

**MediaPharm pharmacy support staff, Dispensing
Assistant reaccreditation event report, part 3, June
2024**



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Event summary and conclusions

Provider/Awarding organisation	MediaPharm
Course/Qualification name	Dispensing Assistant
Event type	Reaccreditation
Event date	14 June 2024
Approval period	September 2024 – September 2027
Relevant requirements	<u>Requirements for the education and training of pharmacy support staff, October 2020</u>
Framework used	National Occupational Standards
Outcome	Please refer to parts 1 and 2.
Standing conditions	A link to the standing conditions can be found here .
Recommendations	Please refer to parts 1 and 2.
Minor amendments	Please refer to parts 1 and 2.
Registrar decision	Please refer to parts 1 and 2.

Technical knowledge and skills

The technical knowledge and skills content of the course/qualification must be derived from, and mapped to, an appropriate national framework for pharmacy knowledge and skills recognised in the UK.

Part 3: Role-specific learning outcomes (National Occupational Standards)

Please note, the NOS unique identifiers are hyperlinked to the relevant NOS standard.

[PHARM01](#) - Assist with the provision of a pharmacy service

How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?

Provider's commentary

The learning for this NOS is covered across several modules of the course. These modules also build on learning gained in the foundation modules which give a generic introduction to this NOS for all support staff.

Module 13 Communication - gives the knowledge required to meet individual's needs through effective questioning and listening skills and supporting them through additional resources and information.

Module 14 Laws – explains law and processes relating to pharmacy, along with health and safety.

Module 16 Dispensing – which covers and understanding of the processes around dispensing activity, and the importance of following procedures and the consequences of errors.

The learning is covered using a combination of e-learning, both in text and video, and activities encouraging the learner to find out about company policies and reflect on their own communication skills.

How and where does the course/qualification assess the trainee's achievement of this NOS outcome at the stated competency level?

Provider's commentary

The course is assessed using a variety of methods to allow confirmation of knowledge and practical ability.

Per Module

The learner is asked to complete 'Time Out' activities throughout the module, these are completed on paper with the trainee's tutor required to check appropriate completion of the activities prior to declaring the module as complete.

The module itself has a knowledge check quiz to check for gaps before moving to the module assessment consisting of 10 MCQs randomly selected from a bank of 30. The trainee has a maximum of 3 attempts with a lock out after 2 to allow the Mediapharm mentor to give support on achieving the learning outcomes.

Course

At the end of the course after completing the module assessments there is a final assessment sat under exam conditions covering the following:

- 30 MCQs randomly selected from a bank of 120 covering whole course content. This is sat as an invigilated assessment and is aimed at knowledge assessment.
- 2 case studies randomly selected from a bank of 10 covering whole course content. This activity is conducted by the trainee's tutor who has discussion points available to help them as expert witnesses to verify knowledge and understanding of the scenario presented.

Observation of practical ability by the trainee's tutor is guided by an observation checklist. The observation covers the practical aspects of the NOS and is completed over the space of at least a week. The checklist comment from the tutor as to how the learner shows competence, and acts as a 'declaration of competence' sign off on practical ability and knowledge covering the NOS standards by a registered pharmacy professional.

The aspects of formal assessment are quality assured in line with the Mediapharm quality assurance policy, and tutors are provided with guidance on how to conduct the different aspects of formal assessment.

GPhC accreditation team use only:

NOS met/will be met? Yes No

Accreditation team's commentary:

The team agreed that this National Occupational Standard would be met based on the submission mapping and assurance taken from the testing of other standards and learning outcomes.

PHARM07 - Receive prescriptions

How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?

Provider's commentary

This is taught in Module 1 Working in a Pharmacy covering handling prescriptions. It highlights the need to understand the roles and responsibilities of the team and the trainee's own limits, referring in the first instance to the pharmacy's SOP.

The learning also covers recognising different prescriptions, what to check for on a prescription, payments and exemptions and how to take a person-centred approach when dealing with patients with additional needs. The case study highlights common mistakes that can be made and how to improve the interaction with the patient.

Communicating effectively with the dispensary team at the point of receiving a prescriptions is also explained as a way of managing patient expectations and avoiding delays in a patient getting their medicines.

Communication is also covered in the foundation module 'Introduction to Communication'.

The learning is covered using a combination of e-learning, both in text and video, and activities encouraging the learner to find out about processes and prescriptions and to reflect on their learning and situations they have encountered. It encourages trainees to explore prescriptions-related items e.g. prescription bags, exemption forms, so they extend the learning to the work environment.

The content is mapped to the knowledge requirements of this NOS with 'Time Out' activities created to provide opportunities for the trainee to demonstrate the practical side of the learning outcomes.

How and where does the course/qualification assess the trainee's achievement of this NOS outcome at the stated competency level?

Provider's commentary

As before.

GPhC accreditation team use only:

NOS met/will be met? Yes No

Accreditation team's commentary:

The team agreed that this National Occupational Standard would be met based on the submission mapping and assurance taken from the testing of other standards and learning outcomes.

PHARM09 - Assemble prescribed items

How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?

Provider's commentary

This NOS is covered in Module 1 Working in Pharmacy, Module 13 Communication, Module 14 Laws, Module 16 Dispensing and Module 17 Stock, and builds on learning from the foundation modules.

It provides knowledge around the dispensing process referring to guidelines, SOPs and the need to work within one's limits to ensure patient safety. It gives an understanding of medicines, how to assemble and handle them safely and how to maintain medication records. It also covers stock in the context of assembling and how to minimise risk and errors.

The learning is covered using a combination of e-learning and activities encouraging the learner to find out about company policies, process and to explore the dispensary layout, medicines, containers and the PMR.

How and where does the course/qualification assess the trainee's achievement of this NOS outcome at the stated competency level?

Provider's commentary

As before.

GPhC accreditation team use only:

NOS met/will be met? Yes No

Accreditation team's commentary:

The team agreed that this National Occupational Standard would be met based on the submission mapping and assurance taken from the testing of other standards and learning outcomes.

PHARM12 - Order pharmaceutical stock

How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?

Provider's commentary

This NOS is covered in Module 17 Stock which provides knowledge on how to assist in the ordering of stock. It covers the correct processes and the need to work within assigned roles. The module also covers medicines types, suppliers of stock and the use of computer systems.

The learning also includes elements from Module 14 – Laws, which explains the legal and procedural requirements, as well as relevant health and safety requirements relevant to dealing with stock. It also covers aspects of Module 13 – communication including understanding the different roles in the pharmacy and when and how to refer. The e-learning builds on learning completed during the foundation modules.

The learning uses a combination of e-learning and activities encouraging the learner to find out about company policies, process, their usual and specialist suppliers and the computer ordering system.

How and where does the course/qualification assess the trainee's achievement of this NOS outcome at the stated competency level?

Provider's commentary

As before.

GPhC accreditation team use only:

NOS met/will be met? Yes No

Accreditation/recognition team's commentary:

The team agreed that this National Occupational Standard would be met based on the submission mapping and assurance taken from the testing of other standards and learning outcomes.

PHARM13 - Receive pharmaceutical stock

How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?

Provider's commentary

This NOS is covered in Module 17 Stock which provides knowledge on how to assist in receiving and managing stock. It covers the correct processes and the need to work within assigned roles. The module also covers checking deliveries and dealing with discrepancies, paperwork, correct and safe storage of medicines and products (including health & safety) and the use of computer systems.

The learning also includes elements from Module 14 – Laws, which explains the legal and procedural requirements, as well as relevant health and safety requirements relevant to dealing with stock. It also covers aspects of Module 13 – communication including understanding the different roles in the pharmacy and when and how to refer, and Module 16 – Dispensing, which explains about the different types and forms of medicines available. The e-learning building on learning completed during the foundation modules.

The learning is covered using a combination of e-learning and activities encouraging the learner to find out about company policies and processes, handling the paperwork involved and getting familiar with where and how stock is processed and stored once received.

How and where does the course/qualification assess the trainee's achievement of this NOS outcome at the stated competency level?

Provider's commentary

As before.

GPhC accreditation team use only:

NOS met/will be met? Yes No

Accreditation team's commentary:

The team agreed that this National Occupational Standard would be met based on the submission mapping and assurance taken from the testing of other standards and learning outcomes.

PHARM14 - Maintain pharmaceutical stock

How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?

Provider's commentary

This NOS is covered in Module 17 Stock which provides knowledge on how to assist in maintaining stock safely. It covers the correct processes and the need to work within assigned roles. The module also covers maintaining stock level, rotating stock and date checking so that medicines supply to patient is not disrupted. It also covers tasks around keeping stock areas clean and tidy. The process around drug recall is also outlined.

The learning also includes elements from Module 14 – Laws, which explains the legal and procedural requirements, as well as relevant health and safety requirements relevant to dealing with stock. It also covers aspects of Module 13 – communication including understanding the different roles in the pharmacy and when and how to refer. The e-learning builds on learning completed during the foundation modules.

The learning is covered using a combination of e-learning and activities encouraging the learner to find out about company policies and processes and getting familiar with best practice in managing stock, including how to avoid medicines contamination and what to do with expired stock.

How and where does the course/qualification assess the trainee's achievement of this NOS outcome at the stated competency level?

Provider's commentary

As before.

GPhC accreditation team use only:

NOS met/will be met? Yes No

Accreditation team's commentary:

The team agreed that this National Occupational Standard would be met based on the submission mapping and assurance taken from the testing of other standards and learning outcomes.

PHARM32 - Assist in the issuing of prescribed items

How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?

Provider's commentary

This is taught in Module 1 Working in a Pharmacy covering handling prescriptions. It highlights the need to understand the roles and responsibilities of the team and the trainee's own limits, referring in the first instance to the pharmacy's SOP.

It also highlights the grave consequences of giving our prescriptions to the wrong person and gives context to why following correct procedures are central to safe practice.

The learning also covers labelling bags, owings and counselling and again where and when to involve the pharmacist. The role of electronic prescriptions is also explained as is the prescription delivery service the pharmacy may have so that other areas of handing out prescribed medicines is considered.

The learning is covered using a combination of e-learning, both in text and video, and activities encouraging the learner to find out about processes and prescriptions and to reflect on their learning and situations they have encountered. It encourages trainees to explore related activities e.g. prescription delivery, owings, so they extend the learning to the work environment.

The content is mapped to the knowledge requirements of this NOS with 'Time Out' activities created to provide opportunities for the trainee to demonstrate the practical side of the learning outcomes.

How and where does the course/qualification assess the trainee's achievement of this NOS outcome at the stated competency level?

Provider's commentary

As before.

GPhC accreditation team use only:

NOS met/will be met? Yes No

Accreditation team's commentary:

The team agreed that this National Occupational Standard would be met based on the submission mapping and assurance taken from the testing of other standards and learning outcomes.

