



APPEL

An Chleamhnacht um Fhoghlaim ó
Thaithí Chleachtadh na Cógaisíochta | Affiliation for Pharmacy
Practice Experiential Learning

1st Floor Ardilaun House Block B
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Year 2 Placements - 2017 Supervisor Handbook

This handbook has been developed to help you prepare for your year two placement student. If you have any queries regarding the placement or the handbook, please contact any member of the APPEL team.



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APPEL and the New 5-Year Integrated Programme

Abbreviations and Definitions

Affiliation for Pharmacy Practice Experiential Learning (APPEL) – A partnership 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 that students will complete and document while on the year two 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 year two 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

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



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Message from APPEL Director/National Coordinator

Dear Supervisors,

As the first supervisors in the new integrated pharmacy programme, APPEL is delighted to be working with you. The experiential learning component of the integrated pharmacy programmes simply would not be possible without you. We have been overwhelmed by the positive engagement of the pharmacy profession and the numbers of pharmacists who have offered to welcome a student into their practice.

Many of you have years of experience tutoring and mentoring students; for others, this will be your first time hosting a pharmacy student. Regardless, this will be the first time any pharmacy has accommodated a student from the new 5-year integrated programme and so each of you is a forerunner in embracing this change. 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.

At APPEL, we have been working very hard, 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. Nonetheless, we are at the start of our journey, and so we expect that we will learn much from these first placements. We will be engaging with you over the coming weeks and months seeking your feedback about how we can improve the experience for all. However, please don't hesitate ever to get in touch, if you have any questions or concerns about your placement.

Your offer to facilitate one of these first placements ensures that you will be helping APPEL and the Schools of Pharmacy to develop 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



Background: Supporting the Journey to Practice

The Drivers of Change

A major review of the five-year pharmacist qualification commissioned by the Pharmaceutical Society of Ireland, the PEARs (Pharmacy Education and Accreditation Reviews) project, 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 5-year Integrated Pharmacy Programme

Students commencing their studies after 2015 are now required to undertake an integrated programme, experiencing patient-facing situations and real-life pharmacy practice at several stages before attaining their qualification.

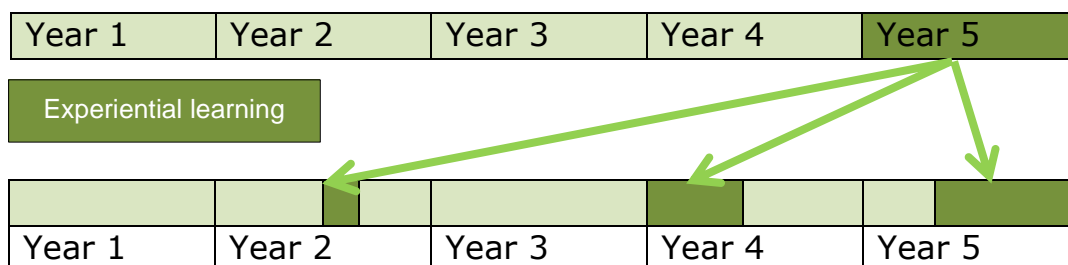


Fig. 1: Four-year pharmacy degree programme with one-year internship (top row) and five-year integrated pharmacy programme with dispersed placements (bottom row).

This early practical experience helps students to contextualise the theory they learn in their School of Pharmacy. Furthermore, experiential learning throughout the integrated pharmacy programme provides students with the skills necessary to meet the demands of the ever-changing face of pharmacy in healthcare.

"I hear and I forget. I see and I remember. I do and I understand". Confucius

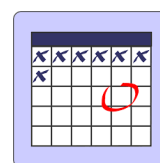
APPEL

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 manage the common experiential learning placements of all integrated pharmacy programmes in Ireland.

Year 2 Placements

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 Year 2 Placement which will take place in 2017, according to the following schedule:

- UCC: 16th - 27th January
- TCD: 20th February - 3rd March
- RCSI: 19th January - 13th April (Thursday afternoons only, with a break for reading week on Thursday 2nd March)



The APPEL Team

APPEL Office



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Director and National Coordinator

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01-4025129



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Programme Manager

TCD practice educator



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RCSI practice educators

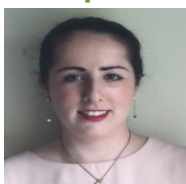


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UCC practice educators



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Joanne Nally



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Supervising a Year 2 Student

Before the Placement

APPEL will prepare students before they go on their placement, including preparation in the following areas: attendance and punctuality, code of conduct, mobile phone use, dress code, data protection and confidentiality, learning activities and remuneration. Equally, your preparation for the placement will also be vital to ensure that it is an enjoyable and rewarding experience for all.

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 hours they will be expected to attend, know what to wear, etc. You can also ask the student any questions you might have, for example, about their previous work experience. This visit is an ideal opportunity to brief the other members of your pharmacy team about the student placement. It is important for the entire team to be aware that the student is at an early stage of their course and that this may be the student's first experience in a pharmacy/pharmacy department.

Plan Student Induction

As pharmacists ourselves, we understand how busy a pharmacist can be, and we are equally aware that the student could arrive at the pharmacy 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 layout and facilities, telling them about your pharmacy and their role while on placement and providing them with key policies and procedures. It will also be important that all students receive a health and safety induction.

Complete Placement Paperwork

All supervisors are volunteering for this short placement and so APPEL has worked hard to keep the placement paperwork to an absolute minimum. Nonetheless, to safeguard the interests of pharmacies, patients and students, there are a small number of administrative tasks to be completed before the placement:



- Insurance – all three HEIs have insurance in place for their students on placement. (See Appendices I-III for letters outlining the insurance currently in place for each HEI). Nonetheless while students are placed in training establishments, they are under the care, custody and direction of the establishment. Therefore, training establishments are also required to have adequate and appropriate insurance in place, in order to indemnify the students in respect of any claims for personal injury and third party property damage arising from the negligence of the student in the performance of his/her duties on placement. To support training establishments to



ensure that they have appropriate insurance in place, APPEL has engaged with some pharmacy insurers. AIC Glennon (Appendix IV) and NPAI (Appendix V) 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.

- Vetting written joint agreement – to reduce the requirement for training establishments to undertake student vetting, this agreement delegates the task of vetting students to the Higher Education Institution (HEI). Each HEI has facilitated the vetting of their students on registration for their course. By signing the written joint agreement (Appendix VI), you agree to this delegation. You will receive a copy of this agreement to keep on your files.
- Placement Agreement – Finally, placement supervisors must sign the placement agreement to demonstrate their agreement to take a student (Appendix VII).

Required only by those who have not yet provided this information to APPEL and by those who have discovered a previously unknown connection to a student

- Connections Declarations (Appendix VIII) – In order to avoid situations which could be perceived as potentially compromising a fair placement and to ensure the “student-supervisor” relationship is upheld, students will not be allocated to placements in which a connected relative of theirs is in a supervisory/managerial role. A connected relative includes a spouse, partner, parent, brother, sister, child or spouse of a child, grandparent, uncle, aunt, niece, nephew, brother-in-law, sister-in-law or parent-in-law, of the student.



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.

Student Conduct

Students are required to adhere to the Schools of Pharmacy Code of Conduct while on placement. Therefore 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 and trustworthy and show respect for others.



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- 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 of the Code.

Payment

Students cannot receive any remuneration for their placement. Students are not considered employees, as they are undertaking the placement as part of their degree programme.

Learning Activities

All students have been asked to undertake some learning activities while on their placement. This has been done to provide a unified focus and direction for students' learning on placement. These activities ask students 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.

The student's learning 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
 - b. Communicator
 - c. Advisor
 - d. Manager, and
 - e. Life-long learner

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”.

 - a. Link the activities you undertook to behaviours of the CCF
 - b. Link the activities you observed to behaviours of the CCF
 for each of the 6 CCF domains

At the End of the Placement

Supervisor's Report

At the end of the placement, please complete the Supervisor's Report. This report captures the supervisor's summary of their student's conduct and professionalism and confirms that the student completed their learning activities in a safe manner. 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.



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Frequently Asked Questions

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 work 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 with a student in this regard, please contact the 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.

What are the placement hours?

For UCC and TCD students, typical placement hours will mirror the student's academic hours i.e. Monday-Friday 09:00-17:00. For RCSI students, placement is scheduled on Thursday afternoons from 14:00 to 17:00. If evening or weekend hours are necessary to provide appropriate supervision for the student(s), then a more flexible approach to the placement hours can be discussed with the relevant practice educator(s).

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

Please notify APPEL as soon as possible.

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 right away.

How do we manage patient/customer expectations?

The student can be introduced to patients/customers as a pharmacy student on placement and/or the student could wear a name tag that identifies them as a pharmacy student. Please discuss your preferences with the student.

If you have any further queries after reading this handbook, please contact the APPEL office or a practice educator (contact details are on page 7).



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Appendices



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Appendix I - UCC Student Insurance

To Whom It May Concern



Insured	The Governing Authority for the time being of University College Cork and its Associated and/or Subsidiary companies
Public Liability Policy Number	IPL 1350
Renewal Date	1 st December 2016

The Insurer will indemnify the Health Service Executive (hereinafter referred to as the Principal) in respect of and arising out of and in connection with students engaged on work experience or placement, as part of their studies, with the Health Service Executive provided always that

- (a) the Principal(s) is not entitled to indemnity under any other policy
- (b) the Principal(s) shall as though they were the Insured observe fulfil and be subject to the Terms, Exclusions, Limits and Conditions of the Policy insofar as they can apply
- (c) the insurer shall have the full conduct and control of all claims in respect of which indemnity is provided by this Extension
- (d) nothing in this Extension will serve to increase the liability of the insurer to pay any amount in excess of the Limit of Indemnity in the Policy and indemnity will apply in priority to the Insured.

The Limit of Indemnity provided is not less than €15,000,000 any one Occurrence and aggregated in any one Period of Insurance in respect of Products liability.

Alex Kitching
Senior Liability Underwriter



Working to make you safer

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Reg. No. 75322 Republic of Ireland
Irish Public Bodies Mutual
Insurances Ltd. trading as IPB
Insurance is regulated by
the Central Bank of Ireland.

IPB is a member of the Irish Public Bodies Mutual Insurances Ltd. group of companies.
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Comhar Árachais Comharsáid Eir

Directors: George Jones (Chairman),
Renaud Foley (Chief Executive), Michael McGreal
(Deputy Chairman), Enda Devlin, Tom Donlon,
Garry Cullen, Michael Fitzgerald, Dermot Gormley,
Sean O'Grady, John Smyth.

Reg. No. 75322 Republic of Ireland.
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Web: www.ipb.ie



To Whom It May Concern



Insured	The Governing Authority for the time being of University College Cork and its Associated and/or Subsidiary companies
Public Liability Policy Number	IPL 1350
Renewal Date	1 st December 2016

This is to confirm the above captioned Policy indemnifies the Insured in respect of their legal liability arising out of and in connection with students engaged in work experience or placement as part of their studies.

The Limit of Indemnity provided is not less than €15,000,000 any one Occurrence and Aggregated in any one Period of Insurance in respect of Products liability.

The indemnity provided is subject to the Terms, Exclusions, Limits and Conditions of the Policy.

Alex Kitching
Senior Liability Underwriter



Working in teams and networks

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Irish Public Bodies Mutual
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Comhairle Anachair Comhairle Eir

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Appendix II - RCSI Student Insurance



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Dublin 2
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Fax +353 (0) 1 6046478
http://www.marsh.ie

Private & Confidential

05th October 2016

To whom it may concern

Dear Sirs

CONFIRMATION OF INSURANCE – Royal College of Surgeons in Ireland

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

Type of Insurance:	Combined Liability Insurance
Insured's Business Description:	Medical School/College and its faculties including research and development.
Insurer:	Chubb Insurance Company of Europe SE
Policy Number:	99482436
Period of Insurance:	01 st December 2015 to 30 th November 2016 both dates inclusive.
Limit of Indemnity :	
Public Liability:	Euro 6,500,000 any one occurrence
Employers Liability:	Euro 13,000,000 any one occurrence

I would take the opportunity to confirm that our client's policy extends to provide cover for work experience and clinical placements undertaken at affiliated hospitals, healthcare institutions academic, regulatory, industrial and community pharmacy settings by students of the Royal College of Surgeons in Ireland, these include:

Beacon Hospital - Pharmacy
Beaumont Hospital
Blackrock Clinic
Bon Secours Hospital

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Cappagh National Orthopaedic Hospital
Cavan General Hospital
Clontarf Hospital
Cluain Mhuire Community Mental Health Services
Connolly Hospital
Galway Clinic
Hermitage Medical Clinic
Mater Misericordiae University Hospital - Pharmacy
Midland Regional Hospital Mullingar
Monaghan General Hospital
National Maternity Hospital
National Rehabilitation Hospital
Newcastle Hospital
Our Lady of Lourdes Hospital, Drogheda
Our Lady's Children's Hospital, Crumlin
Our Lady's Hospital, Navan
Peamount Hospital
ReproMed Ireland
Rotunda Hospital
Royal Victoria Eye and Ear Hospital
Santry Sports Clinic
SIMS Clinic, Clonskeagh
South West Acute Hospital, Enniskillen
St Brigide Hospital, Ardee
St Columilles Hospital, Loughlinstown
St Ita's Hospital, Portrane
St Luke's General Hospital, Kilkenny
St Michael's House, Coolock
St Senan's Hospital, Enniscorthy
St Vincent's Hospital, Fairview





Page 3

The Childrens University Hospital, Temple Street
University Hospital Waterford
Aul Egan, Kilkenny
University Hospital Limerick

Subject to the terms, clauses, conditions and exceptions of the policy.

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with Irish law.

Yours faithfully,


James Millard
Marsh Ltd





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Appendix III - TCD Student Insurance



TO WHOM IT MAY CONCERN

Date: 05 October 2016

Our Ref: AMWEXT 5403

Dear Sir/Madam,

Re: Our Client - Trinity College Dublin

We act as Insurance Brokers to the above named Client, and confirm details of their liability insurance cover as follows:-

- **Insured Title** Provoist, Fellows, Foundation Scholars and other members of the Board of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin
- **Business Description** University
- **Period of Cover** 1st October 2016 to 30th November 2016
- **Insurer** Irish Public Bodies Mutual Insurances Limited
- **Policy No(s)** IEL00000947 & IPL0001747
- **Limits of Indemnity**

Employers Liability	Not less than €13,000,000 any one event
Public Liability	Not less than €5,500,000 any one event
- **Territorial Limits** Worldwide

Cover is subject otherwise to the terms, conditions and exceptions of the policies including the following: -

Medical, Nursing and Allied Healthcare Student Placements

The Insurer will indemnify the Insured in respect of legal liability arising out of and in connection with the placement of medical, nursing and allied healthcare students in healthcare institutions and enterprises which are not within the remit of the Clinical Indemnity Scheme subject to no indemnity being provided in respect of any qualified medical or dental practitioner while working in a professional capacity.

Willis
Willis Towers Watson House, Elm Park, Merrion Road
Dublin 4, D04 F231

T: +353 (0) 1 661 6211
E: info.int@willistowerswatson.com
W: willis.tw

Directors: James Campbell (RSM), Mike Coffey, Ken Mahony, Jim O'Mahoney, Patrick White, Company Secretary: Simon Muckelbauer
Registered in Ireland number 3812
Registered office: Willis Towers Watson House, Elm Park, Merrion Road, Dublin 4, D04 F231
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2.

This letter is provided as a courtesy to our client as a matter of information only and confers no rights on the holder. Our duties in relation to this insurance are to our client and we accept no duty of care or responsibility to you or any other third party and any liability to you or any third party is excluded. This letter does not amend, extend or alter the coverage afforded by the policies, nor does it purport to set out all of the policies' terms, conditions and exclusions. The policy terms, conditions, limits and exclusions may alter after the date of this document or the insurance may terminate or be cancelled, and the limits shown may be reduced by paid claims. We have no obligation to advise you of any changes which may be made to the policies or to advise you of their cancellation or termination

Should you have any queries please contact the undersigned.

Yours sincerely

ANN MARIE MURPHY
Client Service Executive, Corporate Risks
DD: +353 (0) 1 639 6403
F: +353 (0) 1 689 4475
E: annmarie.murphy@allianz.com



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Appendix IV - AIC Glennon Letter



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

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

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



Registered in Ireland Cert. No. 14385
Registered Office: Charlemont House, Charlemont Place, Dublin 2.
Directors: D.A. Glennon, J.L. Bassett A.C.I.L. & C. White M.B.I.C.S., T.V. Moore F.C.I.L. D.B. Deasy F.C.A.
Frank Glennon Limited trading as 'AIC Glennon' is regulated by the Central Bank of Ireland.



Is comhcheangal é APPEL idir Scoileanna Cógaisíochta UCC, RCSI agus TCD
APPEL is an affiliation between the Schools of Pharmacy of UCC, RCSI and TCD



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin



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Appendix V - NPAI Letter

Our ref: GBWCAWINPAI/APPEL
Your ref:



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

Malden House
38-42 St Peter's Street
St Albans, Herts AL1 1NP
Tel: 01727 658607
Fax: 01727 648955
email: insurance@npa.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 Walduck
Legal Executive
NPA Insurance Limited

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Appendix VI - 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]** [redacted] with an address at [redacted] (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 (print): _____

Role: _____

Date: _____



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Appendix VII - Placement Agreement

Pharmacist (supervisor) name (block capitals): _____
PSI number (supervisor): _____
PSI number (pharmacy): _____
Pharmacy/pharmacy department (training establishment) name: _____
Pharmacy/pharmacy department address: _____

The training establishment agrees to provide a placement for a year 2 pharmacy student through APPEL to facilitate the student to achieve the learning objectives set. In doing so, the training establishment confirms it shall: (a) appoint a supervisor who is a registered pharmacist who has the necessary experience to supervise the student; and (b) 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).

APPEL agrees it shall assign practice educator(s) to the student who will: (a) act as a contact point for APPEL and (b) 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.

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, 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 Parties will comply with all applicable laws, including, but not limited to any relevant employment, health and safety and data protection laws.

I confirm that _____ (insert name of insurer) shall indemnify all students placed by APPEL in _____ (insert name of insured Retail Pharmacy Business/Hospital) in respect of any claims for personal injury and/or third party property damage, arising from the negligence of the student in the performance of his/her duties under the placement and that such indemnity shall only be applicable where the said student was acting under the control and direction of the insured or his/her nominee. I further confirm to provide written confirmation of this indemnity from _____ (insert name of insurer) upon request by APPEL.

Signature of pharmacist:

Date:



Appendix VIII - Connections Declaration

Background

An important part of APPEL's governance of the year two placements is that pharmacies will not be assigned a student who is connected to the pharmacy or has a connected relative in the pharmacy (this includes spouse or partner, parent, brother, sister, child or spouse of a child, grandparent, uncle, aunt, niece, nephew, brother-in-law, sister-in-law or parent-in-law (as defined by S.I. 377/2014 and Regulation 9 of the Pharmacy Act)). This is intended to avoid situations which could be perceived as potentially compromising an objective and fair placement for the student and to ensure the "student-supervisor" relationship is upheld.

Connections

Please inform us if you are aware of such connections to any pharmacy students in the second year of their studies at UCC, RCSI and TCD by ticking the appropriate box below and providing any necessary details.

- I am unaware of any such connections
- I am aware of connections to the following Year 2 student(s)

Student Name(s)	School of Pharmacy	Details of Connections

Declaration

I confirm that I have disclosed any connections (as defined by S.I. 377/2014 and Regulation 9 of the Pharmacy Act) that I am aware of, to pharmacy students in the second year of their studies at UCC, RCSI and TCD, in the table above.

I undertake to inform APPEL if any changes occur pertaining to the declaration above and shall provide further information on the particulars contained in this declaration if so required by APPEL.

Signature	<input type="text"/>	Name	<input type="text"/>
Date	<input type="text"/>	PSI no:	<input type="text"/>