

# 2023 Supervisor Handbook 2<sup>nd</sup>-Year Placement



**APPEL**

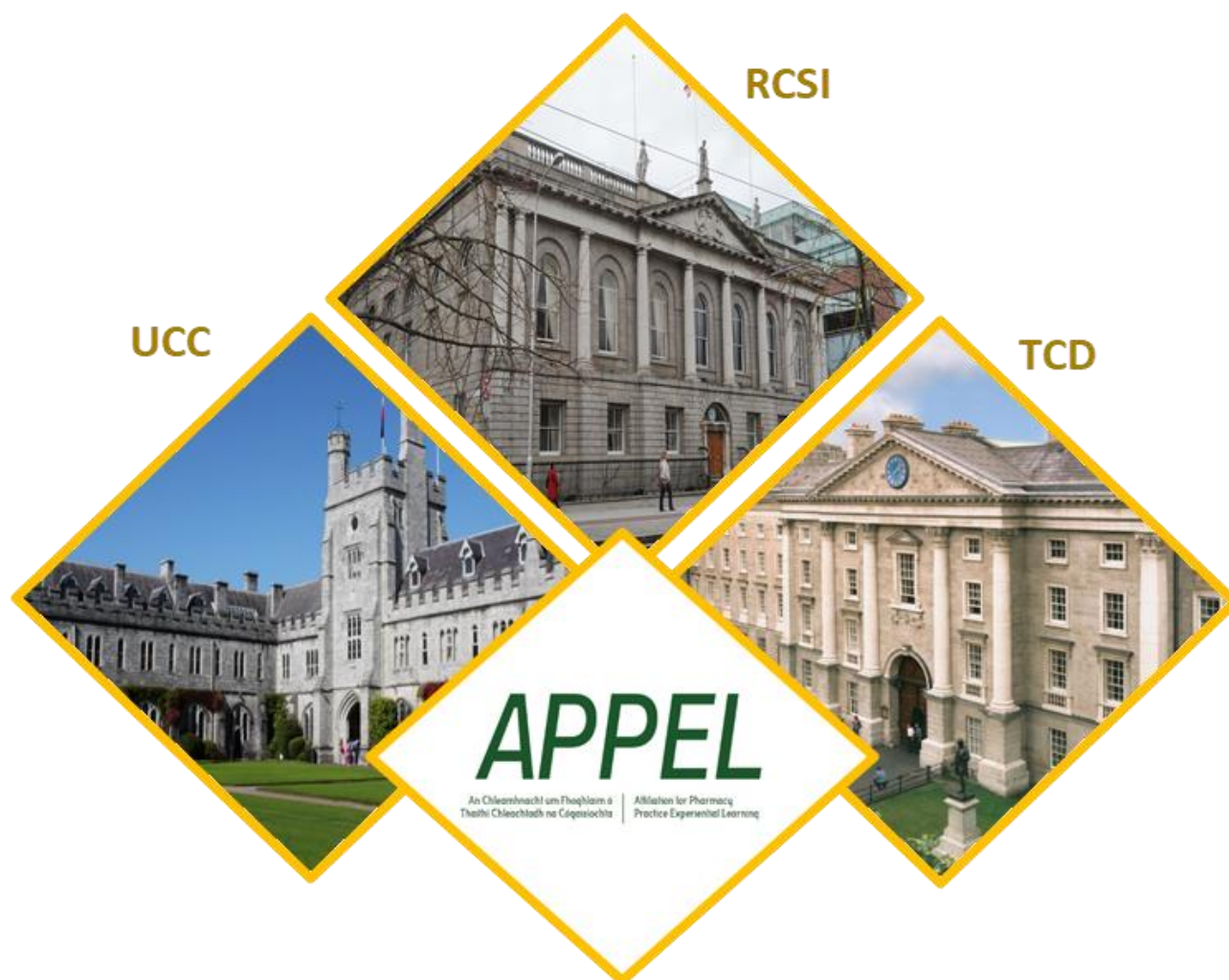
An Chleamhnacht um Fhoghlaim ó  
Thaithí Chleachdadh na Cúrsaíochta

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 School of Pharmacy, the RCSI School of Pharmacy and Biomolecular Sciences, and the Trinity 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 Trinity.

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



# 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 PSI's Core Competency Framework.

**GDPR** – General Data Protection Regulation.

**HEI** – Higher Education Institution.

**Learning Activities** – The activities your student needs to complete and document while on their 2<sup>nd</sup>-year placement.

**Practice Educator** – An employee of one of the Schools of Pharmacy who also works with APPEL and acts as a liaison between APPEL, the Training Establishments/Supervisors, the students, and their School of Pharmacy.

**PSI** – Pharmaceutical Society of Ireland.

**RCSI** – Royal College of Surgeons in Ireland, University of Medicine and Health Sciences.

**School of Pharmacy** – UCC School of Pharmacy, RCSI School of Pharmacy and Biomolecular Sciences, or Trinity School of Pharmacy and Pharmaceutical Sciences.

**Supervisor** – A registered pharmacist who is supervising a 2<sup>nd</sup>-year student on placement.

**Trinity** – University of Dublin, Trinity College.

**Training Establishment** – The specific location providing the placement.

**UCC** – University College Cork, National University of Ireland, Cork.

**2<sup>nd</sup>-Year Placement** – Experiential learning placement in the second year of the five-year integrated pharmacy programme.



## Message from the APPEL Team

Dear Supervisors,

The APPEL team is delighted to be working with you in your roles as Supervisors to 2<sup>nd</sup>-year students in the integrated pharmacy programme. Many of you have years of experience tutoring and mentoring students; for others, this will be your first time hosting a pharmacy student. No matter what your previous experience, your enthusiasm and willingness to provide student placements are critical to the success of the programme, and so the whole APPEL team thanks you.

APPEL has been working in collaboration with the staff from all three Schools of Pharmacy to ensure that the upcoming placements are a fulfilling and worthwhile experience for all. However, please don't hesitate to get in touch if you have any questions or concerns about your placement or if you identify any areas in which APPEL could improve. Your feedback is very important to us, as the experiential learning component of the integrated pharmacy programmes simply would not be possible without you.

By facilitating a placement, you are helping APPEL and the Schools of Pharmacy to develop and deliver an innovative approach to pharmacy education. All of us at APPEL are most grateful to you for engaging with us to make this experiential learning journey a success. We thank you for generously giving your time and expertise to support students with their development.

The APPEL team





## Quick Guide to the 2<sup>nd</sup>-Year Placement

### PLACEMENT SCHEDULE

|          |   |  |
|----------|---|--|
| UCC:     | 16 <sup>th</sup> – 27 <sup>th</sup> January 2023  | Monday to Friday, 9.30 am – 5 pm, with one hour for lunch                          |
| Trinity: | 16 <sup>th</sup> – 27 <sup>th</sup> January 2023  | Monday to Friday, 9.30 am – 5 pm, with one hour for lunch                          |
| RCSI:    | 10 <sup>th</sup> Jan – 4 <sup>th</sup> April 2023 | Tuesday afternoons 2 pm – 5 pm<br>(with a break for reading week on 21st February) |

### ATTENDANCE

- **100% attendance** is expected from students on placement.
- If a student is absent during placement hours for any reason, please inform the APPEL office by emailing [ops@appel.ie](mailto:ops@appel.ie).

### CODE OF CONDUCT and CRITICAL INCIDENTS

- Students are expected to abide by their **APPEL Joint Student Code of Conduct** while on placement (available on [www.appel.ie/resources](http://www.appel.ie/resources)). If you have any queries/concerns regarding your student's conduct, please contact the student's Practice Educator as soon as possible.
- Supervisors must report any **critical incidents** (including but not limited to fire, burglary, needle-stick injury, accident at work, hold-up, death or serious injury to the student, staff, or patient) to APPEL as soon as possible.

### PLACEMENT WORKBOOK

Students are required to complete a **workbook of activities** while on placement. The purpose of the placement workbook is to support the student in achieving the following learning outcomes while on placement:

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

You can **view and/or print your student's placement workbook** in the 'resources' tab on the APPEL website ([www.appel.ie/resources](http://www.appel.ie/resources)).

### SUPPORT

If you have any queries/concerns regarding the placement, you can contact a **Practice Educator** or **the APPEL Office** (contact details are available on the APPEL website [www.appel.ie](http://www.appel.ie) or at the end of this handbook).

## Background Information

### The 5-year Integrated Pharmacy Programme

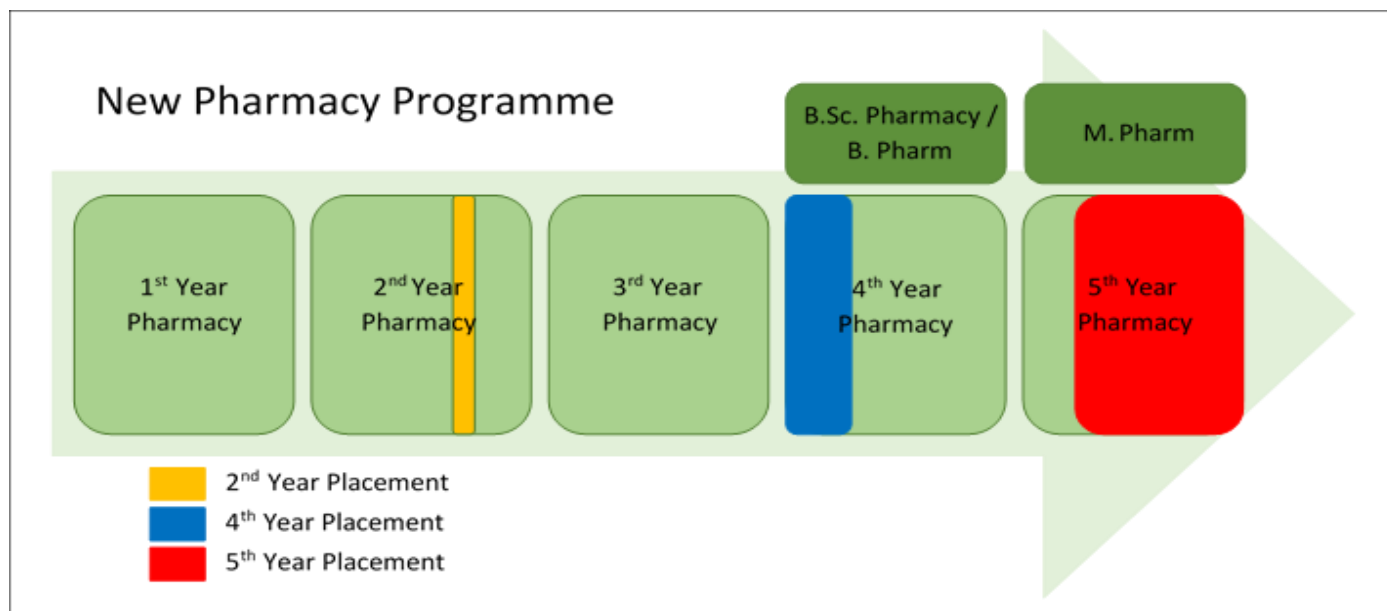
Students on the 5-year integrated pharmacy programme remain registered at their University for all five years and undertake three experiential learning placements during this time. These are workplace-based learning experiences, which are overseen by APPEL on behalf of the Schools of Pharmacy. The underpinning philosophy of experiential learning placements is that students remain as students while on placement.

This early practical experience helps students to:

- Contextualise their theoretical studies from the lecture theatre and practical classes.
- Understand the range of roles undertaken by pharmacists in community and hospital pharmacies.
- Engage with pharmacists as potential future colleagues across a breadth of practice settings.

*“It contextualised my learning (...) and helped me understand what (...) pharmacy involves beyond University-gained knowledge.”*

2<sup>nd</sup>-year student, 2018



## Practical Placement Information

### When and what time?

The 2<sup>nd</sup>-year placement schedule is set by APPEL. The hours of placement\* are:

|          |   |  |
|----------|---|--|
| UCC:     | 16 <sup>th</sup> – 27 <sup>th</sup> January 2023  | Monday to Friday, 9.30 am – 5 pm, with one hour for lunch                                  |
| Trinity: | 16 <sup>th</sup> – 27 <sup>th</sup> January 2023  | Monday to Friday, 9.30 am – 5 pm, with one hour for lunch                                  |
| RCSI:    | 10 <sup>th</sup> Jan – 4 <sup>th</sup> April 2023 | Tuesday afternoons 2 pm – 5 pm<br>(with a break for reading week on Tuesday 21st February) |

**\* Please note: Any change to the placement schedule needs to be discussed with and approved by APPEL in advance.**

### Who do I contact for support?

One of APPEL's primary goals is to support Supervisors in undertaking their roles. If you have any questions or concerns about your placement or your student before, during, or after the placement, please contact a Practice Educator or the APPEL office. All contact details can be found at [www.appel.ie](http://www.appel.ie) or at the end of this handbook.

Examples of queries from Supervisors include:

- Requests from students to attend on different days or times
- Student absence due to personal circumstances
- Access to student supports after a critical incident arising on placement e.g. robbery in the pharmacy or injury to a student
- Support with finding opportunities for student to complete the placement workbook
- Notification of a potential breach of the Joint Student Code of Conduct or a potential patient safety incident

## Before the Placement

For you and your student to get the most out of the experience, it is important to be prepared. Practice Educators prepare students before they go on their placement, including preparation relating to the following areas:

- Attendance and punctuality
- Code of Conduct
- Mobile phone use
- Professional dress
- Data protection and confidentiality
- Learning activities

Equally, your **preparation as a Supervisor** for your student's placement will also be vital to ensure that it is an enjoyable and rewarding experience for all.



# 1

## Preparing for your student's placement:

### Complete and Return Accreditation Paperwork to APPEL

APPEL understands that you are volunteering to be a Supervisor for this short placement, and so we have worked hard to keep the accreditation paperwork to an absolute minimum. To safeguard the interests of pharmacies, patients and students, APPEL has an accreditation process for a) the Training Establishment and b) the Supervisor.

Training Establishment and Supervisor accreditation is organised in advance of the placement by APPEL. Information about the Training Establishment Accreditation Form and Trainer Accreditation Form are available on the APPEL website ([www.appel.ie/resources](http://www.appel.ie/resources)). Trainers are also required to complete APPEL Trainer Training before the placement begins.

### Meet the student at their pre-placement visit

APPEL requires students phone their Supervisor in advance of their placement. A pre-placement visit can be organised if this suits the Supervisor.

The aim of this short visit is to ensure that students know how to get to their placements, know what to wear, etc. You could also ask the student any questions you might have, for example:

- ✓ Previous relevant experience - this may be the student's first experience in a pharmacy/department.
- ✓ Confirm when the student will commence their placement, and ensure you have any required contact details for your student.
- ✓ Ensure the student has correct contact details/phone number for your pharmacy/department.
- ✓ Discuss the plan for Day 1 of the student's placement (see Student Induction below).
- ✓ Introduce the student to other members of your pharmacy team.
- ✓ Ensure both you and your student have access to your student's Practice Educators' names, contact phone numbers and email addresses, and contact details for the APPEL office. These are available on the APPEL website ([www.appel.ie](http://www.appel.ie)) and at the end of this handbook.

# 2

### Plan Student Induction

As most of us in APPEL are practising pharmacists, we understand how busy a pharmacy can be, and we are aware that your student could arrive at the pharmacy/department at a particularly busy time. For this reason, a planned induction is required for your student (some aspects of this could be delegated to other staff members). The induction could include:

1. Showing the student the pharmacy/department layout and facilities, and explaining a typical daily routine in your pharmacy/department.
2. Telling the student about your pharmacy/department and discussing their role while on placement – what are your expectations, what are their expectations?
3. Providing the student with key policies and procedures, e.g. security, data protection and confidentiality, child safeguarding statement.

It is also important that all students receive a health and safety induction. Ask your student to help you plan for their placement - what would they like to do, what would you like them to do? Agree together in advance some learning opportunities that your student may avail of when your pharmacy/department is busy. A **Sample Induction Plan** is available on the resources page of the APPEL website ([www.appel.ie/resources](http://www.appel.ie/resources)).

# 3

# During the Placement

## Supervision

**All students on placement must be supervised by a PSI-registered pharmacist at all times**, and it should be clear to all staff, patients and customers that the student is not a registered pharmacist. All students have been provided with a badge, which identifies them as pharmacy students. If you, as Supervisor, are not present for the full placement, please ensure that the pharmacist in charge is aware of the student's presence and can identify suitable activities for the student to observe/undertake.

**Remember!** This is the first experiential learning placement of the 5-year pharmacy programme. For many students, it will be their first experience of a pharmacy dispensary. It may also be their first time engaging with colleagues in a workplace setting and perhaps their first encounter with patients. Students generally approach the placement with great excitement and enthusiasm, but there may be some for whom it can also be a daunting experience, and they may be nervous and possibly a little overwhelmed, especially at the start of the placement. Despite the learning acquired in lectures, labs, role-plays and simulations in college, students are often surprised by the fast-paced, high-pressured and demanding environments typical of pharmacies, and they may feel uncomfortable interrupting you or other staff members to ask questions or clarify what they should be doing, especially when the pharmacy is busy. **Some students will endeavour to be proactive, but this may be difficult for those unfamiliar with the day-to-day activities of a pharmacy.** Experience from previous placements has shown that a comprehensive induction, as early as possible in the placement, as well as a good understanding of your student's placement expectations, can be invaluable in helping to ensure the student settles into the placement environment and the pharmacy team and that a successful placement is experienced by all.

To ensure that all students are adequately supported on placement, the designated Supervisor should be present as much as possible during the placement. **The Supervisor should be present for a minimum of six days (or equivalent). If the Supervisor will not be present for more than four placement days** or where their prolonged absence arises unexpectedly, **please inform APPEL** as alternative arrangements may have to be made.



### Role of the Supervisor

As a Supervisor, you will guide and support your student's learning experience. Students are encouraged to take responsibility for their own learning and must complete the **placement workbook** they have been assigned by their School of Pharmacy. However, at this early stage of their studies they require supervision and may have questions for you. You can also share your insights as an experienced professional; students will benefit greatly from their interactions with you as a professional role model.

## Equality, Diversity, and Inclusion

In an increasingly diverse world, people are becoming aware of their unconscious biases and have a desire to develop their cultural competence. As a pharmacist and Trainer, we know you are committed to treating all patients, colleagues and students with dignity and respect. You can learn more about Overcoming Unconscious Bias and Dignity at Work in these three short courses on HSeLand:

- [Equality and Diversity](#)
- [Overcoming Unconscious Bias in the Workplace](#)
- [Dignity at Work](#)

These courses have also been signposted for students. If you ever have any concerns about your student's behaviour in this respect, please contact a Practice Educator or the APPEL office immediately.

## Contacting APPEL

APPEL ask you to get in touch if you have any queries or concerns and, in particular, if any of the following circumstances arise while your student is on placement:

- **Absence** – if your student is unable to attend placement during the scheduled placement hours for any reason, please contact the APPEL office ([ops@appel.ie](mailto:ops@appel.ie)). This includes absence for medical/dental appointments, illness, bereavement, university club commitments, etc.
- **Critical Incident** – For your student's safety and welfare, please contact a Practice Educator or the APPEL office if a critical incident arises when the student is on placement. A critical incident is any actual or alleged event or situation that creates a significant risk of substantial or serious harm to a student's physical or mental health, safety or well-being. These events are very rare, examples of which include, but are not limited to, injury to the student, death or serious illness of a member of staff or patient, fire, needle stick injury, accident at work or burglary.



## Student Conduct

Students are required to adhere to the APPEL Joint Student Code of Conduct while on placement ([www.appel.ie/resources](http://www.appel.ie/resources)).

The **six core principles of the Schools of Pharmacy Joint Student Code of Conduct**, and examples of how they apply to students on placement, are:

|          |  |
|----------|--|
| <b>1</b> | <b>Your primary concern must be to maintain and improve the health, well-being, care and safety of patients.</b><br><i>Example: Ensure that patient safety is your primary concern – speak to the appropriate person if you think you have made a mistake.</i>   |
| <b>2</b> | <b>Develop your professional competence, skills, and standing to bring health gain and value to the community and society.</b><br><i>Example: Take responsibility for your learning on placement and only practice within your limits of competence.</i>   |
| <b>3</b> | <b>Be honest and trustworthy and show respect to others.</b><br><i>Protect patient, prescriber and business confidentiality.</i>   |
| <b>4</b> | <b>Conduct yourself in a manner that enhances the service provided and maintains the good name of your profession.</b><br><i>Example: Communicate effectively and appropriately with patients/customers, your Supervisor, staff at the Training Establishment, and APPEL staff while on placement.</i> |
| <b>5</b> | <b>Maintain your professional knowledge and competence.</b><br><i>Example: Engage with all opportunities to learn and develop while on placement.</i>  |
| <b>6</b> | <b>Be aware of your obligations under the Code of Conduct and do not breach the Code.</b><br><i>Example: Comply with all APPEL policies while on placement, I.e. the terms and conditions set out in the Student Placement Agreement.</i>  |




If you become aware of any potential breaches of the APPEL Joint Student Code of Conduct or any potential patient safety incidents during the placement, please contact APPEL. **At this early stage of a student's professional career, it is important that such behaviours are highlighted to students, so that they can be given support to help them develop.** Discussing a matter with a Practice Educator does not necessarily mean it will impact your student's progression, but it will allow an opportunity for your student to receive feedback. and support.

## Placement Workbook

Students have been asked to undertake learning activities in their placement workbook while on placement. This provides focus and direction to students' learning on placement. Students are asked to observe and document the activities of the pharmacist and other members of the pharmacy team for their learning and development. Students may also participate in additional pharmacy activities, under appropriate supervision, with the permission of their Supervisor (see page 10). It is important to note that students will only have completed about a quarter of their undergraduate training before this placement. Students from all three Schools will have covered some biology, physiology, microbiology, biochemistry, chemistry, calculations, pharmaceuticals, pharmacognosy, practice of pharmacy and pharmacology.


The placement workbook can be found at [www.appel.ie/resources](http://www.appel.ie/resources). The learning activities are categorised under three main learning outcomes. There are set activities associated with each learning outcome, which students must either observe the pharmacist doing or undertake themselves under the supervision and guidance of the pharmacist. The students' learning activities are as follows:

### **Observe, appreciate and document the steps involved in the safe dispensing and supply of medicines:**

- 
- 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 management

### **Observe, appreciate and document the skills and behaviours of the pharmacist**

Focus on pharmacists in their capacity as a:




Collaborator  
Manager

Communicator  
Life-long learner

Advisor

### **Link documented activities to the PSI's CCF**



"The purpose of a five-year fully integrated Master's degree programme in pharmacy is to produce pharmacy graduates who have the knowledge, skills, attitudes and behaviours to meet the CCF to be prepared for patient-centred pharmacy practice in all pharmacy settings and so be entitled to apply to have their names entered in the Register of Pharmacists"<sup>1</sup>.

For the CCF domains:

- Link the activities you undertook to behaviours of the CCF
- Link the activities you observed to behaviours of the CCF

<sup>1</sup> PSI Accreditation Standards for the Five-year Fully Integrated Master's Degree Programmes in Pharmacy

## Hospital Placements

Following feedback from hospital-based Supervisors, examples of ways for the student to complete their learning activities in the hospital environment have been provided to students in their Student Handbook, available on the APPEL website [here](#). Please contact a Practice Educator if you would like any guidance around student learning activities.



## At the End of the Placement

### Supervisor's Report

At the end of the placement, **please complete the Supervisor's Report**. The purpose of this report is to capture your summary of the student's conduct and professionalism during their placement, to confirm that the student completed their learning activities in a safe manner and to verify that your student attended for their full placement. The report also enables you to **highlight to your student areas in which they could further develop and areas in which they performed well**. A brief discussion with your student regarding your recommendations for their further development will be beneficial in helping them reflect on their placement experience and identify competencies and skills to focus on in future placements.

Students will present you with this form and have been advised about how they should return this to their School of Pharmacy. A sample Supervisor's Report is available at [www.appel.ie/resources](http://www.appel.ie/resources).

### Feedback

Once the placement is over, we will invite you to participate in an anonymous online questionnaire to get your views on what worked well and how we could improve things. Please do not hesitate to provide open and honest feedback, as you will know best how we can improve this experience for all. We also welcome direct contact from Supervisors who may prefer to provide feedback over the phone or via email (contact details are available at the end of this handbook).

Many Supervisors have expressed an interest in receiving feedback about the placement experience from the student cohort. Some of the most common feedback themes from students are documented below:

- Students' gratitude and appreciation of the warm welcome offered to them by pharmacists and their support staff was obvious from the feedback provided.
- Students relished every opportunity to build their confidence and communication skills through interactions with pharmacy patients.
- Students greatly appreciated any opportunity to put their university learning into practise in a real-world context.
- Students appreciated it when Supervisors were aware of the APPEL timetabled attendance hours and did not ask students to deviate from those hours (i.e. did not ask students to be available late nights and/or weekends).
- Students appreciated when Supervisors reviewed their placement workbook in advance of the placement and were aware of the activities the student would be engaging in on placement.

## Frequently Asked Questions

### How are students allocated to their 2<sup>nd</sup>-year placement?

For the 2<sup>nd</sup>-year placement, students are assigned to their placement based on geographical location.

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

Please notify APPEL as soon as possible.

### Can I get a good student back?

Students can return to a pharmacy/department for either the 4<sup>th</sup> or 5<sup>th</sup>-year placement (but not for both).

### Can I stop the placement mid-placement?

If you are not certain that your establishment will be able to take a student for the entire duration of the placement, please inform APPEL before the placement starts. In cases of emergency or serious and unexpected staff shortage to supervise the student, please contact APPEL immediately.

### How do we manage patient and colleague expectations?

The student can be introduced to patients and colleagues as a pharmacy student on an experiential learning placement as part of their pharmacy undergraduate training. The student has been provided with a student name badge by their HEI. Feedback from previous 2<sup>nd</sup>-year students indicated that students felt they greatly benefited from the opportunity to improve their communication skills with patients in a “real-life” environment. Under the supervision of their pharmacist, students are encouraged to interact with patients and reflect on these interactions in the context of their own professional development. Students are also reminded before they go on placement to be mindful not to treat the patients they meet as “case studies” but to be respectful, courteous, and empathetic always.

### How can my experience of supervising a 2<sup>nd</sup>-year student become part of my own CPD?

APPEL has developed some sample CPD cycles based on feedback that pharmacists shared regarding their experiences of supervising students. These cycles are intended to illustrate how pharmacists can incorporate their experiences of supervising students into their professional learning journeys. These sample CPD cycles are available on the APPEL website at [www.appel.ie/resources](http://www.appel.ie/resources).

## Frequently Asked Questions (cont'd)

### What can a student do when the pharmacy team is busy?

There will be times during the student's placement when the pharmacy/department becomes busy, and members of the pharmacy team are not immediately available to answer student questions or direct the student's activities. Students could take advantage of these times to **complete their placement workbook**. Some students may complete their compulsory learning activities quite quickly and be eager to avail of additional supervised learning opportunities.

APPEL suggests setting an agreed list of learning opportunities at student induction to encourage and enable the student to direct themselves in their learning at busy times and make the most of the valuable experience they can gain in your pharmacy/department. **Students with no previous experience in a pharmacy may find it difficult to be proactive in the unfamiliar environment of a pharmacy/department. They will benefit from help in identifying self-directed learning opportunities.**

The following are suggested learning opportunities the student could undertake. Please note that these activities are suggestions only and may or may not be suitable for a student in your workplace. **Students should be appropriately supervised at all times in the pharmacy.**


- Look at the types of medication stored in the pharmacy fridge. How does the pharmacist ensure the fridge is maintained at an appropriate temperature?
- Find out what is meant by the term 'unlicensed medicine'. Where are these medicines stored in the pharmacy, 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?

### **Interprofessional activities:**

On previous placements, some students identified opportunities to observe interprofessional activities as a highlight of their placements. We understand that these opportunities may not occur frequently. However, we would welcome any opportunity provided to students to accompany the pharmacist to a meeting/service delivery that involves interacting with other healthcare professionals. Examples could include: visiting a nursing home; attending a hospital multidisciplinary meeting or lecture.

# The APPEL Team Contact Details

## APPEL Office, Operations Team

|   |   |
|---|---|
|  | <p>Joanne Kissane – <i>Director and National Coordinator</i><br/>Rachel Hamilton – <i>Operations Manager</i><br/>Marius Orac – <i>Operations Coordinator</i><br/>James Horan – <i>Operations Support Pharmacist</i></p> <p>Tel: 01-4025129      Email: <a href="mailto:ops@appel.ie">ops@appel.ie</a></p> |
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## UCC Practice Educator



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## RCSI Practice Educators



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## Trinity Practice Educator



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