

Student technician Training Pack

Guidance on Adapting the Template

The NVQ/SVQ training program for pharmacy technicians includes a unit on “Providing Pharmaceutical Information and Advice”. This unit covers the provision of pharmaceutical information and advice, including the sensitivity of providing such information and the need to pay attention to detail. It highlights the importance of keeping clear and accurate documentation. The provision of information and advice is a key function of the Medicines Information (MI) Service. However, it is also an important part of all areas of pharmacy practice. The UKMi E&T working group recognises that not all centres will be able to accommodate an MI placement for student technicians. It is not essential that they spend time in MI as the evidence requirements for this unit may be met in any area of pharmacy. ***Advice will be given elsewhere about a possible model for MI to support student technician training if a placement is not feasible.***

However, if you are offering an MI placement to student technicians then this training pack gives guidance on activities you may wish to include. The training programme is based on a minimum 2 day placement in Medicines Information but can be adjusted to your local policy for duration of training.

The template is for you to use as a starting point – it is unlikely to exactly match the needs of your centre and suit the way you and your staff deliver the training.

- **Adapt** the wording of the template to suit your local service
- **Adjust** the order and timescale to suit the way you deliver the training
- **Delete** sections that do not apply to your centre
- **Add in** sections as appropriate

Before you start planning your student technician training programme refer to The UKMi Tutor’s Guide and become familiar with both the UKMi Training Workbook and the MiCAL CD

Please read carefully through the sections of the template inserting local information where necessary. Sections where you may wish to add in information are in **orange**.

Remember

This template is just a guide – you do not have to stick to the suggested timescale and order of training activities. You may delete or add activities as you see fit.

Adapt it to suit your MI Centre and the way you deliver training.

Assessment & Feedback

This template has been designed making the assumption that the onus will be on the NVQ/SVQ assessor to assess the student technician's competence rather than the MI staff. The main reason for this is that it is unlikely that the student will have achieved all the objectives in what is essentially very short MI placement. The idea would be for them to collect the evidence for this unit throughout their rotation in the pharmacy department - using what they have learned in MI to guide their practice. Therefore, in contrast to the pre-reg template there is no requirement for the MI tutor to sign off objectives for the student. A feedback form is provided though, so that some formal feedback may be given to the student to aid the NVQ/SVQ assessors.

Keeping Records

Copies of the completed checklists, tables, feedback forms and assessments should be retained in the MI training files.

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