

2018 Student Handbook

2nd Year Placements



This handbook has been developed to help to prepare you for your 2nd year placement. Please read it carefully as part of your preparations for your placement. You must adhere to the requirements laid out in this handbook. If you have any queries regarding the placement or the handbook, please contact your Practice Educator(s).

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

Sir Richard Branson

UCC



RCSI



APPEL

An Chleamhnacht um Fhoghlaim ó
Thaithí Chleachtadh na Córaisíochta

Affiliation for Pharmacy
Practice Experiential Learning

TCD





Message from APPEL Director / National Coordinator

Dear Pharmacy Students,

Congratulations on reaching the second year of your pharmacy course. All of us at APPEL are excited to be joining you on your journey to practice, and we hope that your upcoming placement is an enjoyable and worthwhile learning experience.

We have been overwhelmed by the positive engagement by the pharmacy profession and the numbers of pharmacists who have offered to welcome a student into their practice. Many of our pharmacist supervisors have years of experience tutoring and mentoring students; for others, this will be their first time hosting a pharmacy student. Regardless, the people you meet on your placements are generously giving their time and expertise to help support you with your development and may be the people you meet later in the integrated pharmacy programme and during your career. As an ambassador of your School, you can help to ensure that the supervisor's experience of a 2nd year pharmacy student is a positive and rewarding experience.

We also want you to enjoy and benefit from your experience, so please make the most of this opportunity to learn through experience. As Einstein once said "Learning is experience. Everything else is just information."

If you have any questions or concerns about your placement, don't hesitate to contact your APPEL Practice Educator(s). Their role is to support you before, during and after your practice placements.

We wish you the very best of luck on your first practice placement. Enjoy your experience!

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 (UCC, RCSI and TCD) to manage the experiential learning placements for the integrated pharmacy programmes

HEI – Higher Education Institution

Learning activities – the activities you need to complete and document while on the 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

2nd Year Placements – Background Information

The New 5 Year Integrated Pharmacy Programme

The new pharmacy programme started in 2015, following a major review of the pharmacist qualification commissioned by the Pharmaceutical Society of Ireland (PSI). This review was known as the PEARs (Pharmacy Education and Accreditation Reviews) project, and in 2015 legislation was introduced to require that all pharmacy students would undertake a new five-year integrated programme.

What are the Advantages of this New Programme?

As students, you will now experience real-life pharmacy practice at several stages before you attain your qualification. This early practical experience should help you contextualise your theoretical studies from the lecture theatre and practical classes and will provide you with the skills to meet the demands of the ever-changing face of pharmacy in healthcare. Some students from last year stated:

“I found the placement extremely helpful. It gave me a lot of insights and helped me to contextualise learning”

“It really gave me an experience of what ... community pharmacy was like ... after doing the placement, I feel I would definitely be more likely to pursue a career in this area.”

Early practical experience will help you to develop competency through ‘doing’. The APPEL programme also provides you with the opportunity to engage with potential future employers, across a breadth of practice settings, supporting you to develop your CV before registration as a pharmacist.

What is APPEL?

APPEL (Affiliation for Pharmacy Practice Experiential Learning) was formed by a consortium of the UCC and RCSI Schools of Pharmacy and the TCD School of Pharmacy and Pharmaceutical Sciences. It was established to streamline the management of the common experiential learning placements of all three integrated pharmacy programmes in Ireland. It is overseen by the APPEL Board, consisting of the three Heads of the Schools of Pharmacy in UCC, RCSI and TCD.



When do the 2nd Year Placements take place?

There are three practice placements managed by APPEL throughout the five years of the integrated pharmacy programmes. The first of these three placements is the 2nd year placement. The timing of these placements is set by each School of Pharmacy and in 2018 is as follows:

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 you 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

Preparing for your Placement

1 Complete your placement paperwork

There is one important piece of paperwork to be completed and returned to APPEL to allow APPEL to finalise arrangements for your placement; the 'Student Placement Agreement' (Appendix I). Please read this agreement carefully before signing it and if you have any questions or concerns regarding the content, contact your Practice Educator(s).

You can return the Student Placement Agreement to us in several ways:

1. Give it directly to a Practice Educator at your School of Pharmacy
2. Scan and send by email to: ops@appel.ie
3. Fax to (01) 402 2272
4. Drop it into us in person to the APPEL Office, 1st Floor Ardilaun House Block B, 111 St Stephen's Green, Dublin 2.
5. Post to: APPEL, 1st Floor Ardilaun House Block B, 111 St Stephen's Green, Dublin 2.

2 Contact your training establishment to arrange an advance visit

You will be provided with the name and address of the pharmacy/pharmacy department to which you have been allocated, at least one month before your placement. You must phone your supervisor to arrange your visit to your allocated training establishment in advance of your placement so that you can:

- Introduce yourself to your supervisor and the team
- Become familiar with transportation routes and/or availability of onsite parking (if applicable)
- Ask practical questions e.g. is there a place to eat lunch, are there any specific dress code requirements, etc.

APPEL has provided you with a pre-placement checklist at the back of this handbook (Appendix II) to help you prepare for your placement. You should bring this to your pre-placement visit.

Familiarise yourself with your placement learning activities

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Learning activities have been agreed between the three Schools of Pharmacy (Appendix III). These activities are completed in your placement workbook which will be available and must be completed and submitted to your School of Pharmacy on your virtual learning environment, or as directed by your Practice Educator(s). A printable version of your workbook will be provided to you by your Practice Educator(s) to help you to make notes/reminders/learning points while at your placement.

It is important that you complete all the learning activities in their entirety, as this will contribute to your grade (pass/fail) for the placement/module.

To ensure that you accomplish all the learning activities in the placement time frame, you are advised to draft a learning plan. This plan could be in the form of a flowchart, an activities checklist or a diary entry of your goals for each day on placement. You should ensure that you space your workload evenly over the placement duration and be aware that your plan needs to be flexible so that you can fit around the day-to-day needs of the training establishment. Different opportunities will arise as your placement progresses which will help you to complete your learning activities.

Upon starting your placement, it is recommended that you discuss your learning activities with your supervisor so these activities can be planned accordingly. Your supervisor will also have been briefed about your learning activities by APPEL. You should discuss and revisit your plan of learning activities with your supervisor as the placement progresses.

If you need further clarification on these activities, please contact your Practice Educator(s).

Practical Preparation

It is important to be prepared for your placement. You may find it helpful to consider the following:

- Neat clean dress is important. Many students find it helpful to prepare their outfits in advance.
- Punctuality is essential. Allow yourself adequate time for commuting, especially during rush hour.
- Notebook and pens will help you to make notes. This will assist you in completing your learning activities.
- Be sure that you bring your learning activities plan and a printed copy of your workbook, so that you can inform the pharmacist what you need to observe/do while on your placement.
- Look after your energy levels; organise your lunch in advance.

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On your Placement

What supports are available to me?

Your supervisor will be able to guide you during your placement, and they are your initial point of contact for any queries or concerns. If you have any difficulties during the placement, talk to your supervisor. If you believe the difficulty cannot be resolved in this manner or if you experience a serious difficulty, contact APPEL.

APPEL's role is to support both students and their supervisors before, during and after placements. Your APPEL Practice Educator is your first point of contact. The APPEL Operations team are also available, if you need additional support or are unable to contact your Practice Educator. Contact details for all APPEL team members are available on the APPEL website www.appel.ie or in Appendix V.

Students have previously contacted the APPEL team regarding:

- Requests from their supervisor to attend on different days or weeks
- Personal difficulties e.g. illness, bereavement
- Diary conflicts e.g. important family or university commitments
- Reasonable accommodations required due to personal health circumstances
- Critical incidents arising on placements e.g. robbery in the pharmacy
- Support with finding opportunities to complete their learning activities

This list is not exhaustive therefore please contact any member of the APPEL team with any query you have about your placement.

For your safety and welfare, you must contact your Practice Educator or APPEL, if a critical incident arises when on your placement. A critical incident is any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or well-being of a student. These events are very rare, examples of which include, but are not limited to, death or serious illness of a member of staff or patient, fire, hold-up or burglary.



What are the Placement Requirements?

In order to ensure that the placement is a worthwhile and rewarding experience for both you and your supervisor, and as students remain the responsibility of their HEI while on placement, it is imperative that you abide by the following requirements. Please read the following section carefully and seek clarification, if needed, from your Practice Educator.

You must:

- ❖ Contact your supervisor and arrange a visit to your placement, before the start of your placement.
- ❖ Adhere to the policies and procedures of the pharmacy/pharmacy department in which you are placed.
- ❖ Ensure that you are directly supervised when carrying out any activity that could affect patient safety. Patient safety is the most important consideration while on placement.
- ❖ Maintain professional standards of behaviour at all times.
- ❖ Treat all staff with respect and courtesy. It is essential that you never say or do anything to discredit the pharmacy or staff of the pharmacy.
- ❖ Wear professional attire and be well groomed. Dress and personal appearance must be neat, clean and appropriate for the workplace. The following items of clothing are considered unacceptable, while you are on placement: jeans, track suits, sports shoes, baseball caps, open-toed shoes, shirts bearing slogans, clothing made of Lycra, clothing in poor repair, shorts or miniskirts, and bare midriffs or low necklines. You should also be aware that jewellery, piercings and false nails/nail polish are considered unacceptable in some workplaces, as these may pose a health and safety risk.
- ❖ Respect privacy and confidentiality. This rule applies to all information you are privy to. Specifically, you are required to:
 - Respect patient and prescriber confidentiality. This means deleting all names, addresses, or identifying features from any case studies or examples of patient medication histories that may be included in your workbook.
 - Keep all business matters relating to the workplace confidential.
 - Treat all verbal discussions with strict confidentiality, during and after placement, and be aware of the volume at which you speak.
 - Observe data protection legislation, which includes undertaking your activities in a manner which preserves the privacy of individuals' personal details e.g. names, phone numbers, addresses, etc.
- ❖ Never mislead or allow customers or patients to think that you are a registered pharmacist.
- ❖ Take all due care with pharmacy equipment and other property.
- ❖ Not receive or accept any remuneration for attending your placement.
- ❖ Turn off any mobile phones/tablets you have with you. Access them only on breaks and away from patient areas unless requested otherwise by your supervisor.



Supervisor's Report

The purpose of the Supervisor's Report is to capture your supervisor's summary of your conduct and professionalism during the placement, to confirm that you completed the learning activities and to verify that you attended the full placement. The report also enables supervisors to identify areas in which you excelled and areas where you could further develop. You must bring this report to your supervisor at the end of the placement and request for it to be completed. It must be returned to your School of Pharmacy as soon as possible following completion of your placement, in the manner outlined by your Practice Educator(s).

Attendance and Punctuality

- ❖ 100% attendance is required. If you are unable to attend due to illness or emergency, you must notify both your supervisor and your Practice Educator as soon as possible. Furthermore, you should make your Practice Educator aware of any anticipated non-attendance well in advance of the placement.
- ❖ Punctuality is also essential; your supervisor will be asked about your time-keeping. If you are unexpectedly delayed, you must notify both your supervisor and your Practice Educator as soon as possible. Furthermore, you should make your Practice Educator aware of any anticipated lateness well in advance of the placement.

Student Code of Conduct

You must also adhere to the Student Code of Conduct, while you are on placement. It is recommended that you read through the Code before you go on placement. As a brief summary, the six core principles of the Student Code of Conduct are:

1. Your primary concern must be to maintain and improve the health, well-being, care and safety of patients.
2. Develop your professional competence, skills and standing to bring health gain and value to the community and society.
3. Be honest and trustworthy and show respect for others.
4. Conduct yourself in a manner which enhances the service provided and maintains the good name of your profession.
5. Maintain your professional knowledge and competence.
6. Be aware of your obligations under the Code of Conduct and do not breach the Code.

Getting the Most from Your Placement

The following guidance has been developed by APPEL and your Schools of Pharmacy to help you get the most from your practice placement. Our experience is that most students who follow this guidance have successful, rewarding and enjoyable placements.

Make the most of this opportunity to learn professional skills and apply pharmacy theory to practice, under the supervision and with the agreement of your supervisor.

Appreciate the practical experience of and supervision by your supervisor. Your supervisor is a qualified pharmacist who has volunteered to share their valuable time and expertise with you and this will be of benefit to your development. Observe, listen to and learn from them.

Be aware that, at times, your supervisor may be unavailable to teach or answer questions. You should continue to demonstrate initiative and willingness to learn by using this time to research any questions you might have, to interact appropriately with other members of the pharmacy team, to undertake any delegated activities and to observe all aspects of the day-to-day activities of your placement site.

If you have completed all your learning activities and have some free time, there are some additional suggested activities (Appendix IV) which you may find beneficial. Keep in mind that everything you do must be supervised.

In order to understand all aspects of the tasks undertaken in the practice setting, you should take any opportunities presented to you from which to learn and appreciate the efforts of all members of the pharmacy team.

You are encouraged to take responsibility for your learning during your placement. Demonstrating your enthusiasm is more likely to result in a positive placement experience.



Students will have different levels of pharmacy experience – some students will have significant work experience, and for others it will be their first time behind the pharmacy counter or in a hospital pharmacy department. Keep in mind that you are attending this placement to gain a better understanding of the role of a pharmacist.

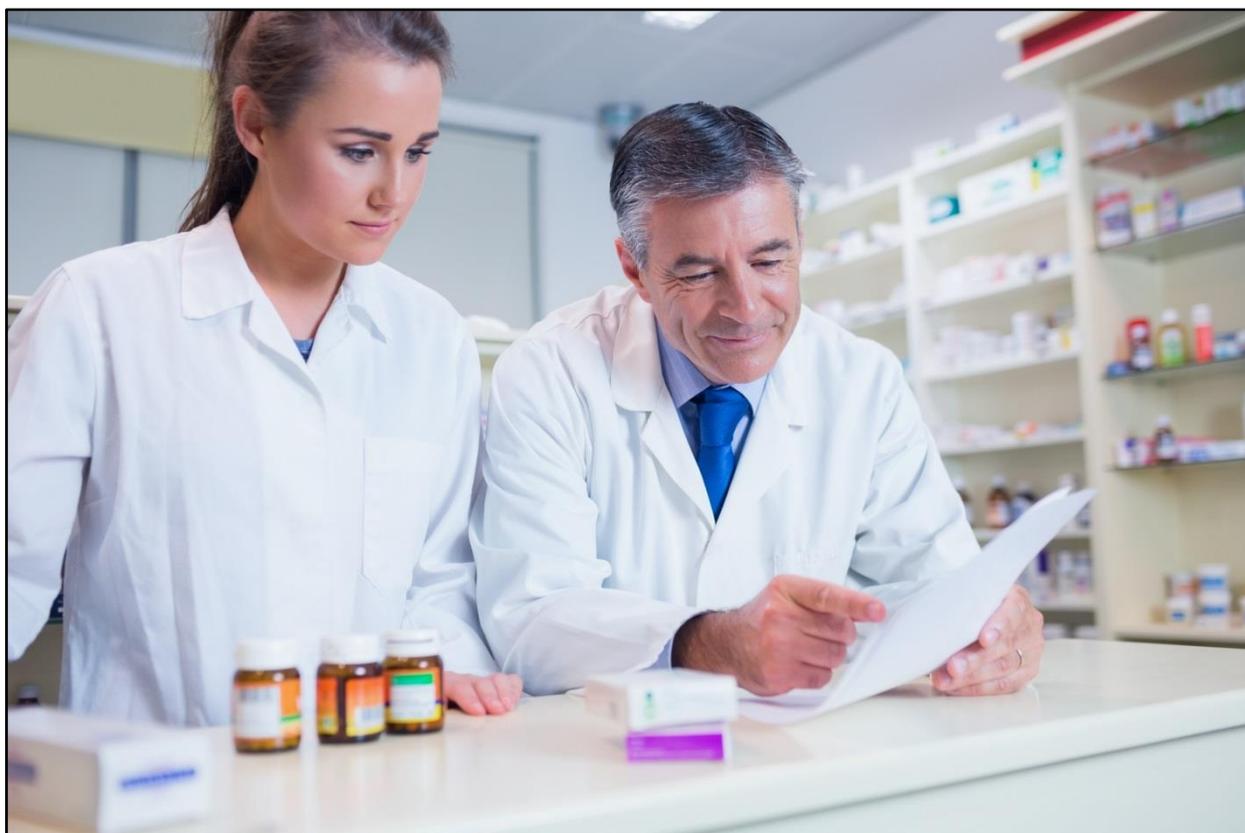
After a year and a half of study you will still have much to learn, so don't set unrealistic expectations for yourself.

Plan your activities and document and reflect upon what you do and observe. Ask questions whenever you can and when it is appropriate. Try to participate where appropriate and remember that any pharmacy task should be used as a learning opportunity.

In Canada, the strategies employed by pharmacy students to ensure success in their placements have been identified (Jackson, 2015). These included:

- Appear interested at all times and show that you value this experiential opportunity.
- Show enthusiasm for learning.
- Demonstrate independence.
- Show initiative and make contributions in the experiential setting.
- Be inquisitive, but expect to answer (most of) your own questions.
- Never make anything up!
- Integrate yourself into the placement environment.
- Embrace spontaneous learning experiences.
- Be respectful of the clinical environment.
- Be appreciative of the time and energy being invested in you by your supervisor.
- Consider your experiential placement as an extended job interview.

¹ Jackson, L. D. (2015). Strategies pharmacy students can use to ensure success in an experiential placement. *Can Pharm J (Ott)*, 148(6), 308-313.



Frequently Asked Questions

Read through the following answers to frequently asked questions. If you have any further queries after reading the handbook, contact your Practice Educator.

If I already work part-time, can I count that towards my placement?

You are encouraged to take up part-time, holiday and/or summer pharmacy work, but such work will not count towards fulfilling any APPEL placements required by your 5 year pharmacy programme.

Could I be sent to any location for my placement? If I don't like where I have been placed can I change?

APPEL will endeavour to arrange a placement close to your stated location preference. Please remember that it may not be possible to arrange a placement to suit everyone's location preference. You will be provided with a choice of possible placements for your longer fourth and fifth-year placements, but this is not feasible for these short second year placements. Therefore changes to this placement are only possible in exceptional circumstances and no changes can be made without the prior approval of your Practice Educator.

Can I go back to my 2nd year placement for later APPEL placements if I get on well there?

You are allowed to undertake your Year 4 or Year 5 placement (but not both) in the same pharmacy where you attended the 2nd year placement. However, APPEL cannot guarantee that such an arrangement can be made. You may engage in part-time, holiday and/or summer work experience with the 2nd year placement establishment, but such arrangements are between you and the training establishment.

How do I communicate what I know?

Answer questions put to you by the pharmacy staff as best you can, but don't pretend to know more than you do. The training establishment will be briefed that you are at an early stage in your training. APPEL will also provide some high-level information to the training establishment regarding what areas your coursework has covered, and therefore your supervisor will be aware of what stage you are at in your pharmacy course.

How should I engage with customers/patients?

You should take direction from your supervisor regarding all interactions with customers/patients. Be respectful, courteous and empathetic at all times. Take care not to treat patients as "case studies". If a patient does not want to engage with you or feels uncomfortable continuing to engage with you, then you should respect their feelings and ensure that the pharmacist can follow-up with the patient.

Frequently Asked Questions (cont'd)

What if I feel that my supervisor doesn't let me do anything /enough?

Remember to discuss and to plan your learning activities with your supervisor. If your supervisor does not allow you to engage in the activities right away, make the most of your time and be patient. You will still gain important experience by observing the pharmacy's operations and engaging with the team. If the situation persists after several days, discuss the issue with your Practice Educator.

Should I be talking with/asking questions of all pharmacy team members or is it just the dispensary team?

You can gain valuable information from all members of the team, so questions may be asked of anyone. Keep in mind that you should pick suitable times to ask questions.

How will I manage relationships within the workplace?

If you make an effort to always act in a professional, friendly and helpful manner, you should get along well with staff, patients and customers. Discuss with your supervisor or contact your Practice Educator if you have any questions or concerns.

What if I make a mistake?

You are on this placement to learn and are required to be supervised. You should alert your supervisor immediately if you believe that you have made a mistake. Do not be afraid to admit that you have made a mistake, or that you think you may have made a mistake.

What do I do if I have any concerns about my training establishment?

Discuss your concerns with your Practice Educator.

Does my placement affect my results for the year?

If you fail to complete the placement and/or all of the learning activities, you will need to discuss the matter with a Practice Educator and/or an academic advisor in your School of Pharmacy.

How does APPEL prepare my Supervisor?

All placement supervisors are provided with a copy of the APPEL Supervisor Handbook; copies of the Supervisor Handbook can be found on www.appel.ie. APPEL holds Supervisor Information Events around Ireland to help to support supervisors in advance of the placements. The APPEL team and Practice Educators are also available to supervisors to answer any queries they may have.

Frequently Asked Questions (cont'd)

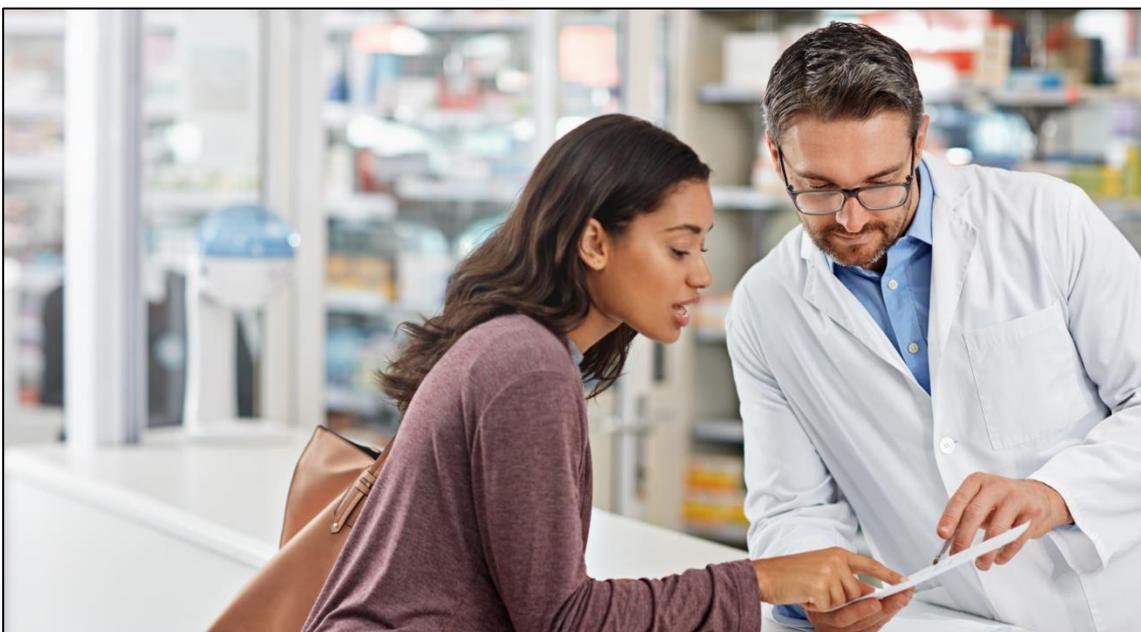
Is my Supervisor supposed to be teaching me at all times?

Experiential learning is designed to expose students to real-life practice, and so it is not desirable, nor feasible, for your supervisor to be actively teaching you at all times. All APPEL Supervisors are volunteers, who are generously giving their time and expertise to help support you with your development. Supervisors are committed to teaching you, but this will be undertaken within the context of a busy working environment. Therefore, your learning will be achieved through doing, observing and through active engagement with your supervisor and other pharmacy team members.

What do I do if I'm asked to complete pharmacy activities not directly associated with patient care, prescriptions or other pharmacist duties?

There are many learning opportunities to be had from undertaking such activities, for example:

- Reading Standard Operating Procedures (SOPs) will support you to develop your own SOPs when you are a registered pharmacist. SOPs are an integral part and a required element of all pharmacies and pharmacy departments and ensure consistency and quality across all activities undertaken. Therefore, reading and understanding SOPs is a required duty of all staff and students based on site at each pharmacy.
- Date-checking or unpacking medicines will provide you with the skills to support your own pharmacy team to undertake stock management when you enter practice. It's also an opportunity to learn about medicines' storage, develop familiarity with medicines and start to spot SALADs (sound-alike, look-alike drugs). It also provides you with the opportunity to take note of and document the many drugs you may not be familiar with at this stage in your course, and to make notes to learn further about these at a later/appropriate time from your supervisor and the references available to you.
- Managing patient returns provides insight into adherence with medicines.



Appendix I - 2nd Year Student Placement Agreement

Student Name (BLOCK CAPITALS):			
School of Pharmacy (tick one):	UCC <input type="checkbox"/>	RCSI <input type="checkbox"/>	TCD <input type="checkbox"/>
Your University Email Address:			

- ❖ I understand that I must undertake a placement through APPEL (the Affiliation for Pharmacy Practice Experiential Learning) as part of the second year of my integrated pharmacy programme.
- ❖ I confirm that I will undertake the set learning activities under supervision while I am on placement.
- ❖ I have read and understood all elements of the APPEL student handbook. In particular, I am aware of my responsibilities as a pharmacy student. If I have any queries in relation to the content of the handbook, I will contact an APPEL Practice Educator.
- ❖ I understand that I have a supervisor for the duration of my practice placement who will supervise me and who I am accountable to. I accept that I shall be under the direction and supervision of the training establishment staff for the duration of my placement.
- ❖ I understand that the training establishment (and not my HEI) will be responsible for providing all necessary health and safety training to me. I will act in a safe, responsible and professional manner at all times and will not endanger my own safety or that of any other person. I understand that any fitness to practice or disciplinary matters arising from my placement may be dealt with in accordance with my HEI's policies and procedures.
- ❖ I agree to act responsibly and under supervision at all times.
- ❖ I am aware that I have support available to me from my HEI, in the form of APPEL Practice Educator(s), who I can contact by telephone or email.
- ❖ I am aware that patient safety is my utmost priority on placement and that I must immediately report any potential patient safety incidents to training establishment staff.
- ❖ I understand that I am a student of my HEI while on practice placement and that I must abide by the School of Pharmacy Code of Conduct while on placement.
- ❖ I am aware that supports are available to me within my HEI while I am on placement, which includes medical and counselling services if a critical incident occurs while I am on my practice placement. I will promptly inform an APPEL Practice Educator if a critical incident occurs during my placement (examples of critical incidents include, but are not limited to, death or serious illness of a member of staff or patient, fire, hold-up or burglary).
- ❖ I agree to promptly inform both my supervisor and an APPEL Practice Educator if, for any reason, I am unable to attend my practice placement according to the agreed placement schedule.
- ❖ I will engage fully with the practice placement programme, including but not limited to; participating in an induction, reading and complying with the training establishment's standard operating procedures and health and safety policies and any other rules and guidelines the training establishment may have.
- ❖ I understand the importance of confidentiality with regard to patient information and commercial business and I shall keep any of this information which I come across during my placement confidential.
- ❖ If any issues arise during my placement (including any issues in relation to my health or safety or otherwise), I will promptly report this to a Practice Educator at my School of Pharmacy.
- ❖ I agree that my higher education institution shall not be held responsible by me or my representatives for any acts or omissions of the training establishment or its staff where I undertake my placement.

Signature		Name		Date	
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Appendix II - Pre-Placement Checklist

Complete the following checklist prior to your placement, by ticking yes/no to each question.

1. Have you visited your training establishment prior to your placement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you met the team and introduced yourself as a 2 nd year student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Have you told your supervisor about any relevant work experience you have done?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you asked your supervisor about specific dress code requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Have you prepared clean professional outfit(s) for your placement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Have you completed any pre-reading requirements for your placement e.g. SOPs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Do you have all necessary information regarding transport routes and/or parking?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Do you know if there are lunch facilities nearby or if you require a packed lunch?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do you know your supervisor's rules regarding computer/tablet/internet usage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Do you know your placement schedule e.g. breaks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Have you made a learning plan to ensure you complete all learning activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Do you have access to your placement workbook?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Do you know where to find the 'Supervisor's Report'?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Do you know your Practice Educator(s) name(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Have you saved your Practice Educator(s) contact details?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Practice Educators:

Name:

Email:

Contact Number:

Appendix III - Learning Outcomes and Learning Activities

Learning Outcomes:

On completion of the placement student should be able to:

Learning Outcome 1:

- ❖ Observe, appreciate and document the steps involved in the safe dispensing and supply of medicines

Learning Outcome 2:

- ❖ Observe, appreciate and document the skills and behaviours of the pharmacist

Learning Outcome 3:

- ❖ Link Documented Activities to the PSI's Core Competency Framework (CCF)

Learning Activities:

In order to achieve the above Learning Outcomes, students are required to complete the following related Learning Activities:

1. Learning Activities related to **safe dispensing and safe supply**

- 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
- Follow a prescription journey for a drug with additional controls and identify how this differs from a regular prescription
- Supply of non-prescription medicines
- Sourcing of medicines and stock rotation

2. Learning Activities related to the **skills and behaviours of the pharmacist**

Observe, appreciate and document the pharmacist as:

- Collaborator
- Communicator
- Advisor
- Manager, and
- Life-long learner

3. Learning Activities related to the **Core Competency Framework (CCF)**

- Link the activities which you undertook to behaviours of the CCF
- Link the activities which you observed to behaviours of the CCF

All Learning Activities must be completed under the supervision and guidance of the pharmacist. Full details of the Learning Activities are provided in the Workbook.

Appendix IV - Suggested Activities

Feedback from previous second-year students suggests that it would be helpful for APPEL to suggest activities that might be completed by students who have some spare time on placement. Therefore these activities are suggestions only, there is no requirement to complete them and they should only be completed under the supervision of your pharmacist.

- ✓ 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?

Appendix V - The APPEL Team

APPEL Office, Operations Team



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