all.

Supervisor Pre-Placement Check List:

- ✓ Complete the pre-placement paperwork and return to APPEL
- ✓ Meet the student at their pre-placement visit
- ✓ Plan student induction



Complete and Return Placement Paperwork to APPEL

1 All supervisors are volunteering for this short placement, so APPEL has worked hard to keep the placement paperwork to an absolute minimum. To safeguard the interests of pharmacies, patients and students, there are one or two pieces of paperwork that have to be completed and returned to the APPEL office.

- **NEW Training Establishments only:** Vetting Written Joint Agreement (Appendix I). All students are required to undergo vetting as part of their registration for the integrated pharmacy programme. In order to reduce the requirement for training establishments to also undertake student vetting, the Vetting Written Joint Agreement delegates the task of vetting students to the Higher Education Institution (HEI). By signing the Vetting Written Joint Agreement, you agree to this delegation. Please note if you completed an APPEL Vetting Written Joint Agreement previously an additional agreement is not required.
- **ALL Training Establishments:** Placement Agreement for Training Establishment (Appendix II). Placement supervisors must sign the Placement Agreement to demonstrate their agreement to take a student and to demonstrate their awareness of the terms of the placement. A training establishment insurance declaration is also included in the Placement Agreement. Although, all three HEIs have insurance in place for their students on placement. Students are under the care, custody and direction of the training establishment while on placement. Therefore, training establishments are also required to have adequate and appropriate insurance in place. To support training establishments to ensure that they have appropriate insurance in place, APPEL has engaged with some pharmacy insurers. AIC Glennon (Appendix III) and NPAI (Appendix IV) have provided letters to APPEL in relation to insurance for students on placement. If APPEL can assist with any queries regarding insurance, please don't hesitate to contact us.

Meet the student at their pre-placement visit

To help get placements off to a good start, all students have been advised to phone their supervisor and to arrange a pre-placement visit. The aim of this short visit is to ensure that students know how to get to their placements, know what to wear, etc. You could also ask the student any questions you might have, for example:

- Previous relevant experience. This may be the student's first experience in a pharmacy/pharmacy department.
- Confirm when the student will commence their placement, and ensure you have any required contact details for your student.
- Ensure the student has correct contact details/phone number for your pharmacy/pharmacy department.
- Discuss the plan for day 1 of the student's placement (see student induction below).
- Introduce the student to other members of your pharmacy team.
- Ensure both you and your student have access to your student's Practice Educators' names, contact phone numbers and email addresses, and the contact details for the APPEL Office; ops@appel.ie or 01 402 5129. These are available in the student and supervisor handbooks and on the APPEL website (www.appel.ie).

Plan Student Induction

3

As most of us in APPEL are practising pharmacists, we understand how busy a pharmacy can be, and we are aware that the student could arrive at the pharmacy/department at a particularly busy time. For this reason, we recommend planning an induction for the student and planning which aspects of this could be delegated to other staff members. The induction could include:

- Showing them the pharmacy/department layout and facilities, and explaining a typical daily routine in your pharmacy/department.
- Telling them about your pharmacy/department and discussing their role while on placement –what are your expectations, what are their expectations?
- Providing them with key policies and procedures, e.g. security, confidentiality.

It is also important that all students receive a health and safety induction.

Ask the student to help you make a plan for their placement - what would they like to do, what would you like them to do? Agree together in advance some learning opportunities which your student may avail of when your pharmacy/department is busy.

During the Placement

Supervision

All students on placement must be supervised by a registered pharmacist at all times, and it should be clear to all staff, patients and customers that the student is not a registered pharmacist. APPEL will provide each student with a badge identifying them as a pharmacy student.

Student Conduct

Students are required to adhere to the Schools of Pharmacy Code of Conduct while on placement.



If you become aware of any potential breaches of the Schools of Pharmacy Code of Conduct or any potential patient safety incidents during the placement, please contact APPEL.

The core principles of the Schools of Pharmacy Code of Conduct are:

- i. Your primary concern must be to maintain and improve the health, wellbeing, care and safety of patients.
- ii. Develop professional competence, skills and standing to bring health gain and value to the community.
- iii. Be honest, trustworthy and show respect for others.
- iv. Conduct yourselves in a manner which enhances the service provided and maintains the good name of your profession.
- v. Maintain professional knowledge and competence.
- vi. Awareness of obligations under the Code of Conduct and not to breach the Code.

Payment

Students cannot receive any remuneration for their placement in Year 2.

Learning Activities

All students have been asked to undertake learning activities while on their placement. This has been done to provide a unified focus and direction for students' learning on placement. Students are asked to observe and document the activities of the pharmacist and other members of the pharmacy team, for the purposes of their learning and development. Students may also participate in additional pharmacy activities, under appropriate supervision, with the permission of their supervisor. It is important to note that students will only have completed about a quarter of their undergraduate training before the second-year placement. Students from all three Schools will have covered some biology, physiology, microbiology, biochemistry, chemistry, calculations, pharmaceuticals, pharmacognosy, practice of pharmacy and pharmacology.

The learning activities set for the students on placement are those that APPEL and the Schools of Pharmacy would like to see the students achieve and that we are confident they can manage. These activities are divided into three main categories. Within each category, there are set activities which they must either observe the pharmacist doing or undertake themselves, under the supervision and guidance of the pharmacist. The student's learning activities are as follows:

1. Observe, appreciate and document the steps involved in the safe dispensing and supply of medicines:

- a. Follow a prescription journey, which encompasses all of the following steps: presentation, legal check, calculation, patient medication record entry, labelling and assembly, clinical check, risk management and monitoring
- b. Follow a prescription journey for a drug with additional controls and identify how this differs from a regular prescription
- c. Supply of non-prescription medicines
- d. Sourcing of medicines and stock management

2. Observe, appreciate and document the skills and behaviours of the pharmacist

In particular in their capacity as a:

- | | |
|-----------------|----------------------|
| a. Collaborator | d. Manager, and |
| b. Communicator | e. Life-long learner |
| c. Advisor | |

3. Link Documented Activities to the PSI's Core Competency Framework (CCF)

"The purpose of a five year fully integrated Masters degree programme in pharmacy is to produce pharmacy graduates who have the knowledge, skills, attitudes and behaviours to meet the CCF, to be prepared for patient-centred pharmacy practice in all pharmacy settings and so be entitled to apply to have their names entered in the Register of Pharmacists". **For each of the 6 CCF domains**, the student must:

- a. Link the activities they undertook to behaviours in the CCF
- b. Link the activities they observed to behaviours in the CCF

Learning Activities (cont'd)

Following feedback from hospital-based supervisors, examples of ways for the student to complete their learning activities in the hospital environment have been provided to students. Please contact the Practice Educator(s) if you would like any guidance around student learning activities.

At the End of the Placement

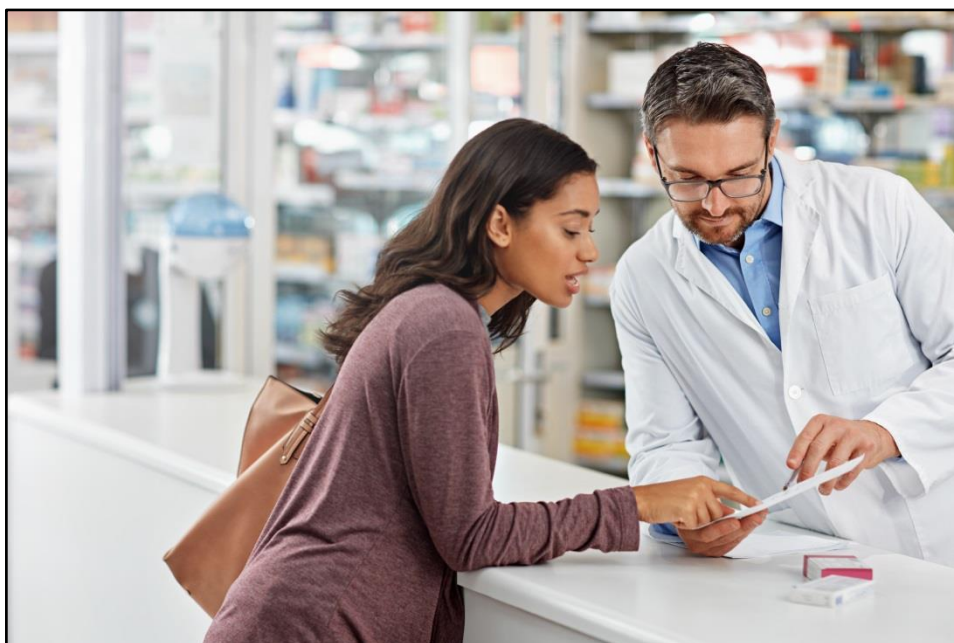
Supervisor's Report

At the end of the placement please complete the Supervisor's Report (Appendix V). The primary purpose of this report is to capture the supervisor's summary of their student's conduct and professionalism during their placement and to confirm that their student completed their learning activities in a safe manner. The Supervisor's Report verifies that the student attended their full placement. The report also enables Supervisors to identify areas that their student could further develop and identify areas in which the student performed well.

Students will present you with this form and have been advised about how they should return this to their School of Pharmacy.

Feedback

Once the placement is over, we will be in touch with you to get your views on what worked well and how we could make things better. Please don't hesitate to provide open and honest feedback, as you will know best how we can improve this experience for all.



Frequently Asked Questions

Why is there a new programme for educating pharmacy students?

A major review of the five year pharmacist qualification was commissioned by the Pharmaceutical Society of Ireland, called the PEARs (Pharmacy Education and Accreditation Reviews) project. This review recommended the introduction of a five year fully integrated pharmacy programme to replace the previous 4+1 model (four year degree followed by one-year in-service practical training). In 2015, SI 377 of 2014 came into effect, legislating for this change. The new programme provides students with experience of patient-facing situations and real-life pharmacy practice at several stages before they attain their qualification. This early practical experience helps students to contextualise their theoretical studies and will provide them with the skills to meet the demands of the ever-changing face of pharmacy in healthcare.

How are students allocated to their second-year placement?

For the second-year placement, students are assigned to their placement primarily based on geographical location. APPEL will try to place all students in a pharmacy/pharmacy department in which they have no significant prior experience. However, exceptions may be made on a case-by-case basis.

How do I ensure punctuality and professional demeanour?

Students will be given basic guidance about appropriate dress, demeanour and behaviour before going on placement. If you have a concern about a student in this regard, please contact a Practice Educator.

What do I do if the student is unwell or absent?

If the student is unwell during their placement, please excuse them from attendance and/or help them get medical care, as appropriate. If a student fails to attend their placement or calls in sick, please inform APPEL as soon as possible. Students will also have been advised to contact both their Training Establishment and their Practice Educator if they are going to be absent from their placement.

What are the placement hours?

For UCC and TCD students, placement hours will mirror the student's academic hours i.e. Monday-Friday, 9.30am – 5pm. For RCSI students, placement is scheduled on Tuesday afternoons from 2-5pm. Please do not alter the student's placement hours without prior discussion with their Practice Educator/APPEL.

What if our circumstances change and we can no longer take a student?

Please notify APPEL as soon as possible.

Frequently Asked Questions (cont'd)

What can a student do when the pharmacy team are busy?

There will be times during the student's placement when the pharmacy/pharmacy department becomes busy, and the pharmacy team are not immediately available to answer student questions or direct the student's activities. Students could take advantage of these times to complete their learning activities/workbook. Some students may complete their compulsory learning activities early in their placement and may be eager to avail of additional supervised learning opportunities.

APPEL suggests setting an agreed list of learning opportunities at the student's induction, to encourage and enable the student to direct themselves in their learning at busy times, and for the student to make the most of the valuable experience they can gain in your pharmacy/pharmacy department. Please note, students with no previous experience in a pharmacy environment may find it more difficult to identify self-directed learning opportunities.

The following are suggested learning activities the student could undertake. These activities have been derived from feedback from previous 2nd year students, supervisors and Practice Educators. Please note all these activities are suggestions only and students should be appropriately supervised at all times in the pharmacy.

- Look at the types of medication stored in the pharmacy fridge. How does the pharmacist ensure that the fridge is maintained at an appropriate temperature?
- Find out what is meant by the term 'unlicensed medicine'. Where in the pharmacy are these medicines stored and how are they ordered?
- Look at five of the Pharmacy-only (P) medicines sold in the pharmacy. For each medicine consider what information you would gather from a patient who wants to buy one of these medicines and what counselling you would provide in each case?
- Find out what pharmacy services are provided by the pharmacy.
- How does the pharmacy dispose of medicines returned by its patients?
- Does the pharmacy provide any services to local nursing homes or residential care units? Find out how the pharmacy helps with medication management (e.g. blister packs, venalinks, weekly dispensing).
- Find the PSI's pharmacist duty log. What is the purpose of the duty log and what information is recorded therein?

Interprofessional activities:

On previous placements some students identified opportunities to observe interprofessional activities as a highlight of their placements. We understand that these opportunities may not occur frequently, however we would welcome any opportunity provided to students to accompany the pharmacist to a meeting/service delivery that involves interacting with other healthcare professionals. Examples could include; visiting a nursing home, attending a hospital multidisciplinary meeting or lecture.

Frequently Asked Questions (cont'd)

Can I get a really good student back?

Students can return to a pharmacy/pharmacy department for either the Year 4 or Year 5 placement (but not for both).

Can I stop the placement, mid-placement?

If you are not certain that your establishment will be able to take a student for the entire duration of the placement, please inform APPEL before the placement starts. In cases of emergency or serious and unexpected shortage of staff to supervise the student, please contact APPEL as soon as possible.

How do we manage patient/customer and colleague expectations?

The student can be introduced to patients/customers and colleagues as a pharmacy student on placement and/or the student could wear a badge provided by APPEL, that identifies them as a pharmacy student. Please discuss your preferences with the student. Feedback from previous 2nd year students indicated that students felt they greatly benefited from the opportunity to improve their communication skills with patients in a “real-life” environment. Students are encouraged to interact with patients, and to reflect on these interactions in the context of their own professional development, under the supervision of their pharmacist. Students are also reminded before they go on placement, to be mindful not to treat the patients they meet as “case studies”, but to be respectful, courteous, and empathetic at all times.

How can my experience of supervising a 2nd year student become part of my own CPD?

In 2017, 84% of our supervisors agreed that supervising a student contributed to their CPD. APPEL has developed some sample CPD cycles, based on some feedback that pharmacists shared regarding their experiences of supervising students. These cycles are intended to illustrate how pharmacists can incorporate their experience of supervising students into their own professional learning journeys. These sample CPD cycles are available on the APPEL website; www.appel.ie/resources.



The APPEL Team

APPEL Office, Operations Team



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Appendix I - Vetting Written Joint Agreement

APPEL Agreement (with Placement Providers) For the Purposes of Section 12(3A) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

This agreement is between:

1. **[Placement Organisation]** _____ with an address at _____ (the "Placement Organisation") and

2. **University College Cork - National University of Ireland, Cork** with an address at Western Road, Cork, Ireland ("UCC"); and

It is acknowledged and agreed each student accepting a place on a degree programme subject to UCC's Student Vetting Policy shall be subject to vetting in accordance with National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the "Acts"). Therefore, and in accordance with section 12(3A) of the Acts, UCC and the Placement Organisation hereby jointly agree in writing:

- A) to the placement of UCC's students with the Placement Organisation to undertake relevant work or activities (as defined in the Acts);
- B) that UCC will obtain vetting disclosures for each student undertaking such placement from the National Vetting Bureau;
- C) that UCC will ensure each student's vetting disclosure obtained by UCC is considered and processed in accordance with the UCC Student Vetting Policy; and
- D) that UCC will, upon written request, make available a copy of a vetting disclosure to the Placement Organisation in advance of the placement provided the student has consented to same and on the strict understanding the Placement Organisation will hold such documents in a secure and confidential manner in accordance with the Acts.

The conduct of the vetting process and the processing by both parties of the results of the vetting and verification processes shall be undertaken at all times in accordance with the requirements of the Acts, the Data Protection Acts 1988 and 2003 and all applicable laws.

Signed for and on behalf of:
University College Cork



Prof. Stephen Byrne, Head of the School of Pharmacy

3. **Royal College of Surgeons in Ireland** with an address at 123 St. Stephen's Green, Dublin 2 ("RCSI"); and

It is acknowledged and agreed each student accepting a place on a degree programme subject to RCSI's Student Vetting Policy shall be subject to vetting in accordance with National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the "Acts"). Therefore, and in accordance with section 12(3A) of the Acts, RCSI and the Placement Organisation hereby jointly agree in writing:

- A) to the placement of RCSI's students with the Placement Organisation to undertake relevant work or activities (as defined in the Acts);
- B) that RCSI will obtain vetting disclosures for each student undertaking such placement from the National Vetting Bureau;
- C) that RCSI will ensure each student's vetting disclosure obtained by RCSI is considered and processed in accordance with the RCSI's Student Vetting Policy; and
- D) that RCSI will, upon written request, make available the vetting disclosure to the Placement Organisation in advance of the placement provided the student has consented to same and on the strict understanding the Placement Organisation will hold such documents in a secure and confidential manner in accordance with the Acts.

The conduct of the vetting process and the processing by both parties of the results of the vetting and verification processes shall be undertaken at all times in accordance with the requirements of the Acts, the Data Protection Acts 1988 and 2003 and all applicable laws.

Signed for and on behalf of:
Royal College of Surgeons in Ireland



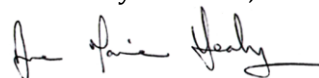
Prof. Paul Gallagher, Head of the School of Pharmacy

4. **University of Dublin, Trinity College** with an address at College Green, Dublin 2 (**"TCD"**); and It is acknowledged and agreed each student accepting a place on a degree programme subject to TCD's student vetting policy shall be subject to vetting in accordance with National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the **"Acts"**). Therefore, and in accordance with section 12(3A) of the Acts, TCD and the Placement Organisation hereby jointly agree in writing:

- A) to the placement of TCD's students with the Placement Organisation to undertake relevant work or activities (as defined in the Acts);
- B) that TCD will obtain vetting disclosures for each student undertaking such placement from the National Vetting Bureau;
- C) that TCD will ensure each student's vetting disclosure obtained by TCD is considered and processed in accordance with TCD's student vetting policy; and
- D) that TCD will, upon written request, make available a copy of a vetting disclosure to the Placement Organisation in advance of the placement provided the student has consented to same and on the strict understanding the Placement Organisation will hold such documents in a secure and confidential manner in accordance with the Acts.

The conduct of the vetting process and the processing by both parties of the results of the vetting and verification processes shall be undertaken at all times in accordance with the requirements of the Acts, the Data Protection Acts 1988 and 2003 and all applicable laws.

Signed for and on behalf of:
University of Dublin, Trinity College



Prof. Anne Marie Healy, Head of the School of Pharmacy and Pharmaceutical Sciences

Signed for and on behalf of:
Placement Organisation

Name (in BLOCK CAPITALS)	
Signature	
Role	
Date	

Appendix II - Placement Agreement for Training Establishment

Pharmacist Supervising the Student ('Supervisor'):

Name	PSI number
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Pharmacy / Hospital Pharmacy Department ('Training Establishment'):

Name	PSI number
Address	

APPEL

APPEL agrees it shall assign **practice educator(s)** to the student who will:

- act as a contact point
- prepare students prior to their practice placement, and
- provide the training establishment and student with such co-operation and assistance as shall be reasonably requested to facilitate the placement.

The practice educator may, on giving reasonable notice, visit the training establishment to support the placement and to monitor the student's progress.

Training Establishment

The training establishment agrees to provide a placement for a second year pharmacy student through APPEL to facilitate the student to achieve the set learning objectives. In doing so, the training establishment confirms it shall:

- appoint a supervisor who is a registered pharmacist and has the necessary experience to supervise the student; and
- provide a safe place of work in accordance with its obligations under the Safety, Health and Welfare at Work Act 2005 (as amended or updated from time to time).
- provide the student with induction training at the start of the placement – including training on: local policies and procedures, what the student's role is, the importance and primacy of patient safety, as well as how to raise concerns if issues arise.

Supervisor

The supervisor agrees to read the Supervisors' Handbook prior to the placement and bring any questions in relation to this handbook to the attention of APPEL before the placement begins. In the event that the student is involved in any potential patient safety incidents and or potential breaches of the Schools of Pharmacy Code of Conduct (including attendance issues), it is agreed this shall be promptly brought to the attention of APPEL. Disciplinary matters will be dealt with in accordance with the relevant School of Pharmacy policies. The supervisor agrees to promptly inform APPEL of any critical incident which occurs on practice placement which has an impact on the student (e.g. fire, burglary). The Training Establishment, Supervisor and APPEL will comply with all applicable laws, including, but not limited to any relevant health and safety and data protection laws.

Insurance

The APPEL Consortium HEIs¹ and Placement Organisation shall both maintain public liability, employer's liability and professional indemnity insurance with minimum indemnity limits respectively of not less than €6,500,000, €13,000,000 and €6,500,000. For the avoidance of doubt the professional indemnity insurance maintained by the Placement Organisation or the Clinical Indemnity Scheme where the Placement Organisation is subject to same shall be expected to be arranged to cover the Student whilst on placement and provide for compensation in the event of any injury, loss or damage to, or the death of, any patient in the course of the carrying on of the organisation's business. Upon request, the HEIs and the Placement Organisation shall provide the other with evidence of such insurance cover.

Signature	Name	Date
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¹ HEIs –Higher Education Institutions – in this case UCC, RCSI and TCD

Appendix III - AIC Glennon Letter

Our Ref: MOG/AR

Strictly Private & Confidential
Ms. Aisling Reast M.P.S.I.,
APPEL,
1st Floor Ardilaun House, Block B
111 St Stephen's Green
Dublin 2



Insurance Brokers & Consultants,
Charlemont House,
Charlemont Place, Dublin 2.
Tel: 01-6191100; Fax: 01-6191101
Email: info@aicglennon.ie

2nd November 2016

**Re: - AIC Glennon /Allianz Professional Indemnity Scheme For Pharmacists
Policy Number DNRPM3158977
Student Placements**

Dear Aisling,

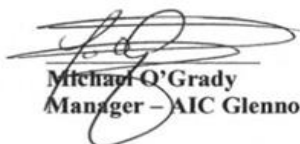
I refer to our previous correspondence regarding the recent changes to pharmacy education in the various Schools of Pharmacy at TCD, UCC and RCSI.

We note that the previous four year Bachelor Degree, followed by a one year in-service practical training programme, has been replaced with a five year fully integrated Masters' Degree programme with effect from September 2015. We further note that these changes will see students complete their in-service practical training over the course of their studies, as opposed to current year long practical training placement.

I have spoken with the scheme insurer's Allianz, and they have confirmed that for those pharmacists insured under the AIC Glennon /Allianz Professional Indemnity Scheme, cover applies in respect of the pharmacists legal liability arising from the activities of the students as per the policy terms and conditions - based on adherence to the guidelines laid down by APPEL for the arrangement of such student placements.

I trust that the attached is in order, however if you have any queries with regard to same, please do not hesitate to contact me.

Yours sincerely,



Michael O'Grady
Manager - AIC Glennon

Appendix IV - NPAI Letter

Our ref: GBWCAWHN/A/APPEL
Your ref:



Ms Aisling Reast MSc MPSI
Director and National Coordinator APPFI
APPEL,
1st Floor Ardilaun House Block B
111 St Stephen's Green
Dublin 2
Republic of Ireland

McIntosh House
36-42 St Peter's Street
St Albans, Herts AL1 3NP
Tel: 07727 368687
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npi.insurance@npi.co.uk

02 November 2016

Dear Aisling

Thank you for your mail with attachment.

I confirm that the professional indemnity policy we provide to our insured in Ireland extends to cover those who are employed or engaged by our insured to work in their community pharmacy businesses and that includes pharmacy students.

I trust this confirmation is satisfactory for your purposes, but please do not hesitate to refer back to me if you have any further questions or queries.

Kind regards

Yours sincerely



G B Warduck
Legal Executive
NPA Insurance Limited

NPI Insurance Ltd is authorised by the Financial Conduct Authority and regulated by the Prudential Regulation Authority and the Financial Conduct Authority. It is authorised to accept deposits and to provide financial services. It is authorised to accept deposits and to provide financial services. It is authorised to accept deposits and to provide financial services.

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Appendix V - Supervisor's Report for 2nd Year Practice Placement

Student Name	
Student Number	
Name of Pharmacy / Pharmacy Dept	

Purpose of the Supervisor's Report

- a) The primary purpose of this Supervisor's Report is to capture the supervisor's summary of their student's conduct and professionalism during their placement, and to confirm that their student completed their learning activities in a safe manner¹.
- b) The Supervisor's Report also verifies that the student attended for their full placement².
- c) The report also enables Supervisors to identify areas that their student could further develop.

Student Attendance

Did the student attend for the full placement? Yes ☐ No ☐

Was the student punctual? Yes ☐ No ☐

If you answered 'no' to any of the questions above, please provide further detail _____

Conduct and Professionalism

Did the student carry out the tasks he/she was assigned in a safe and appropriate manner? Yes ☐ No ☐

Did the student work well with other staff? Yes ☐ No ☐

Did the student act in a professional manner throughout the placement? Yes ☐ No ☐

Did the student present themselves professionally and appropriately? Yes ☐ No ☐

If you answered 'no' to any of the questions above, please provide further detail _____

If you wish to report any potential patient safety incidents and/or potential breaches of the Students Code of Conduct, please contact APPEL.

Please provide information on any areas that you have identified that :

Your student has performed well:

Your student could further develop:

Supervisor's name: (Please Print)	Pharmacy Stamp
Placement Address:	
Supervisor's signature:	

¹ Practice Educators may contact supervisors for further information on the detail provided in these reports e.g. for consideration as a potential breach of the students' Code of Conduct.

² Failure to submit a Supervisor's Report may, therefore, indicate that the placement was not completed and so may lead to a determination that the placement requirements have not been met by their student.

Notes

[illegible]

