

## 4<sup>th</sup>-Year Pharmacy Experiential Learning Placements 2022

### – Frequently Asked Questions for Students

APPEL is cognisant that COVID-19 will continue to impact the four-month experiential learning placements due to take place later this year. In acknowledgement of the effect that COVID-19 may have on you, your Preceptor and your Training Establishment; APPEL, and the three Schools of Pharmacy, have maintained the changes that were made to the operation of the placements in 2020 and 2021. The details of these operational changes are listed below.

Planning for your placement within your Schools of Pharmacy and APPEL has continued at pace throughout the past few months, with your health and well-being (together with that of your Preceptors, Training Establishment 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 support your preparation for your experiential learning placement and explain the additional requirements you must undertake before your placement commences. **Appendix 3 outlines these requirements.** If you do not complete these required actions by the specified date, it may jeopardise your participation in the placement.

Please contact the APPEL office or your Practice Educator if you have any questions arising from this document.

#### Q. What are the dates of the 4<sup>th</sup> Year placements for 2022?

A. Students will be on their experiential learning placements from **29 August - 16 December 2022.**

#### Q. What are the key placement dates for the 4<sup>th</sup>-year placements in 2022?

A. The placement dates are as follows:

- Student on placement: **29 August – 16 December 2022**
- Formative assessment date: Completed by the end of week 5 (**Sunday 2 October 2022**)
- Summative assessment date: Completed by the end of week 12 (**Sunday 20 November 2022**)
- Focused training period (if required): **21 November – 16 December**

- Please note that the placement continues until **16 December 2022**, whether a focused training period is required or not.

### Q. Has the student timetable changed for the placement period?

A. The student timetable is flexible and adaptable to accommodate the needs of the Preceptor, Training Establishment and the student.

- You are required to complete 30 hrs of placement time each week.
- This time on placement can be completed from Monday – Friday between 8 am and 6 pm.
- You must be provided with at least one-half day each week between Monday and Friday comprising no less than 4hrs to allow you to complete your online academic modules.
- There is **no requirement** for you to be off-placement on a Wednesday.
- The placement timetable should be agreed upon between you and your Preceptor:
  - Ideally, you would be given the same timetable each week; however, this may not always be possible.
  - You must be given adequate notice of your timetabled placement hours.
  - Your placement hours must occur over one continuous period on any given day.
- You must be provided with appropriate breaks in accordance with legislation.

The timetable is flexible and adaptable to accommodate the Preceptor, the Training Establishment, and the student. As a result of the added flexibility, it is important to be aware that placement hours may be adjusted to suit your needs and the needs of the Training Establishment. If you are concerned about your placement hours, please contact your Practice Educator.

### Q. Why can I now be on placement on a Wednesday?

A. To be flexible and adaptable and ensure operational effectiveness across all Training Establishments, the APPEL Board decided that the online academic modules would move to an asynchronous format. Therefore, students are not required to be online in unison on a Wednesday afternoon.

Further information regarding your Online Academic Modules will be provided to you by your module coordinators on your Pre-Placement Preparation Day – see the dates below.

- **UCC – 25 August 2022**
- **RCSI - 26 August 2022**
- **Trinity - 25 August 2022**

Your Practice Educators will be in contact with you by email concerning the Pre Placement Preparation Day later in the summer. Please continue to monitor your college email account throughout the summer break.

### Q. Will the assessment of the placement be the same as usual?

A. Yes, there will be no change to the assessment of the placement. At the end of the 4<sup>th</sup>-year placement, it is intended that students will be able to demonstrate a required level of competency in the relevant behaviours in the PSI's Core Competency Framework aligned to the three domains listed below:

- Professional Practice
- Personal Skills
- Organisation and Management Skills

### Q. Due to operational changes at my Training Establishment, they cannot accommodate a student on placement on-site for 30 hours a week. Can my placement proceed?

A. APPEL is cognizant that hybrid and remote working are now elements of the working environment. In such circumstances, where a student cannot be on placement at the Training Establishment, APPEL can confirm that **remote/hybrid experiential learning placements** can be accommodated for the 4<sup>th</sup>-year placement for 2022.

### Q. Are remote experiential placements permissible?

A. Rule 14(1) (a) of SI 377 of 2014 states that a student completes their in-service practical training for "*at least four months in one of the establishments referred to in rule 15(1)*". APPEL engaged with the PSI concerning the question as to whether a student can be considered to be partaking in their "*in-service practical training*" while on placement remotely. The advice from PSI is that remote working does not appear to be contrary to the intention of these rules.

The four-month placement differs from the eight-month placement undertaken in the 5<sup>th</sup> year of the course, where the rules prescribe that the 5<sup>th</sup>-year placement must take place "*at the premises*".

The PSI Council have approved "*Guidelines for Remote Experiential Placements in the 4<sup>th</sup> year of the Pharmacy degree*", which encompass the parameters of remote experiential learning.

### Q. How will I know if my placement is being changed to a remote/hybrid experiential learning placement?

Some Training Establishments may be working remotely or in a hybrid manner. If this is the case, **the APPEL office will ensure that you will be notified of these arrangements no later than**

**12 August 2022.** APPEL will also ask your Preceptor to contact you to discuss the considerations as documented in the remote experiential learning guidelines.

If you have any questions or concerns about remote experiential learning, please contact your Practice Educator as soon as possible.

**Q. Are there requirements as to the amount of time a student can be on placement remotely vs on-site at the Training Establishment?**

A. No. APPEL is cognizant that hybrid and remote working are now elements of the working environment. Where possible and where your Preceptor or On-Site Supervisor is on-site at the Training Establishment, we recommend that you are on-site at the same time and on the same days.

In addition, we encourage an on-site or hybrid experiential learning placement, but we also recognise that there may be circumstances where a student is on their experiential learning placement remotely for the duration of their four-month placement.

**Q. Are there additional requirements that my Preceptor or On-Site Supervisor or I need to consider if I am on placement remotely?**

A. This will likely be the first time you will experience being on placement remotely. Additional training and guidance will be given to your Preceptor to support you in completing your placement remotely.

Your Preceptor may adopt some of the following strategies to support you in a remote experiential learning placement:

- Check if you have access to an appropriate learning environment, e.g., desk, chair, lighting, and appropriate IT.
- Have regular check-ins with you.
- Set daily/weekly/monthly deliverables to ensure learning outcomes are achieved.
- Invite you to partake in team communications, e.g. chats/group emails.
- Encourage you to ask questions over email, phone, or at a virtual meeting if anything is unclear.
- Provide contact details to use when you need support, e.g. a 'buddy' or the Preceptor themselves.

If you have questions or concerns about completing your placement remotely, please contact your Practice Educator as soon as possible.

**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. As required by your School of Pharmacy and the HSE in their "Guidance on Clinical Placements in HSE Facilities and HSE Funded Facilities", you are obligated to complete and confirm a number of requirements before your placement. In addition to completing a Student Placement Agreement before each placement (Appendix 1), you must complete several courses on Infection Prevention and Control. For your convenience, these steps can be completed on the APPEL VLE. The additional courses and reading include:

1. All students must complete the following online Infection Prevention and Control courses before beginning their placement. These courses are required to be completed by your HEI and the HSE. The courses that you must complete on [www.hseland.ie](http://www.hseland.ie) are as follows:

1. AMRIC Introduction to Infection Prevention and Control
2. AMRIC Basics of Infection Prevention and Control
3. AMRIC Standard and Transmission Based Precautions
4. AMRIC Hand Hygiene
5. Putting on and Taking off PPE in Acute Healthcare Settings
6. Putting on and Taking off PPE in Community Healthcare Settings

Courses 2 – 6 will generate a certificate once completed. These certificates must be uploaded to the VLE as described in **Appendix 2**. Course 1 will not create a certificate; you will need to take a screenshot once you have watched the video and upload this screenshot in the same manner.

2. The following resources are available on the HPSC website and must be reviewed by students before commencing 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/ppe/>

[uidance/videoresourcesforipc/](#)

3. 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/pharmacy\\_guidance/](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/pharmacy_guidance/)
- The information provided by your University on COVID-19
  - <https://www.ucc.ie/en/studenthealth/flu/>
  - <https://www.rcsi.com/dublin/coronavirus>, or
  - <https://www.tcd.ie/about/coronavirus/>

A guide to help you to complete the required courses and other steps has been created. This guide is available in **Appendix 2**.

The dates by which these requirements should be completed are laid out below in Appendix 3. This appendix will also act as a useful checklist to allow you to ensure all pre-placement tasks are carried out.

### Q. What if I become ill due to COVID-19 or other illnesses during placement?

A. Students must follow the public health advice in place at the time.

If you are ill due to COVID-19 or other illnesses, please follow the public health advice in place at the time. Please contact your GP or Student Health Services (info below) if you require medical advice or assistance. You must contact your Preceptor and Practice Educator if you are absent from your placement.

### UCC Student Health

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

### RCSI Student Health

Telephone: 01-4022300



Floor -1, Beaux Lane House,  
Mercer Street Lower,  
Dublin 2,  
D02 DH60.

T: +353 1 402 5129  
F: +353 1 402 2272  
E: [ops@appel.ie](mailto:ops@appel.ie)  
W: [www.appel.ie](http://www.appel.ie)

Address: Mercer's Medical Centre, Stephen Street Lower, Dublin 2

Website: [www.mercersmedicalcentre.com](http://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](http://www.tcd.ie/collegehealth)

### **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.



## Appendix 1: APPEL Student Placement Agreement

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

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 the 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), whom 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, burglary, needle stick injury).



- 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 Practice Educator 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.
- I undertake to have a Training Plan completed and in place by the dates confirmed to me by my School of Pharmacy, APPEL and Practice Educator.

*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.*

\* 'Trainer' is an umbrella term used to describe supervisor, Preceptor and senior preceptor pharmacists:

- Supervisor                      Trainer accredited by APPEL to oversee placements in 2<sup>nd</sup> year
- Preceptor                        Trainer accredited by APPEL to oversee placements in 4<sup>th</sup> year
- Senior preceptor              Trainer accredited by APPEL to oversee placements in 5<sup>th</sup> year

## COVID-19 Supplemental Student Undertaking/Declaration - Undertaking Experiential Learning Placements - Infection Prevention and Control (IPC)

In advance of the experiential learning placement as part of my 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 any symptoms of COVID-19, acute infection such as symptoms of viral respiratory tract infection or gastroenteritis.
3. I will not be present in clinical areas without a specific purpose related to my educational requirements and I will limit my time in the clinical area to the minimum time necessary for learning.
4. When I am engaged in self-directed and unsupervised learning in clinical areas, I will not form groups of more than 2 or 3 people. When I am engaged in self-directed learning, I will move away from the clinical area for any extended group discussion of my learning.
5. In the event that I develop COVID-19 or other communicable infectious diseases (for a list, see [List of Notifiable Diseases](#)), I will immediately notify my Trainer 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.
6. I will keep myself up-to-date and comply with current Public Health Advice regarding COVID-19.
7. 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.
8. 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.
9. I acknowledge I must be assessed and certified as competent in the performance of hand hygiene in advance of my placement and will undertake a competence review at least once each academic year.

10. I will comply with Infection Prevention and Control directions given by the HSE, my Trainer and other Clinical staff at all times when I am in clinical areas and any other measures the HSE or my Trainer has in place to prevent the emergence of COVID-19 in while I am on placement.
11. I will cooperate with requirements for the management of outbreaks or other incidents of infection, including providing samples for testing where required.
12. What if I have chosen not to be vaccinated against key respiratory viruses (SARS-CoV-2 and Influenza) in accordance with current public health guidance that I will, to the greatest degree practical, limit contact with patients in high-risk areas in particular haematology and oncology in-patient areas, haemodialysis services, intensive care units including neonatal intensive care units
13. What if I have chosen not to be vaccinated against key respiratory viruses (SARS-CoV-2 and Influenza) in accordance with current public health guidance that I will not engage in unsupervised learning activity that places high-risk patients /clients at risk of infection related to my vaccination choice
14. I have completed the required infection prevention and control training in advance of my experiential learning placement as directed by my School of Pharmacy and APPEL, including Standard and Transmission-based Precautions, and have uploaded the certificates of said courses as required.
15. I confirm that I will complete the relevant PPE training, including training on [www.hseland.ie](http://www.hseland.ie) and videos on [www.hpsc.ie](http://www.hpsc.ie) to ensure correct donning and doffing of PPE as directed by the School of Pharmacy and APPEL.

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.

Signature		Name		Date	
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## Appendix 2: Guide to completing pre 4<sup>th</sup> Year placement requirements on the APPEL Virtual Learning Environment (VLE)

As required by your School of Pharmacy and the HSE in their “Guidance on Clinical Placements in HSE Facilities and HSE Funded Facilities”, you are obligated to complete and confirm a number of requirements prior to the commencement of your placement. In addition to completing a Student Placement Agreement before each placement, you must complete a number of courses pertaining to Infection Prevention and Control. For your convenience, the Student Placement Agreement and the course certificates can be completed and uploaded to the APPEL VLE.

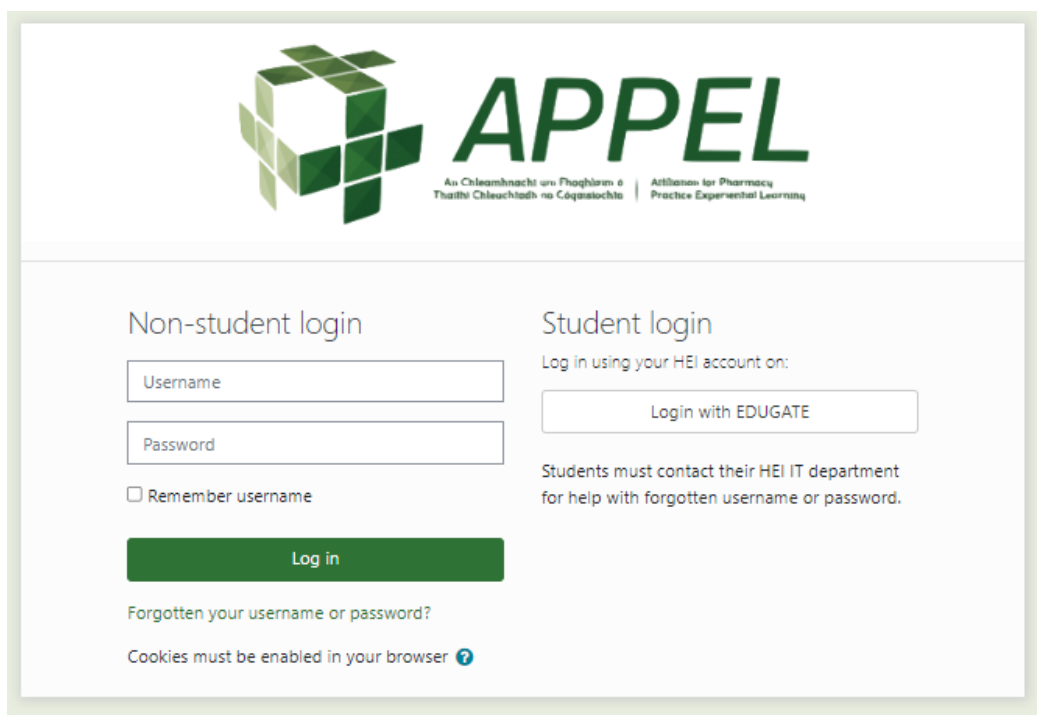
The courses that you must complete on [www.hseland.ie](http://www.hseland.ie) are as follows:

- 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

Courses 2 – 6 will generate a certificate once you complete them; these certificates must be uploaded to the VLE as described below. Course 1 will not generate a certificate; you will need to take a screenshot once you have watched the video and upload this screenshot in the same manner.

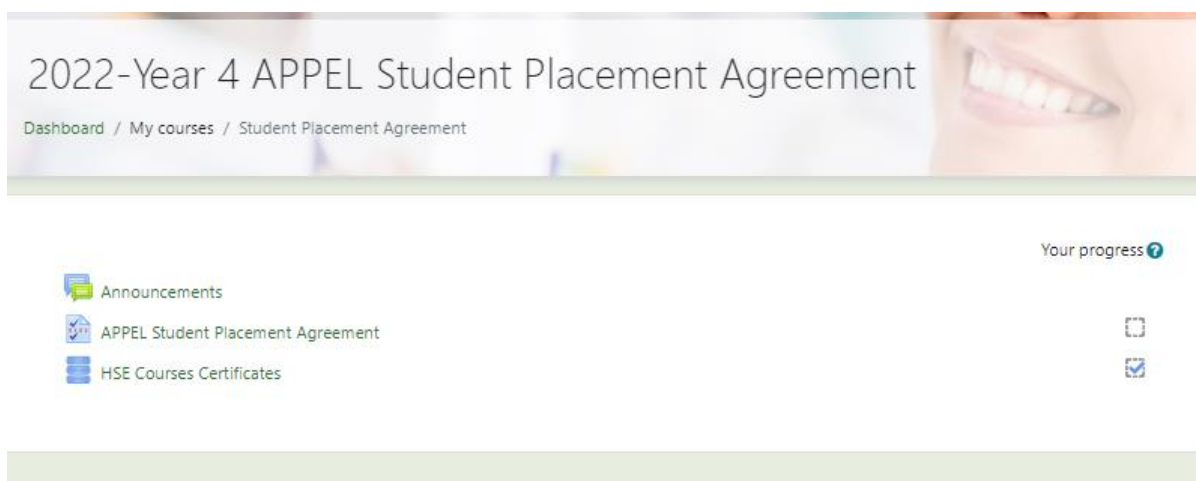
## Instructions

1. Access the VLE via the following link - <https://vle.appel.ie/login/index.php> and log in, as usual, using your EduGate login details.



The screenshot shows the APPEL login interface. At the top is the APPEL logo and name. Below it, there are two main login sections: 'Non-student login' and 'Student login'. The 'Non-student login' section includes fields for 'Username' and 'Password', a 'Remember username' checkbox, and a green 'Log in' button. Below these fields are links for 'Forgotten your username or password?' and 'Cookies must be enabled in your browser'. The 'Student login' section has a 'Login with EDUGATE' button and a note stating 'Students must contact their HEI IT department for help with forgotten username or password.'

2. Navigate to the course - 2022-Year 4 APPEL Student Placement Agreement via the following link (<https://vle.appel.ie/course/view.php?id=173>)



The screenshot shows the course page for '2022-Year 4 APPEL Student Placement Agreement'. The breadcrumb trail is 'Dashboard / My courses / Student Placement Agreement'. Below this, there is a list of items: 'Announcements', 'APPEL Student Placement Agreement', and 'HSE Courses Certificates'. To the right, under 'Your progress', there are checkboxes for each item, with the 'APPEL Student Placement Agreement' and 'HSE Courses Certificates' items marked as complete.

3. Open the link to the Student Placement Agreement, enter your details on the first page and read through the sections on pages 2, 3 and 4.

## 2022-Year 4 APPEL Student Placement Agreement

Dashboard / My courses / Student Placement Agreement / General / APPEL Student Placement Agreement

### APPEL Student Placement Agreement

Print Blank

To complete the form, you will need to navigate through five short pages. Please click on "Next Page" or "Previous Page" located at the bottom of the screen to move between pages.

- 1 \* Student Details  
Student Full Name:
- 2 \* School of Pharmacy:  
☐ UCC ☒ RCSI ☐ TCD
- 3 \* Student University Email address:

Page 1 of 5

4. On page 5, sign and date the form. You must read this document carefully, and if you have any questions, please contact APPEL or your Practice Educator.
5. To upload your HSE course certificates, access the second link, and the following page will be displayed:

### HSE Courses Certificates

View list View single Search Add entry Export Templates Fields Presets

No entries in database

← APPEL Student Placement Agreement

Jump to...

6. To add your certificates, click on the 'Add Entry' button.
7. Once you have entered your name, HEI and email address, you can begin uploading each certificate or screenshot in the specified area. Click on the blue arrow in each section to open the menu and select the correct certificate. Certificates must be uploaded during the same login session, so please complete all courses and have the certificates and screenshot ready to upload.

NB: There is a specific area for each certificate – please ensure that you upload the correct certificate into each area.



New entry

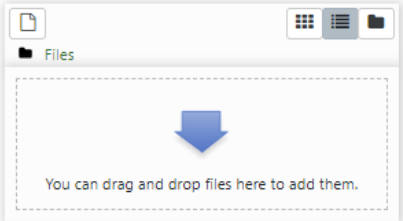
Student name:

School of Pharmacy: ☐ UCC  
☐ RCSI  
☐ TCD

Student University Email address:

AMRIC Introduction to Infection Prevention and Control (Screenshot of completed video to be uploaded):

Maximum file size: Unlimited, maximum number of files: 1



8. Once you have uploaded all 6 documents, click on the green 'Save and View' button at the bottom of the page to ensure everything is correct.
9. There is no need to take any further action at this point. Once you have uploaded, the APPEL team can view your submissions. The APPEL Ops team will approve the submission for each student and contact you if there are any issues.

**Please ensure you have uploaded the correct certificates/screenshot to the right area and completed the Student Placement Agreement in full. Failure to do so may cause delays in approving your attendance on placement.**

## Appendix 3- Actions to be completed

Actions to be completed	Deadline
1. Complete the updated Student Placement Agreement, incorporating a COVID-19 Supplemental Student Undertaking/Declaration and undertakings pertaining to Infection Prevention and Control measures on the APPEL VLE	05/08/22
2. Complete the <a href="https://www.hse.ie/eng/learning/courses/">HSELand</a> e-learning courses and upload the certificates to the APPEL VLE <ul style="list-style-type: none"> <li>• AMRIC Introduction to Infection Prevention and Control</li> <li>• AMRIC Basics of Infection Prevention and Control</li> <li>• AMRIC Standard and Transmission Based Precautions</li> <li>• AMRIC Hand Hygiene</li> <li>• Putting on and Taking off PPE in Acute Healthcare Settings</li> <li>• Putting on and Taking off PPE in Community Healthcare Settings</li> </ul>	05/08/22
3. Review the resources available on the HPSC website on donning and doffing of PPE and IPC guidance	05/08/22
4. 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	05/08/22