Pre-Registration Pharmacist Training Pack

Guidance on Adapting the Template

The training programme is based on a minimum 4 week rotation into Medicines Information but can be adjusted to your local policy for duration of pre-registration 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 pre-registration training programme refer to The UKMi Tutor's Guide and become familiar with both the UKMi Training Workbook and the MiCAL CD

Key points to success
- **Planning**
- **Regular reviews of progress –** planned and unscheduled reviews
- **Refer to tutor guide for information and advice**

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**.

Induction

The first week is described as induction training and during this period basic skills and working practices are introduced. This may be delivered over a different timescale, separately to the rest of the rotation or delivered at the beginning of a single block rotation.

The Induction and Orientation Checklist (Appendix A) can be edited so that it is relevant to your own MI Centre. Most of the sections on the checklist can be delivered to small groups rather than to each individual on rotation. This may be helpful for centres that offer induction training for groups of pre-registration pharmacists at the beginning of their year.

Weeks 2 to 4

For the main rotation (weeks 2 to 4) training activities are planned to develop knowledge and skills. The nature of these activities can be modified to suit your local centre as can the order in which the activities are scheduled.

Check if there is training, relevant to pre-registration pharmacists in Medicines Information, offered locally or regionally and add it into the training schedule.

Remember

This template is just a guide – you do not have to stick to the suggested timescale and order of training activities.

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

Additional notes

Checklists

An induction checklist is in appendix A

A check list for completion of the Training Workbook, MiCAL and real enquiries can be found in section A.6 (Table 2) of the Training Workbook

An up to date checklist of resources can be prepared based on "The Minimum Recommended Resources List". This can be downloaded from The Clinical Governance pages of UKMI website. There is a hyperlink to the page:-

UKMI Minimum Recommended Resources List   ("Ctrl" & Click)

Feedback Forms

Some centres find in helpful to give brief written feedback on individual enquiries completed by trainees. This is particularly helpful when several members of the MI team are involved in checking enquiries. The feedback forms can be passed on between different trainers so that problems can be identified quickly. It also provides evidence of where a trainee has responded to feedback and used it to improve performance on the next enquiry. The trainee should be a given a copy of the feedback form. Filling in the form does not take much time and you may find it useful when assessing trainee performance overall and writing testimonials.
An example of a feedback form is in Appendix B.

Assessment

There is no assessment template included in the training template. An assessment form is available in The Training Workbook – Section A or use your Trust's pre-registration training rotation assessment forms.

Keeping Records

Copies of the completed checklists, tables, feedback forms and assessments should be retained in the MI training files, as per UKMi Education and Training requirements.

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