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| Senior Preceptor's Pre-placement ChecklistTraining Establishment's Accreditation Checklist* Training Establishment accreditation form

Senior Preceptor's accreditation checklist* Senior Preceptor training completed
* Trainer accreditation form completed
* Confirm can fulfil Senior Preceptor requirements:
	+ Is a PSI-registered pharmacist for at least 3 years, with a minimum of 2 years experience in the practice setting in which they are precepting a student
	+ Can provide direct on-site supervision with regular face to face meetings as required
	+ Is on-site for a minimum of three days per week or equivalent
* Can comply with requisite supervision requirement - maximum absence during placement is four weeks

Plan your student’s induction* Plan the time and date to complete the induction, and consider other staff who may be able to support you.
* Some helpful hints can also be found on page 16, and a sample induction and training plan is provided [here](https://www.appel.ie/wp-content/uploads/2021/11/APPEL-Induction-and-Training-Plan-for-5th-year-placement.docx)

Brief your team about the student’s arrivalAPPEL experiential learning placements may be a new experience for many Training Establishments and staff. Therefore all staff members must be aware of the structure of these learning placements and the role of the student. Some topics you may consider including in your team briefing are: * The student's name and when they will start
* What the student will know
* What the student can and cannot do
* Hours/scheduled activities
* Support/consider a buddy system
* Supervising the student

For staff involved in the day-to-day contact with the student, it will be necessary for them to be familiar with the [Guidance on delivering APPEL-Experiential-Learning-Placements](https://www.appel.ie/wp-content/uploads/2019/08/20190214-Handbook-on-Guidance-on-APPEL-Experiential-Learning-Placements-v2.2.pdf). 1. **Plan your student's training and supervision**

All students on placement must be supervised. Supervision must be appropriate to ensure that patient safety is a prime focus. For the 5th year placement, the legislation requires the student to be under the "direct supervision" of the Senior Preceptor, so you must consider how you will do this.[ ]  Before the placement, consider how your student will be supervised; it may be appropriate to have other pharmacists support you with this. [ ]  As a Senior Preceptor, are those involved in the day-to-day supervision of your student aware of their supervisory and support role and are they willing to and capable of mentoring a student.It should be clear to all staff, clients and members of the public that the student is not a registered pharmacist. Each student's School of Pharmacy will provide them with a badge identifying them as a pharmacy student. |