

Portfolio and Candidate Checklist General Information (1)

Candidate **Mentor**

Evidence	Complete/ Not complete	Comment
<p>Entry qualifications – application form</p> <ul style="list-style-type: none"> ○ Professional qualification certificate ○ Two years post qualification experience ○ A regular role ○ A mentor ○ Approval of all criteria by MI Manager 		
<p>Title page – complete with own name and Trust name</p>		
<p>Summary of achievements (p2)</p>		
<p>C.V.s</p> <ul style="list-style-type: none"> ○ Candidate ○ Mentor ○ A1 (formerly D32/D33) assessor and certificate 		
<p>Pre-course work</p> <ul style="list-style-type: none"> ○ Policies and procedures Relevant procedures in portfolio, (with actions appropriate to Technician highlighted Working knowledge of procedures log (p4) ○ Practical tasks Objective evidence of completion of tasks is in portfolio + Task log (p5) 1. Local MI dept structure diagram 2. Local, regional, national networks 3. Potential customers/enquirers 4. Specialist info and advisory services 5. Key resources 6. Legal & ethical issues 7. Relevant chapters of UKMi workbook completed and countersigned 8. Visit to Regional MI Centre 		
<p>Induction Course Certificate of attendance is in portfolio</p>		
<p>Skills Assessment Objective evidence of discussion of the results of self-assessment of skills (p6) is in portfolio. Details of development of skills (p7) is in portfolio.</p>		

Portfolio and Candidate Checklist General Competencies

Candidate

Evidence	Complete/ Not complete	Comment
<p>Practice Enquiries General Competencies log sheet (p8) is in portfolio</p> <ul style="list-style-type: none"> ○ Practice enquiries are clearly identified on log sheet ○ Minimum of 5 occasions for <u>each</u> competency (NB. If \geq 2years experience max of 4 may be retrospective) ○ Information on enquiry sheets corresponds to checklist 		
<p>Assessed Enquiries General Competencies log sheet (p8) is in portfolio</p> <ul style="list-style-type: none"> ○ Assessed enquiries are clearly identified on log sheet ○ Minimum of 5 occasions for <u>each</u> competency ○ Feedback documented (p17) ○ Minimum of 1 occasion for each competency, where achievement of competency is assessed by A1 (formerly D32/D33) assessor ○ Dates on enquiry sheets correspond to assessments ○ Information on enquiry sheets corresponds to checklist 		
<p>Supplementary evidence form (p18) Where competencies were not covered during assessments, supplementary statements are included. These have been marked for accuracy by assessor/mentor.</p>		
<p>Completed Enquiry sheets Photocopies of enquiries answered to demonstrate competence, referenced to competency sheets</p>		

Portfolio and Candidate Checklist Specific Competencies

Candidate

Enquiry type:

Identification of Pharmaceuticals	Availability of medicines
Pharmaceutical - Formulation	Pharmaceutical - Stability
Interactions	Adverse drug reactions
Complementary medicine - Herbal	Travel medicine – without vaccines
Travel medicine – with vaccines	Member of Public

Evidence	Complete/ Not complete	Comment
<p>Practice Enquiries</p> <ul style="list-style-type: none"> ○ Practice enquiries are clearly identified on log sheet ○ Minimum of 5 occasions for <u>each</u> competency (NB. If \geq 2years experience max of 4 may be retrospective) ○ Information on enquiry sheets corresponds to checklist 		
<p>Assessed Enquiries</p> <ul style="list-style-type: none"> ○ Assessed enquiries are clearly identified on log sheet ○ Minimum of 5 occasions for <u>each</u> competency ○ Feedback is documented (p17) ○ Minimum of 1 occasion for each competency, where achievement of competency is assessed by A1 (formerly D32/D33) assessor ○ Dates on enquiry sheets correspond to assessments ○ Information on enquiry sheets corresponds to checklist 		
<p>Supplementary evidence form (p18) Where competencies were not covered during assessments, supplementary statements are included. These have been marked for accuracy by assessor/mentor.</p>		
<p>Completed Enquiry sheets Photocopies of enquiries answered to demonstrate competence, referenced to competency sheets</p>		

Portfolio and Candidate Checklist General Information (2)

Candidate

Mentor

Evidence	Complete/ Not complete	Comment
Are all criteria for all enquiry types and sub-types covered?		
Member of Public Enquiries <ul style="list-style-type: none"> ○ 5 Level One assessed enquiries (including feedback) clearly documented on MOP log sheet ○ 5 anonymised enquiries 		
Verification of supporting pharmacists Completed log sheet.		
Reviews with Mentor Copy of reviews in portfolio (minimum of 5)		
Letter to Course Team Support of application for assessment/accreditation		
Assessment <ul style="list-style-type: none"> ○ Interview All criteria met ○ Portfolio All criteria met 		
Certificate issued		
Due for re-accreditation		

Portfolio Assessed by:

Date:

Comments: