**Virtual National Medicines Information Training Course (vNMITC) Programme**

**Things you should know before attending**

The virtual National Medicines Information Training Course (vNMITC) is designed for pharmacy practitioners working as specialists in UK-based NHS Medicines Information (MI) or Medicines Advice (MA) services. The vNMITC will equip participants with the knowledge and skills required to provide and develop MI/MA services.

The vNMITC is organised and delivered by a variety of experienced UKMi specialists every year and involves pre-session work supported by live sessions with the experts. It provides an excellent opportunity for participants to network with MI colleagues from across the UK.

Pharmacy technicians on the Medicines Information and Advice Training Programme (MIATP) should consult their course programme and that for the vNMITC.

**How course content is identified**

* The contents of the vNMITC are guided by topics raised through attendee feedback following each session, incidents in MI reports, topics raised by UKMi Exec and its subgroups, the UKMi network (through the discussion forum), and through topics not covered by other national course providers.
* Session topics are not designed to enhance clinical knowledge but are focused on the knowledge and skills required to run an MA service.
* Course content is reviewed annually and updated accordingly by session leads.

**Session content availability**

Session material and recordings (where available) will be on FutureNHS at [https://future.nhs.uk/UKMedicinesInformation](https://protect.checkpoint.com/v2/___https%3A//future.nhs.uk/UKMedicinesInformation___.bXQtcHJvZC1jcC1ldXcyLTE6dW5pdmVyc2l0eWhvc3BpdGFsc291dGhhbXB0b246YzpvOjA0MWVkYmY1OTcxNDVmZWQyNmZmODFhYzk2ZTg1YTFlOjY6N2JlNjplOTA4NDQyYzMwMjZmZDliZjVhMjk1Y2E3ZjcwMzk4OTcxNGVlNzc4NDUyYjg1NjFjYjg5ZDU0M2RjZmI5MDdkOnA6VDpO). Registration to FutureNHS is required and access to the workspace is by invitation only once attendance is confirmed by course leads. Membership to this workspace will include 3 months post course.

**Pre-session material** will be available at least 2 weeks before the live interactive sessions for self-study.

**The workspace contains:**

* pre-session material (self-study), post-session material (further development) and recordings (where available) for each session
* meeting details (which will be sent to attendees as Microsoft (MS) Teams meeting invites)
* list of course attendees and contact details – in case attendees would like to contact each other or create a separate course network/chat
* list of tutors and facilitators and contact details

**How the sessions are delivered**

* Dates and times for the **live interactive** MS Team meetings are based sessions on majority attendee responses from registration form and tutor availability.
* Individual invitations will be sent by session leads/course lead once attendance confirmed.
* Attendees will receive MS Teams calendar invites for each session which must be responded to (accept or decline). Please arrange cover or study leave to attend the session without distraction. Attendees should have access to a camera for all sessions especially the breakout rooms.

**Cancellations and payments**

Any cancellations made in the 2 weeks prior to the start of the course must honour the course cost in full. If you are unable to attend for any reason after acceptance onto the course, please contact the vNMITC/MIATP course leads as soon as possible. All nominations are required to provide a local purchase order for the full cost of the course. Only accepted nominations will be charged, all other purchase orders will be deleted. Full payment needs to be received by UKMi before the start of the course.

Any questions regarding the vNMITC course can be emailed to the course lead. Responses may take up to 5 working days.

**Course Content**

All efforts have been made to ensure that the material presented under the vNMITC banner is correct at the time of writing. However, we cannot guarantee that errors have not crept in or that the state of knowledge has not changed since it was written.

**Recordings**

Please note that MS Teams allows audio and other information sent during the session to be recorded; we will be recording sessions so attendees can watch them again afterwards if they wish to. By joining the session, you automatically consent to such recordings. If you do not want to be recorded, discuss your concerns with the host or course lead beforehand, or do not join the session.

MS Teams keeps recordings in cloud storage for 21 days for download, after which it is deleted from the cloud. Recordings will be uploaded to FutureNHS after the session for attendees to watch until 3 months post course**,** when they will be deleted.

**Copyright**

All material produced for the vNMITC is copyright. The copyright is owned by the author and/or their employing organisation.

When you are taking part in any of the sessions, please do not record any of the material yourself. Recordings of the sessions will be made available on NHS Futures for you to watch until **3 months post course**, when they will be deleted.

Any course material you have been provided with, or course recordings you have access to, are for your own personal and educational use only. Please do not share them.

If you would like to use the recordings or documents in any other way, please contact the author or Iram Husain (course lead) for permission first.

**All material on FutureNHS is the property of the relevant tutor and is not for further distribution or sharing. The material is for personal use only.**

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