

2nd -Year Placements 2022 – Frequently Asked Questions for Students

The Schools of Pharmacy have decided that 2nd -year placements will go ahead, in line with current public health guidance, to enable you to fulfil the academic requirements of completing an experiential learning placement in the 2nd -year of your academic studies.

Planning for your placement within your Schools of Pharmacy and APPEL has continued at pace throughout the past few months, with your health and wellbeing together with that of your Supervisors, placement teams and patients being the primary concern. Bearing this in mind, some additional requirements are being asked of every student to ensure the safe operation of these placements.

We have compiled the following frequently asked questions (FAQ) to help explain any changes being implemented to facilitate the placements during this ongoing COVID-19 pandemic and further explain the additional requirements. **These requirements are outlined in this document and must be completed (please see the checklist attached in Appendix 4).** If you do not complete these actions by the specified date, it may jeopardise your participation in the placement.

If you have any questions arising from this document, please contact the APPEL office or your Practice Educator.

Q. What are the dates of the 2nd-year experiential learning placements for 2022?

A. Students will be on their experiential learning placements on the following dates:

- UCC: 10/01/22 - 21/01/22
- RCSI: 11/01/22 - 05/04/21 with a break for reading week on 22/02/22
- TCD: 17/01/22 – 28/01/22

Q. When will I know the placement that I have been assigned to?

A. APPEL is currently finalising the 2nd year assignment process. You will receive an automated notification with the name of your placement no later than 15 November 2021.

Q. I am due to undertake foreign travel before my placement commences. Is there anything that I need to be aware of?

Or

Q. As an international student, I am returning to Ireland before my placement commences. Is there anything that I need to be aware of?

A. Please see the updated Government advice on travel as updated on the 21 October 2021 [here](#). Further information concerning travel is due to be published in the coming days.

Students are advised to monitor the relevant government websites for travel advice and guidance as these are subject to change. Please note that travel guidance changes frequently. It is your responsibility to keep up to date and informed as to the impact any planned travel may have on your required return date to Ireland so that you are in a position to commence your placement on the dates scheduled.

Please consult [this webpage](#) for further information concerning foreign travel. Please contact your Practice Educator(s) by the **30 November** if you have any queries about existing travel plans.

Q. Is it compulsory for me to go on placement at this time?

A. Completion of placement is required to meet your academic requirements; however, we understand some of you may have concerns. Please contact your Practice Educator(s) with any specific queries that you wish to discuss, and we will address these with you on a case-by-case basis.

If any of the below criteria apply to you, **please contact your Practice Educator as soon as possible.**

- If you have an underlying health condition that would put you at higher risk of serious illness, should you contract COVID-19. The HSE advice is available [here](#). If in doubt, please contact your GP or University/College Student Health for advice (details can be

found below). Please contact your Practice Educator by **30 November 2021**, and they will advise you of the processes to be followed according to your HEI policies.

- If you share accommodation with a member of a [vulnerable group](#) and are concerned, please contact your GP or Student Health for advice.

Q. Has the placement schedule changed for the placement period?

A. There is no change to the placement schedule for the placement period. Further information regarding the placement schedule can be found in the student handbook, which will be sent to you in the coming weeks.

Q. Do I need to complete any additional documentation or pre-placement preparation in consideration of the impact of COVID-19 on the placement?

A. Yes, additional documentation and pre-placement preparation must be completed in advance of you starting your placement due to the impact of COVID-19 on the placement.

1. In addition to the **Student Placement Agreement (Appendix 1)**, students will be required to sign a **COVID-19 Supplemental Student Undertaking/Declaration (Appendix 2)** and review the **Personal Support Plan Questionnaire (Appendix 3)**.
2. All students must complete the following online courses in Infection Prevention and Control before beginning their placement. You are required to complete these courses by both your University and the Chief Clinical Officer (CCO) of the HSE. These courses are available at <https://www.hseland.ie>. Please carefully follow the instructions on the site. Students must create an account on the site and register as “volunteer”.
 - **AMRIC Introduction to Infection Prevention and Control**
 - **AMRIC Basics of Infection Prevention and Control**
 - **AMRIC Standard and Transmission Based Precautions**
 - **AMRIC Hand Hygiene**
 - **Putting on and Taking off PPE in Acute Healthcare Settings**
 - **Putting on and Taking off PPE in Community Healthcare Settings**

3. You will need to confirm to APPEL and your School of Pharmacy that these courses have been completed by signing the **COVID-19 Supplemental Student Undertaking/Declaration** and submitting the certificates provided when these courses are completed.
 - a. Please note the certificates are available on a separate tab on the web page when the courses are completed.
 - i. The AMRIC Introduction to Infection Prevention and Control course does not produce a certificate. Please take a screenshot to indicate that the video has been reviewed.
 - b. Do not send the documents as links to Google Drive –we do not have permission to open it.
 - c. If possible, send the images as JPEG, PNG or PDF. Other formats are often not supported.

4. The following resources are available on the HPSC website and need to be reviewed by students before commencing your placement.
 - Review of videos on correct donning and doffing of PPE on the HPSC website <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/>
 - Review of the Infection Prevention and Control (IPC) Guidance, including IPC COVID-19 Guidance and educational videos on <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/videoresourcesforipc/>

5. Additionally, students must read and understand the following documents and consult the following web pages:
 - Guidance to minimise the risk of transmission of COVID-19 infection in pharmacies <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/pharmacyguidance/>
 - The information provided by your University on COVID-19

- <https://www.ucc.ie/en/studenthealth>
 - <https://www.rcsi.com/dublin/coronavirus/students>, or
 - <https://www.tcd.ie/about/coronavirus/>
6. Students will also be obliged to download the “[COVID Tracker Ireland](#)” and log in and update this tracker daily.
7. You will also be required to log into the APPEL VLE or your HEI COVID-19 app daily and record the following information:
- Record that you had no symptoms of COVID-19 before you attended your placement
 - If your Training Establishment is a HSE site, e.g. hospital, addiction services clinic, you must record where you were on-site throughout your placement day: e.g. Dispensary, Ward X, etc.
 - Further information will be provided to you regarding this requirement to record this information on the APPEL VLE/ HEI COVID-19 app in advance of your placement during the pre-placement preparation workshop.
 - In addition to the above, your training site may have additional specific requirements such as logs etc., which you will be required to complete.

Q. What if I have been unwell before starting placement?

Students who have been unwell either generally or with COVID-19 [symptoms](#) in the 14 days prior to placement should follow [HSE advice](#) and will need to contact their GP or University/College Student Health for advice. You must also contact your Practice Educator.

Students who displayed any COVID-19 symptoms must have followed [HSE guidance](#) of 10 day self-isolation from the first onset of symptoms and be five days free of fever before starting placement.

Q. What if I develop signs of COVID-19 during placement?

A. If you are at home when you develop [symptoms](#), do not go into placement and do not leave home. You must self-isolate and phone your GP or Student Health Services (info below). You must also contact your Supervisor and Practice Educator.

If you are at your placement site when you develop symptoms, you must inform your Supervisor and leave the site immediately. You should return home alone and not use public transport. You should self-isolate in your home and contact your Practice Educator and GP or Student Health Services from home.

UCC Student Health

Telephone: 021-4902311
Address: Student Health Department, Ardpark, College Road, Cork
Website: www.ucc.ie/en/studenthealth

RCSI Student Health

Telephone: 01-4022300
Address: Mercer's Medical Centre, Stephen Street Lower, Dublin 2
Website: www.mercersmedicalcentre.com

TCD Student Health

Telephone: 01-8961591 or 01-8961556
Address: College Health Centre, House 47, Trinity College, Dublin 2
Website: www.tcd.ie/collegehealth/

Q. Where can I get accurate and up to date advice on how to protect myself and others while on placement?

A. Please adhere to local guidance provided by your Supervisor and Training Establishment in relation to:

- Social distancing
 - Use of PPE
 - Health and Safety Protocols – laundering outfits, personal hygiene, restricting your movement if you are a close contact of a person with COVID-19.
- ❖ You must check your emails and communications regularly for information from your School and University throughout your placement period as the situation has the potential to change rapidly. This information can be found at the following links:
 - <https://www.ucc.ie/en/studenthealth> and
 - <https://www.rcsi.com/dublin/coronavirus/reopening> and
 - <https://www.tcd.ie/about/coronavirus/>
 - ❖ For updated health information on COVID-19, please see the [Health Protection Surveillance Centre](#) (HPSC) and [the HSE](#) websites. We strongly advise that all students read and familiarise themselves with this guidance and keep abreast of the most up to date information available at all times.
 - ❖ The Irish Institute of Pharmacy (IloP) has a dedicated COVID-19 information hub for pharmacists <https://iiop.ie/content/covid-hub>.
 - ❖ For updated travel information on COVID-19, please see the [DFA Travel Advice](#).
 - ❖ Updates from the Department of Health can be found [here](#).
 - ❖ Updates from the PSI can be found [here](#).
 - ❖ The HPSC has published guidance to minimise the risk of transmission of COVID-19 in pharmacies. The guidance can be found [here](#).
 - ❖ A COVID-19 HSE Clinical Guidance and Evidence repository are available [here](#). This site provides a national, easily accessible source of clinical guidance and the latest research evidence to equip the clinical community in Ireland to respond to COVID-19. This also contains a specific section on pharmacy and drugs management and will be a particularly useful resource to all of you in your experiential learning placements.
 - ❖ The HRB National Drugs Library is also collating clinical and patient care research and harm reduction resources related to COVID-19, and this information can be found [here](#). There are several recently published papers [here](#), and this website is a beneficial resource for all students in sourcing information on COVID-19 matters from mental health, smoking, grieving, harm reduction etc.

- ❖ Information on “Communication skills for staff wearing Personal Protective Equipment (PPE)” can be found [here](#).

Q. In circumstances where I am unable to go on placement due to a requirement to restrict my movements, how will this impact my placement?

A. Where you are required to restrict your movements (see HSE information [here](#)), please keep your Supervisor and Practice Educator informed.

Q. In circumstances where I am unable to go on placement due to a requirement to self-isolate, how will this impact my placement?

A. Where you are required to self-isolate (see HSE information [here](#)), please keep your Supervisor and Practice Educator informed.

Q. What supports are available to me at this time?

A. Your Practice Educator(s), Heads of School and the APPEL team are available to offer you support and assistance as required. Please note that all academic staff across all three HEIs will be contactable via email.

Your Schools of Pharmacy / Higher Education Institution will remain in contact with you throughout this time.

Appendix 1: Student Placement Agreement

APPEL 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/paid 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 APPEL 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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Please note that students are not authorised to amend or alter this document from the original version provided by APPEL in any way, without the prior written consent of APPEL. APPEL is not obligated to accept amended placement agreements.



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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 2: COVID-19 Supplemental Student Undertaking/Declaration

Undertaking Experiential Learning Placements - Infection Prevention and Control (IPC)

Student Name (Block Capitals)			
School of Pharmacy (tick one)	UCC	RCSI	TCD
Your university email address:			
Training Establishment name and address for 2nd -year experiential learning placement			

In advance of the experiential learning placement as part of studies at the University/College listed above ("**University**"), I acknowledge I have a personal responsibility to protect myself, patients and the general public from the potential of COVID-19 virus transmission and to comply with Public Health Advice. Accordingly, I will ensure:

1. I am aware of and have familiarised myself with COVID-19 symptoms. Please see: <https://www2.hse.ie/coronavirus/>
2. I will not present myself to my experiential learning placement (or to the University) if I have symptoms of COVID-19 or acute infections such as symptoms of viral respiratory tract infection or gastroenteritis.
3. In the event that I develop COVID-19 or other communicable infectious disease (for list see <https://www.hpsc.ie/notifiablediseases/listofnotifiablediseases/List%20of%20Notifiable%20Diseases%20February%202020.pdf>), I will immediately notify my Supervisor and the Practice Educator in my School so the School can communicate with the relevant HSE service (where applicable)/Training Establishment, in case it has implications for patients and staff.
4. I commit to providing a record of daily declarations that I am free of symptoms of COVID-19 relating to each day that I present for placement, completed on the day of placement prior to my attendance at the Training Establishment.
5. Where required, I commit to maintaining a daily readily accessible record of the clinical areas I was assigned to and at what times. This may be required in the event of an IPC incident such as an outbreak.
6. I will keep myself up-to-date and comply with current Public Health Advice regarding COVID-19.

7. I am aware that if I am declared a close contact of someone with COVID-19 (as communicated by, for example, the contact tracing service), I am not to present to my Training Establishment (or to the University) until I have spoken to my Supervisor and Practice Educator.
8. In advance of commencing my experiential learning placement, I will comply with all Infection Prevention and Control training required by my School and the HSE.
9. I will ensure that I abide by, and comply with, the rule of 'bare below the elbows/bare above the wrist' while on placement, where applicable.
10. I acknowledge I have been (or will be) provided with training in the performance of hand hygiene in advance of my placement and will undertake competence review at least once in each academic year.
11. I will comply with Infection Prevention and Control directions given by the HSE, my Supervisor and other Clinical staff at all times when I am in clinical areas, and any other measures the HSE or my Supervisor has in place to prevent the emergence of COVID-19 in while I am on placement.
12. I will cooperate with requirements for the management of outbreaks or other incidents of infection, including providing samples for testing where required.
13. I have considered the Personal Support Plan Questionnaire provided below (Appendix 3), should I need to self-isolate or restrict my movements.

I acknowledge my placement is subject to Public Health Advice which may be in place from time to time, and that public health advice may result in changes to arrangements during the course of my placement.

Data Protection

Any information disclosed to the University pursuant to this declaration will be treated with the highest standards of security and confidentiality and processed in accordance with the University's Data Protection Policy. The University is collecting this personal data in light of the COVID-19 pandemic and to implement the requirements of the HSE in relation to the undertaking of experiential learning placements. The legal basis for processing this data is based on protecting vital interests and for the reasons of public interest in the area of public health.

Signed:

Print student name:

Student number:

Date:

Appendix 3 - Personal Support Plan Questionnaire

We are conscious that you may be moving to accommodation away from support networks such as family, relatives and friends for your placement. Support networks such as this would be vital to any student who may become unwell as a result of a COVID-19 infection or who may be required to self-isolate. In this context, you should consider your personal support plan while away from home should you need to self-isolate.

What to Consider for Personal Support Plan

1. Are you living alone at the moment, or will you be living alone?
2. If you are living alone at the moment or will shortly be living alone, have you identified a person nearby, such as a friend, fellow student or relative, who may be contacted in case of emergency?
3. Have you registered with a General Practitioner Doctor near your current location?
4. Do you have any underlying medical conditions which require prescribed medication, and if so, do you have a friend, fellow student or relative, who can collect medication on your behalf from a pharmacy should you be required to self-isolate?
5. Should you be required to self-isolate, do you have the ability to order and make payment for food and provisions via online supermarket delivery?
6. Do you have a mobile phone which can be used to seek help during any period of self-isolation or in case of an emergency, and have you provided this number to your emergency contact person?

Appendix 4 - Actions to be completed

Actions to be completed	Deadline
1. Review the HSE guidelines on vulnerable people. a. If this applies to you or anyone that you live with, contact your Practice Educator.	30/11/21
2. Complete and Return the Student Placement Agreement (Appendix 1) and COVID-19 Supplemental Student Understanding/Declaration (Appendix 2) . These need to be emailed to ops@appel.ie	14/11/21
3. Complete the HSE Land e-learning courses and submit certificates to ops@appel.ie <ul style="list-style-type: none"> • AMRIC Introduction to Infection Prevention and Control • AMRIC Basics of Infection Prevention and Control • AMRIC Standard and Transmission Based Precautions • AMRIC Hand Hygiene • Putting on and Taking off PPE in Acute Healthcare Settings • Putting on and Taking off PPE in Community Healthcare Settings 	14/11/21
4. Review the videos available on the HPSC website on donning and doffing of PPE and on IPC guidance	14/11/21
5. Read and understand the Guidance to minimise the risk of transmission of COVID-19 infection in pharmacies and the information provided by your University on COVID-19	14/11/21
6. Download the COVID tracker app and remember to log your symptoms daily	09/01/22 - UCC & RCSI 16/01/22- TCD
7. Record symptoms on the VLE. If working in more than one site, this information must also be recorded. (Further information will be provided in advance of you starting on your placement).	Daily from the start of your placement
8. Familiarise yourself with and remember the Government policies on Travel, Quarantine and Self-Isolation.	30/11/21