

2019 Student Handbook 2nd Year Placement



APPEL

An Chleamhnacht um Fhoghlaim ó
Thaithí Chleachtadh na Coqaisíochta

Affiliation for Pharmacy
Practice Experiential Learning



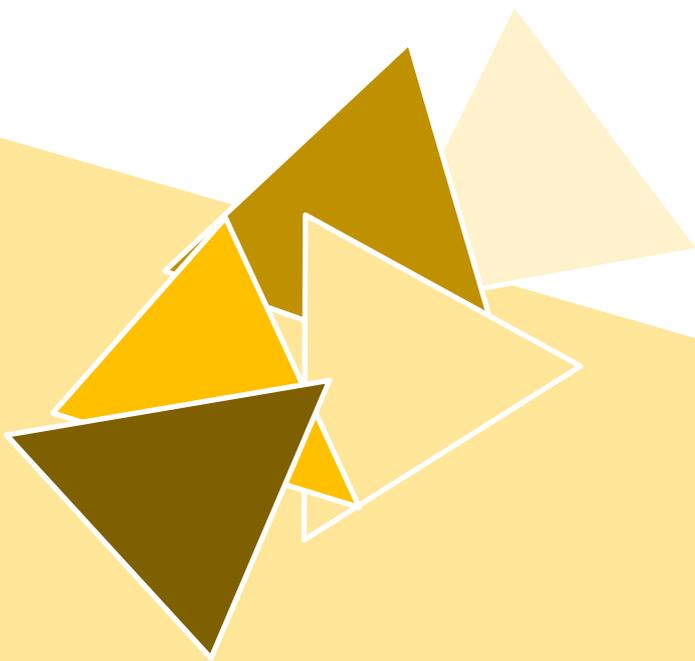
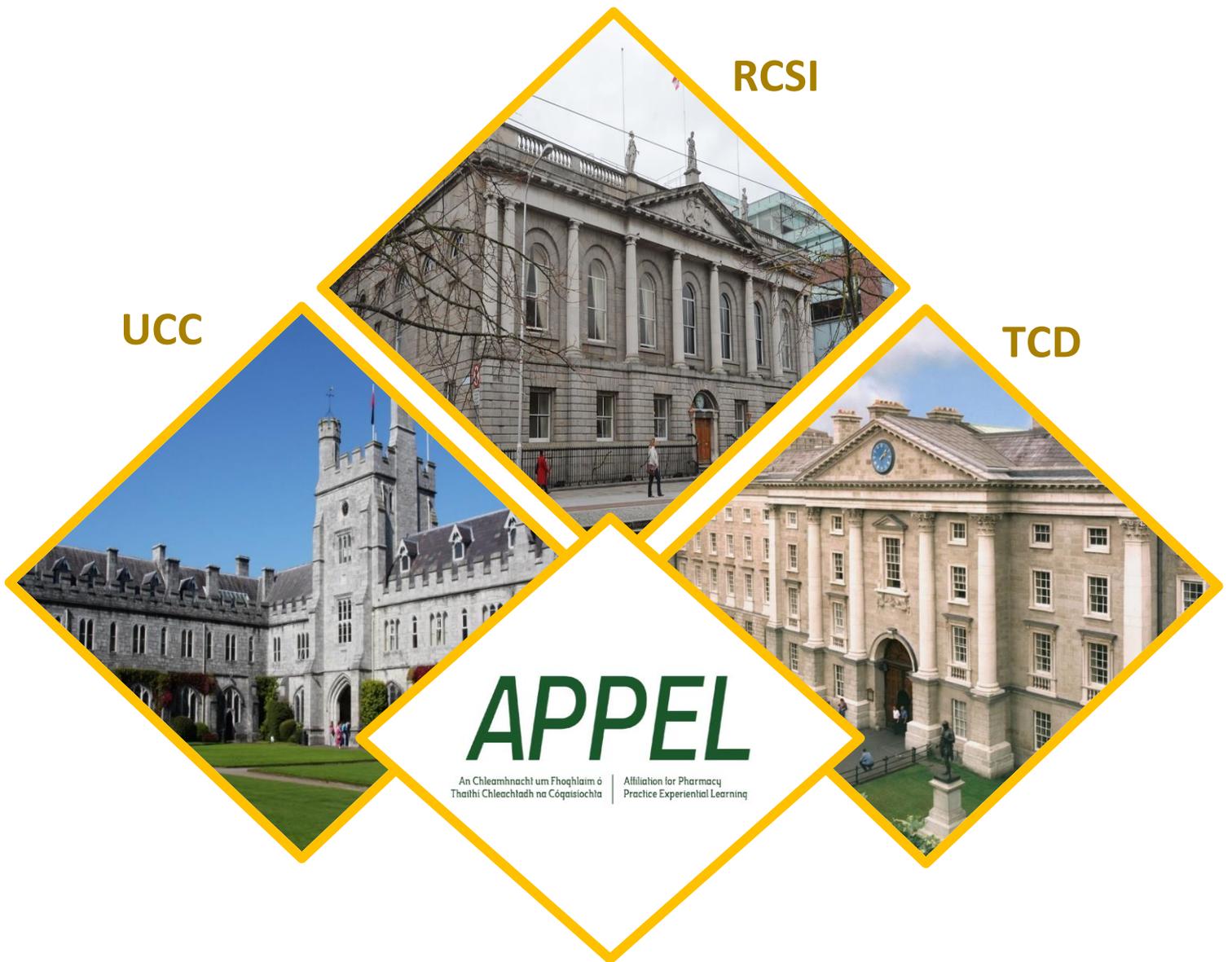


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What is APPEL?

APPEL (Affiliation for Pharmacy Practice Experiential Learning) was formed in 2015 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.

The APPEL team consists of Practice Educators based within the three Schools of Pharmacy, and APPEL office led by the Director/National Coordinator of APPEL. The team is available to support both Trainers and students throughout their practice placements.



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

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 of the pharmacy profession with the new programme 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 for your School, you can help to ensure that the Supervisor's experience of a 2nd year pharmacy student is a positive and rewarding one.

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, do not 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

Quick Guide to the 2nd Year Placement

HANDBOOK

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 a Practice Educator.

PLACEMENT SCHEDULE

UCC:	14 th – 25 th Jan 2019	Monday to Friday, 9.30am – 5pm, with one hour for lunch
TCD:	25 th Feb – 8 th Mar 2019	Monday to Friday, 9.30am – 5pm, with one hour for lunch
RCSI:	15 th Jan – 9 th Apr 2019	Tuesday afternoons 2pm – 5pm <i>(with a break for reading week on 26th February)</i>

ATTENDANCE

Any absences during the placement schedule must be reported to both the Supervisor AND the APPEL office (ops@appel.ie) as soon as possible.

CODE OF CONDUCT and CRITICAL INCIDENTS

Be aware of and comply with your Schools of Pharmacy Joint Student Code of Conduct while on placement. The Code of Conduct is available on www.appel.ie/resources.

Students must report all critical incidents to your Practice Educator or the APPEL office.

LEARNING OUTCOMES

Experiential learning is your opportunity to develop competencies in a different environment to university. There are three core learning outcomes that focus on understanding the role of the pharmacist. (Appendix III). A printable version of your HEI specific student workbook is available on the www.appel.ie/resources. Additional suggested activities are available in Appendix IV.

SUPPORT

If you have any query/concern regarding your placement, we have a FAQ section on the APPEL website www.appel.ie or you can get in touch with either a Practice Educator or the APPEL Office (contact details are available on the APPEL website www.appel.ie or on page 26).

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.

CCF – The Pharmaceutical Society of Ireland's (PSI's) Core Competency Framework.

GDPR – General Data Protection Regulations.

HEI – Higher Education Institution.

Learning Activities – The activities you need to complete and document while on 2nd year placement.

PEARs – Pharmacy Education and Accreditation Reviews project.

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.

PSI – Pharmaceutical Society of Ireland.

RCSI – Royal College of Surgeons in Ireland.

School of Pharmacy – UCC School of Pharmacy, 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 specific location 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 Placement – Background Information

The New 5-year Integrated Pharmacy Programme

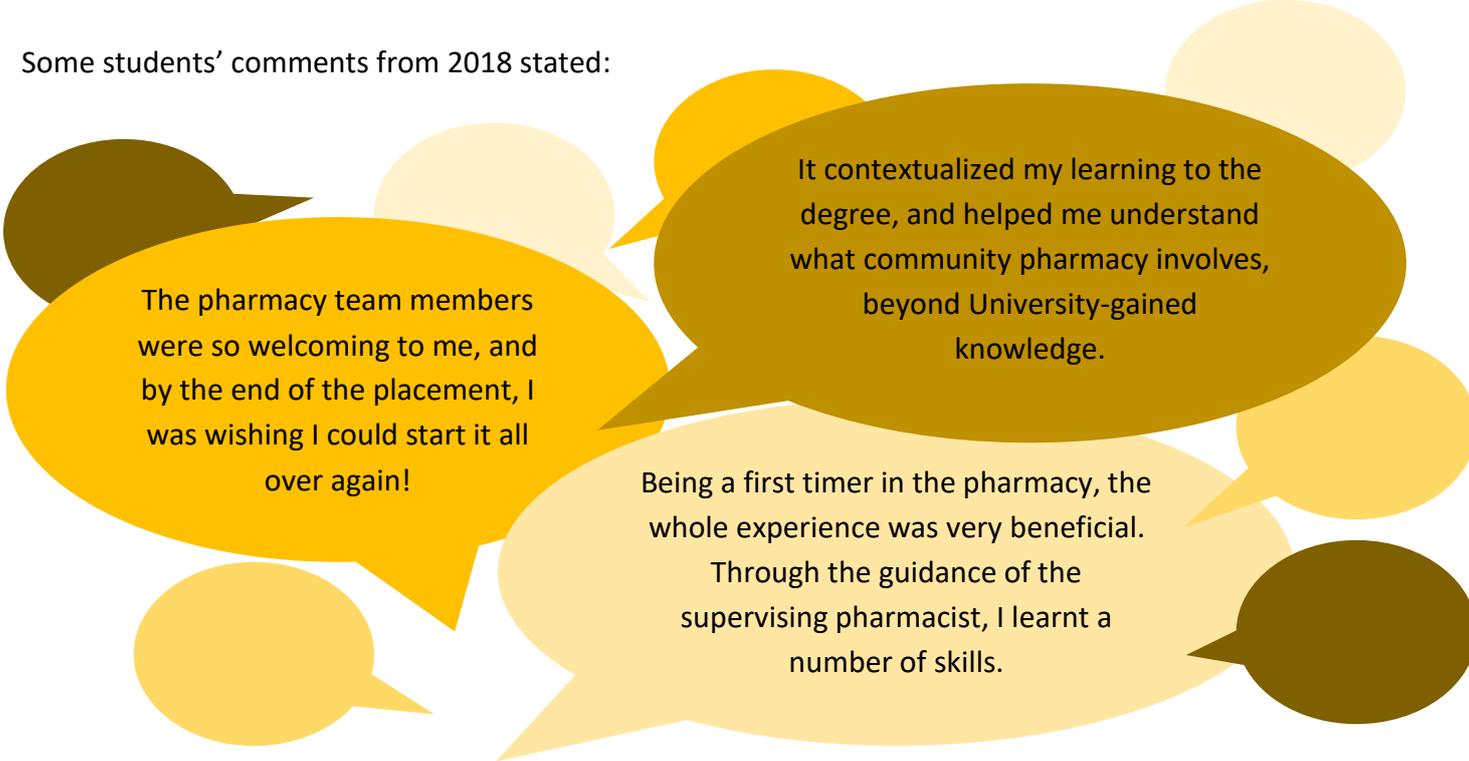
The new pharmacy programme started in 2015, following a major review of the pharmacy programme commissioned by the PSI. This review was known as the PEARs (Pharmacy Education and Accreditation Reviews) project, and in 2015 legislation was introduced to require that all pharmacy students undertake a new five-year integrated programme. The new five-year integrated programme follows a very different structure to previous pharmacy programmes, in that students remain registered at their Higher Education Institution (HEI) for five years and undertake three experiential learning placements during this time, namely in 2nd, 4th and 5th year.

Experiential learning placements are workplace-based learning experiences, which are overseen by APPEL on behalf of the Schools of Pharmacy. The underpinning philosophy of experiential learning an placement is that students remain as students while on placement.

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 to 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' comments from 2018 stated:



The pharmacy team members were so welcoming to me, and by the end of the placement, I was wishing I could start it all over again!

It contextualized my learning to the degree, and helped me understand what community pharmacy involves, beyond University-gained knowledge.

Being a first timer in the pharmacy, the whole experience was very beneficial. Through the guidance of the supervising pharmacist, I learnt a number of skills.

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.

2nd Year Placement – Practical Placement Information

When?

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 are set by each School of Pharmacy and in 2019 are as follows:

UCC / TCD Students

UCC and TCD students undertake a two-week placement from 9:30am-5pm Monday to Friday. The frequency and duration of breaks are a matter for each Supervisor, however you should receive at least one hour's lunch break. The 2019 placement dates are:

- UCC: 14th – 25th January 2019
- TCD: 25th February – 8th March 2019

RCSI Students

RCSI students attend their placement from 2pm-5pm each Tuesday afternoon:

- RCSI: 15th January - 9th April 2019
(with a break for reading week on Tuesday 26th February 2019)

What supports are available to me?

Your Supervisor, or another member of your Training Establishment, will be able to guide you during your placement and are your initial point of contact for any queries or concerns. If you believe the difficulty cannot be resolved in this manner, or if you experience a serious difficulty, please contact a Practice Educator or the APPEL office (contact details on page 26).

APPEL's role is to support both students and their Supervisors before, during, and after placements. Your Practice Educator is your first point of contact. The APPEL office are also available if you need support or you are unable to contact your Practice Educator. Contact details for all APPEL team members are available on the APPEL website www.appel.ie or on page 26.

Students have previously contacted the APPEL office 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 placement e.g. robbery in the pharmacy
- Support with finding opportunities to complete their learning activities



This list is not exhaustive. Please contact a Practice Educator or the APPEL office with any query you have about your placement.

Preparing for your Placement

1

Complete your Placement Paperwork

A Student Placement Agreement must be completed for all APPEL placements in advance of your placement. This agreement will cover all APPEL placements. A copy of the Student Placement Agreement can be found in Appendix I of this handbook. Please ensure that you have read and understood this agreement, as it contains the terms and conditions of your APPEL placement. By signing this agreement, you agree to be bound by these terms and conditions.

Meet your Supervisor at the pre-placement visit

You will be provided with the name and address of your Training Establishment at least one month before your placement. You must phone your Supervisor to arrange a 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. This pre-placement visit is an essential part of your preparation for placement. Your Supervisor is expecting your call so please contact them in sufficient time to organise your visit.

3

Familiarise yourself with your placement learning activities

Learning activities have been agreed between the three Schools of Pharmacy (Appendix III). These activities must be completed in your placement workbook and submitted to your School of Pharmacy as directed by your Practice Educator(s). A printable version of the workbook is available on www.appel.ie/resources 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. Please note: as students will have different experiences on placement, it is not possible to make the workbook questions any more specific.

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. Have your student badge to hand.
- Punctuality is essential. Allow yourself adequate time for commuting, especially during rush hour.
- Notebook/printed copy of workbook from www.appel.ie/resources and pens will help you to make notes. This will assist you in completing your learning activities.
- Be sure that you bring your learning 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.

4

On your Placement

What is the role of my Supervisor?

Each student will have a named pharmacist Supervisor assigned to them for the placement. The role of your Supervisor is to support you in your development as a pharmacy professional. Your Supervisors' role includes recognising, facilitating, and supporting opportunities for you to complete your learning activities on placement. Your Supervisor will not necessarily be supervising you directly at all times while you are on placement. It is important to remember that other staff members in your Training Establishment can support you in your development also.

What did my Supervisor have to do to become a Supervisor?

Your Supervisor has been accredited by APPEL in compliance with the APPEL Policy to Assess, Accredite and Appoint Trainers for Practice Placements. The Training Establishment will also have been accredited by APPEL in line with the APPEL Policy to Assess, Accredite and Appoint Training Establishments for Practice Placements.

Will my Supervisor be working alongside me every day?

No, your Supervisor will be responsible for supporting you through your placement but may not necessarily be there every day. They may direct the day-to-day supervision to other staff members. Your Supervisor will be required to have a minimum of one face-to-face session with you.

What should I do if my Supervisor is going to miss a large portion of my placement?

Contact a Practice Educator. There is additional information for you on this topic on Page 17 in Frequently Asked Questions.

APPEL Supervisor Requirements

Requirements	Supervisor
Availability	Employed for a minimum of 3 days/week or equivalent. Maximum absence from Training Establishment during placement: 4 days*.
Supervision	Minimum 1 face-to-face session with student.
Registration	PSI Registered pharmacist.

*in the event that it is anticipated that the Supervisor will be on leave for more than 4 days of the 2nd year placement, or this arises unexpectedly, the Supervisor must inform APPEL.

Learning Activities

The learning outcomes for your placement (Appendix III) have been agreed by the three Schools of Pharmacy and APPEL and are listed below.

On completion of the placement, you should be able to:

- ✓ Observe, appreciate and document the steps involved in the safe dispensing and supply of medicines
- ✓ Observe, appreciate and document the skills and behaviours of the pharmacist
- ✓ Link activities to the PSI's Core Competency Framework (CCF)

A workbook containing compulsory learning activities will be made available to you by your School of Pharmacy and/or Practice Educator. A printable version of the workbook is available on www.appel.ie/resources. These learning activities have been designed to support your achievement of the placement learning outcomes. As each student's experience of placement is unique, some of the learning activities are quite general. If the questions were any more specific, it may limit some student's ability to engage with the material. If you should complete these learning activities before the end of your placement and are interested in additional learning activities, please refer to Appendix IV – Additional Suggested Activities.

1

Learning plan:

To ensure that you accomplish all the learning activities during placement, we recommend that you 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.

2

Role of Supervisor:

Upon starting your placement, it is recommended that you discuss your learning activities with your Supervisor, so 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.

3

Questions:

If you need further clarification on these activities, please contact a Practice Educator.

4

What supports are available to me?

Your Supervisor, or another member of your Training Establishment, will be able to guide you during your placement and are your initial point of contact for any queries or concerns. If you believe the difficulty cannot be resolved in this manner, or if you experience a serious difficulty, contact a Practice Educator or the APPEL office.

What are my responsibilities as a pharmacy student on placement?

As a pharmacy student on placement, you have responsibilities, which are set out below. Please read the following section carefully and seek clarification, if needed, from a Practice Educator.

Responsibilities

- ❖ Be aware of the terms and conditions of APPEL placements, which are contained in the APPEL Student Placement Agreement. (Appendix I)
- ❖ Contact APPEL regarding any matter which may require consideration in the arrangement of your placement or the activities you undertake during your placement, e.g. pregnancy, allergy, infection etc.
- ❖ Adhere to the policies and procedures of the Training Establishment in which you are placed.
- ❖ Ensure that you are directly supervised when carrying out any activity that could affect patient safety. Report any potential patient safety incident to a member of the Training Establishment staff immediately. Patient safety is the most important consideration while on placement.
- ❖ Maintain professional standards of behaviour at all times.
- ❖ Attend placement according to the APPEL placement schedule. Report all absences (certified or non-certified) to the APPEL office (ops@appel.ie) and your Supervisor.
- ❖ Contact a Practice Educator if a critical incident occurs while on placement, if you believe that your placement is not being provided in line with APPEL's guidelines, if you have any concern regarding your health, safety or ability to achieve competencies or otherwise, or any placement-related queries.
- ❖ Treat all staff with respect and courtesy. It is essential that you never say or do anything to discredit the Training Establishment or staff of the Training Establishment.
- ❖ Inform APPEL of any connections to your Training Establishment or Supervisor which only become apparent when you are on placement.
- ❖ Dress and personal appearance must be neat, clean and appropriate for the placement environment. Please wear your student badge while on placement. The following items of clothing are considered unacceptable while you are on placement: jeans, tracksuits, 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 placement environments, 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.
 - Keep confidential all business matters relating to the Training Establishment.
 - Treat all verbal discussions with strict confidentiality, both during and after placement, and be aware of the volume at which you speak.
 - Observe data protection legislation (GDPR), which includes undertaking your activities in a manner that preserves the privacy of individuals' personal details e.g. names, phone numbers, addresses, etc.
- ❖ Never mislead or allow customers/patients/Training Establishment staff to think that you are a registered pharmacist. Wear a badge indicating that you are a pharmacy student.
- ❖ Take all due care with Training Establishment equipment and other property.
- ❖ To protect the educational experience of placements, it is imperative that you do not accept any payment for placement hours.
- ❖ Turn off any mobile phones/tablets you have with you. Access them only on breaks and in appropriate locations, unless requested otherwise by a staff member at the Training Establishment.

Student Code of Conduct

As you are a registered student of your School of Pharmacy while on placement, you must adhere to the Schools of Pharmacy Joint Student Code of Conduct for all placement-related activities (available on www.appel.ie/resources).

The six core principles of the Code of Conduct, and examples of how they apply to you on placement, are:

01

Your primary concern must be to maintain and improve the health, well-being, care and safety of patients.

→ *Ensure that patient safety is your primary concern – speak to the appropriate person if you think you have made a mistake.*

02

Develop your professional competence, skills and standing to bring health gain and value to the community and society.

→ Take responsibility for your learning on placement and only practise within your limits of competence.

03

Be honest and trustworthy and show respect for others.

→ Protect patient, prescriber and business confidentiality.

04

Conduct yourself in a manner that enhances the service provided and maintains the good name of your profession.

→ *Communicate effectively and appropriately with patients/customers, your Supervisor, staff at the Training Establishment and APPEL staff while on practice placement.*

05

Maintain your professional knowledge and competence.

→ *Engage with all opportunities to learn and develop while on practice placement.*

06

Be aware of your obligations under the Code of Conduct and do not breach the Code.

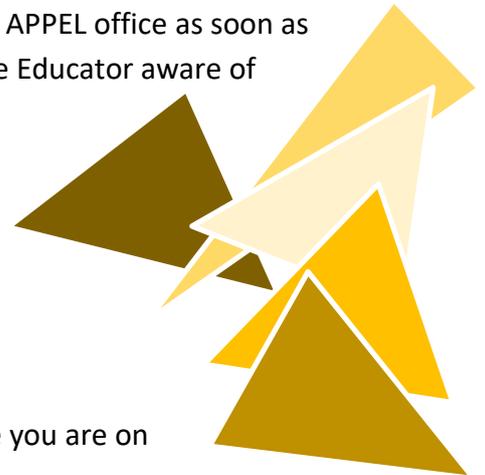
→ Comply with all APPEL policies while on practice placement i.e. the terms and conditions set out in the Student Placement Agreement.

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 for 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. A copy of the Supervisor's report can be found in Appendix V.

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 APPEL office (ops@appel.ie) 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 the APPEL office as soon as possible. Furthermore, you should make your Supervisor and Practice Educator aware of any anticipated lateness well in advance of the placement.
 - **Step 1:** Contact APPEL office (ops@appel.ie)
 - **Step 2:** Contact Supervisor



Contacting APPEL

You must contact APPEL if any of the following circumstances arise while you are on placement:

➤ Absence

- ➔ If you are unable to attend your placement during the scheduled placement hours, for any reason, you notify **both** your Supervisor and APPEL office (ops@appel.ie) as soon as possible. This includes absence for medical/dental appointments, illness (certified or uncertified), bereavements, or university club commitments etc. Placement hours are set by APPEL, any amendment to the schedule must be discussed with and approved by APPEL.

➤ Critical Incident

- ➔ For your safety and welfare, you must contact your Practice Educator or the APPEL office, 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.

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.



Helpful Hints: Getting the Most from Your Placement

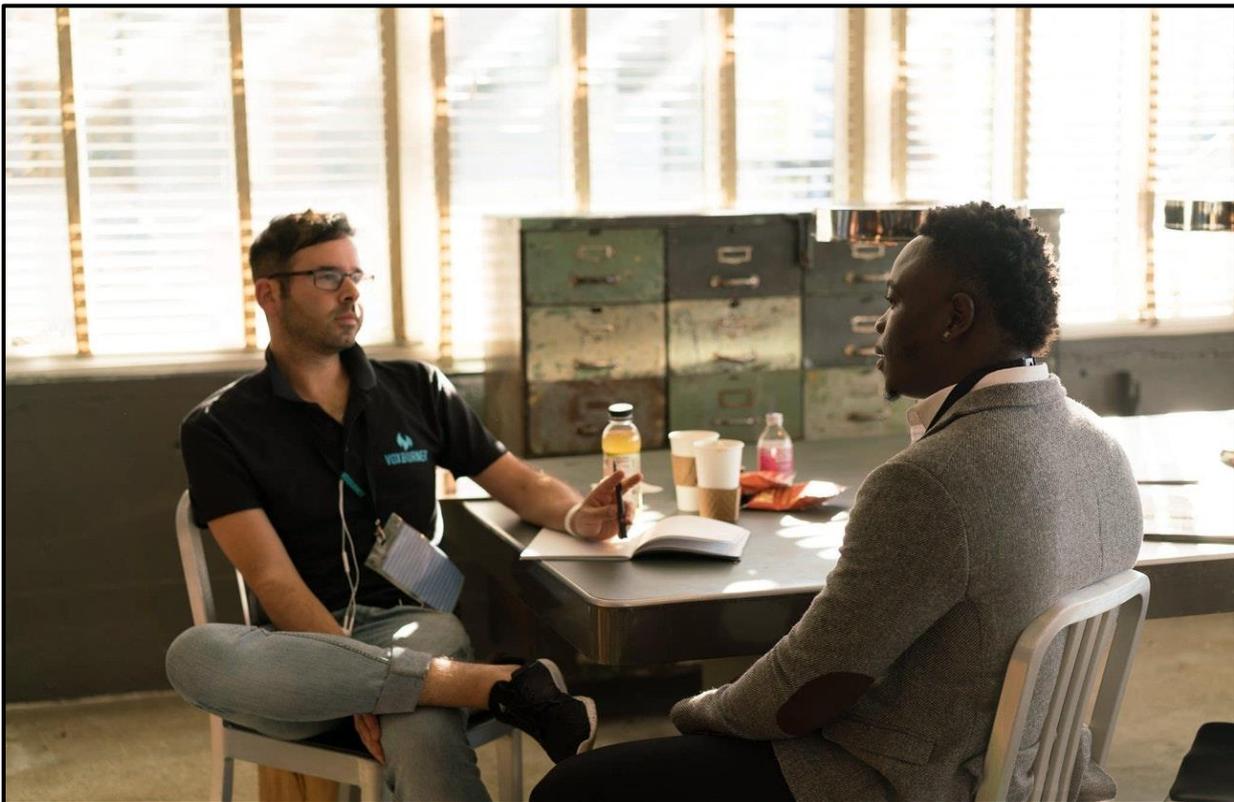
- ✓ Make the most of this opportunity to learn professional skills and apply pharmacy theory to practice, under the supervision and with the agreement of your Supervisor.
- ✓ Appreciate the practical experience of and supervision by your Supervisor. Your Supervisor is a qualified pharmacist who has volunteered 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 and thus associated expectations. Some students will have significant previous pharmacy experience, and for others it will be their first time behind the pharmacy counter or in a hospital pharmacy department. The minimum requirement for this placement is observation, in line with the learning outcomes for the placement. Keep in mind that you are attending this placement to gain a better understanding of the role of a pharmacist. Patient safety is the number one priority at all times. If you require additional activities while on placement you will find additional suggested activities in Appendix IV.
- ✓ After a year and a half of study you will still have much to learn, so don't set unrealistic expectations for yourself. Work within your abilities, ensure patient safety is the number one priority always.

Getting the Most from Your Placement (cont'd)

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 (FAQ). If you have any further queries after reading the handbook please check the FAQ section of the APPEL website for additional information. If you have further questions please contact a Practice Educator, contact information is in Appendix V.

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 your 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 Training 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 placement?

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?

What do I do if my Supervisor is absent for more than four days of my placement?

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 Training 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 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. You are responsible for the completion of all learning activities. If you need support with completing your learning activities discuss possible learning opportunities with your Supervisor.

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 – SAMPLE 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 have agreed to undertake unpaid student placements organised by the Affiliation for Pharmacy Practice Experiential Learning (APPEL) during the integrated pharmacy programme. I agree to the following terms and conditions of this placement, as set out by APPEL:

- I understand that I am a student of my Higher Education Institution (HEI) while on placement and that I must abide by and remain subject to the Schools of Pharmacy Joint Code of Conduct and all policies and procedures, including Disciplinary and Fitness to Practice Policies of my HEI/University while on placement.
- I understand that I cannot undertake any of my APPEL placements in a Training Establishment which is owned or managed by a connected relative of mine. I also understand that a connected relative of mine cannot be my Trainer* for my APPEL placements. I agree to alert APPEL to any connections I have with the Training Establishment or Trainer which only become apparent when I am on placement.
- I confirm that I will undertake the set academic activities while I am on placement.
- I undertake to read all elements of the APPEL handbook relevant to my upcoming placement. In particular, I will ensure that I am aware of my responsibilities as a pharmacy student and aware of the set placement timetable. If I have any queries in relation to the content of the relevant handbook, I will contact an APPEL Practice Educator.
- I will ensure that I am supervised when carrying out any activities which impact on patient safety. I am aware that patient safety is my utmost priority on placement and that I must immediately report any incident that may potentially affect patient safety to Training Establishment staff.
- I understand that I have a Trainer for the duration of my placement who will supervise me and who I am accountable to. I accept that I shall be under the supervision of the Training Establishment staff for the duration of my placement.
- 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 also 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 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 confirm that I have disclosed any matters which could affect my placement (including, without limitation, health issues). I acknowledge it is necessary for the disclosure (and receipt) by APPEL, to (and from) my Training Establishment and HEI, of personal data where necessary for administering and/or managing my placement (and which may include feedback on my student placement). In the event my contact details change, I shall notify APPEL without delay.
- I agree to promptly inform both my Training Establishment and the APPEL office if I am unable to attend my placement according to the set placement timetable for any reason.

- I will engage fully with the placement programme, including but not limited to; participating in an induction, reading and complying with the Training Establishment’s standard operating procedures (SOPs) and policies, and following any other rules and guidelines the Training Establishment may have.
- 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 understand the importance of confidentiality with regard to patient information and commercial business information and I shall keep any of this information which I come across during my placement confidential.
- I will promptly contact a Practice Educator at my School of Pharmacy if:
 - Any issues arise during my placement (including any issues in relation to my health or safety or otherwise).
 - I believe that my placement is not being provided in line with APPEL’s guidelines.
 - I have concerns that I am not being provided with an appropriately structured and documented scheme of training that provides and exposes me to sufficient practice opportunities at an appropriate level.
 - I believe that I have not been provided with a suitable training environment that is appropriately safe, hygienic and protects my safety, health and welfare.
- I agree that my HEI 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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* ‘Trainer’ is an umbrella term used to describe Supervisor, Preceptor and Senior Preceptor Pharmacists:

- Supervisor Trainer accredited by APPEL to oversee placements in 2nd year
- Preceptor Trainer accredited by APPEL to oversee placements in 4th year
- Senior Preceptor Trainer accredited by APPEL to oversee placements in 5th year

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 Educator(s):

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:

- 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

- Learning Activities related to the skills and behaviours of the pharmacist**

In particular, focus on pharmacists in their capacity as a:

Collaborator	Communicator	Advisor
Manager	Life-long learner	

- 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. A printable version of the workbook is available on the APPEL website

Appendix IV – Additional 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 – SAMPLE 2nd Year Placement Supervisor’s Report

Student Name	
Student Number	
Name of Pharmacy / Pharmacy Dept	

Purpose of the Supervisor’s Report

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.

The Supervisor’s Report also verifies that the student attended for their full placement².

The report also enables the Supervisor 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)
Placement Address:
Supervisor’s signature:

Pharmacy Stamp

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.

The APPEL Team Contact Details

APPEL Office, Operations Team



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