Part 1 & 2 (Re)accreditation/recognition of a pharmacy technician training course/qualification, 2024/25 academic year

Submission template v1.0

Contents

[This template 3](#_Toc171512203)

[Guidance on completion of this template 4](#_Toc171512204)

[Support and further information 4](#_Toc171512205)

[**Key course/qualification information:** 5](#_Toc171512206)

[Introduction to the course/qualification 7](#_Toc171512207)

[Part 1: learning outcomes 8](#_Toc171512208)

[Domain: Person-centred care (1-12) 8](#_Toc171512209)

[Domain: Professionalism (13-25) 15](#_Toc171512210)

[Domain: Professional knowledge and skills (26-48) 22](#_Toc171512211)

[Domain: Collaboration (49-53) 35](#_Toc171512212)

[Part 2: standards for initial education and training course providers and awarding bodies 39](#_Toc171512213)

[Standard 1: Selection and entry requirements. 39](#_Toc171512214)

[Standard 2: Equality, diversity and inclusion. 40](#_Toc171512215)

[Standard 3: Management, resources and capacity. 41](#_Toc171512216)

[Standard 4: Monitoring, review and evaluation. 44](#_Toc171512217)

[Standard 5: Course design and delivery. 46](#_Toc171512218)

[Standard 6: Course assessment. 49](#_Toc171512219)

[Standard 7: Pre-registration trainee pharmacy technician support and the learning experience. 52](#_Toc171512220)

[**External Quality Assurance (EQA) of the pharmacy technician (integrated) End Point Assessment (EPA) plan (apprenticeship pathway - England Only)** 56](#_Toc171512221)

[**Documentary evidence** 57](#_Toc171512222)

[Submitting your documentation to the GPhC 58](#_Toc171512223)

**Please update contents table page numbers before submitting to the GPhC (right click update field).**

## This template

Please use this template to demonstrate how your course/qualification and institution meets or will meet [Standards for the initial education and training of pharmacy technicians - October 2017](https://www.pharmacyregulation.org/students-and-trainees/education-and-training-providers/standards-and-accreditation-pharmacy-technician-education-and-training) **(IETPT)** and the associated[Evidence Framework](https://www.pharmacyregulation.org/students-and-trainees/education-and-training-providers/standards-and-accreditation-pharmacy-technician-education-and-training) in relation to :

* Recognition of a pharmacy technician qualification
* (Re)accreditation of a pharmacy technician course
* Recognition/accreditation of a pharmacy technician apprenticeship pathway

**Recognition/accreditation of a pharmacy technician apprenticeship pathway**

If your organisation also offers or is planning to offer a pharmacy technician apprenticeship pathway, please include information relating to both your pharmacy technician qualification/course and pharmacy technician apprenticeship pathway within the same template. **Please set out clearly which information is specific to the pharmacy technician apprenticeship pathway making sure any differences in delivery or assessment are clearly headered.**

|  |
| --- |
| **Completing this template and providing supporting evidence**  Your submission document should be a single document which includes this template complete in full.  You should provide documentary evidence as appendices, and these should support the information that you have provided within the template. To help guide you, there is a list of required appendices at the end this document. Please make sure these are included. We suggest that in total it is not necessary to submit more than **30** documents.  Following review of your submission document and associated evidence, you may be asked to submit additional items of evidence or further information. If this is necessary, we will discuss this with you at the pre-event meeting.  Please ensure that you provide your submission in the correct format with the required level of detail and clarity. Failure to do so could lead to your event being postponed. Information on how to submit your documentation can be found on the last page of this document.  **When completing your submission template, please do not alter the formatting or orientation of the submission template.** |

**Please delete this section/page before submitting to the GPhC.**

## Guidance on completion of this template

|  |
| --- |
| * Next to each criterion, please provide a narrative to explain how each criterion is (or will be) met. Except where single piece information or lists are asked for, this narrative must be written in prose. Reference to links, file names, or module titles on their own are not acceptable. * Full reference must be made within the narrative to the documents that you are providing as supporting evidence. * Any diagrams or images should be submitted separately as documentary evidence and not embedded within the template. * Hyperlinks may be used within your commentary to signpost to evidence, but please check that the links are not broken, and that external access is permitted. * Supporting documents should be included as appendices and should be provided separately from the submission template. * Each module must be referred to by its full title and not by module code. * Should your commentary relate to more than one criterion, it does not need to be repeated. Simply include a note referencing to the relevant commentary, e.g. ‘please refer to commentary under criterion 1.2’. |

## Support and further information

If you have any questions when preparing your accreditation submission, please contact the GPhC’s Education (Quality Assurance) team at [**education@pharmacyregulation.org**](mailto:education@pharmacyregulation.org)

The GPhC is committed to compliance with the General Data Protection Regulation (GDPR), details for our privacy policy can be found on our [**website**](https://www.pharmacyregulation.org/privacy-policy).

**Please delete this section/page before submitting to the GPhC.**

**Key course/qualification information:**

|  |
| --- |
| **Academic year:** 2024/25 |
| **Name of provider:** |
| **Address:** |

|  |
| --- |
| **Key contact** |
| **Name:** |
| **Job title:** |
| **Telephone/mobile:** |
| **Email:** |
| **Secondary contact** |
| **Name:** |
| **Job title:** |
| **Telephone/mobile:** |
| **Email:** |

|  |
| --- |
| **Course/qualification name(s) as used on advertising and the completion certificate):** |
| **Unique course/qualification coding as issued on the completion certificate(s):** |
| **Location from which the course/qualification[[1]](#footnote-1) will be taught (please list):** |

|  |
| --- |
| **Current number of cohorts per year (re)accreditation:**  **Planned number of cohorts per year:**  (If applicable, please provide a breakdown of information for each course type) |
| **Current maximum total number of trainees per cohort[[2]](#footnote-2) (re)accreditation:**  **Planned maximum total number of trainees per cohort:**  (If applicable, please provide a breakdown of information for each course type) |
| **Total number of pharmacy technician trainee enrolments and completions to the 2017 IETPT standards:**   |  |  |  | | --- | --- | --- | | **Year** | **Enrolled** | **Completed** | | **2022** |  |  | | **2023** |  |  | | **2024** |  |  | | **2025** |  |  | |

|  |
| --- |
| Introduction to the course/qualification |
| **Your introduction must include:**   * An introduction and scene setting to the course(s)/qualification(s) including apprenticeship pathway, if applicable. * An overview of how the course(s)/qualification(s) including apprenticeship pathway, if applicable, have developed since the last accreditation/recognition, including a summary of any changes *(re)accreditation/recognition only* * An overview of how engagement with patients, public, local and national stakeholders has ensured, or continued to ensure, that the course/qualification is fit for purpose * An explanation of how any conditions and recommendations from the previous accreditation/recognition event have been addressed |
| **Provider’s commentary**  Please type your commentary here  X  X  (expand as necessary) |

|  |  |  |
| --- | --- | --- |
| Part 1: learning outcomes | | |
| Domain: Person-centred care (1-12) | | **Expectation pre-reg. trainee pharmacy technician** |
| **1** | Involve, support and enable every person when making decisions about their health, care and wellbeing | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary)) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **2** | Optimise a person’s medicines to achieve the best possible outcomes | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary)) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **3** | Listen to the person, and understand their needs and what matters to them | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary)) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **4** | Give the person all relevant information in a way they can understand, so they can make informed decisions and choices | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  **X** | | |
| **5** | Advise people on the safe and effective use of their medicines and devices | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| Provider’s commentary  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| Provider’s commentary  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **6** | Obtain relevant information from people – including patients, carers and other healthcare professionals – and use it appropriately | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **7** | Recognise and value diversity, and respect cultural differences - making sure that every person is treated fairly whatever their values and beliefs | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **8** | Adapt information and communication to meet the needs of particular audiences | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **9** | Apply the principles of information governance and ensure patient confidentiality | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **10** | Effectively promote healthy lifestyles using available resources and evidence-based techniques | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **11** | Be able to provide public health advice and recommend recognised health screening or public health initiatives | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **12** | Understand how to safeguard people, particularly children and vulnerable adults | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| Domain: Professionalism (13-25) | | **Expectation pre-reg. trainee pharmacy technician** |
| **13** | Apply professional judgement in the best interests of people | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **14** | Recognise and work within the limits of their knowledge and skills, and refer to others when needed | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **15** | Understand how to work within the local, regional and national guidelines and policies | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **16** | Respond effectively to complaints, incidents and errors and in a way that demonstrates person-centred care | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **17** | Use information to make effective decisions | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **18** | Take personal responsibility for the health and safety of themselves and others, and following up any concerns about the workplace which might put them, or others, at risk | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **19** | Demonstrate leadership skills within their scope of practice as a trainee | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **20** | Recognise when their performance or the performance of others is putting people at risk and respond appropriately | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **21** | Raise concerns even when it is not easy to do so | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **22** | Act openly and honestly when things go wrong | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **23** | Effectively use a variety of methods, including feedback, to regularly monitor and reflect on practice, skills and knowledge | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **24** | Carry out a range of relevant continuing professional development (CPD) activities | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **25** | Reflect and act on feedback or concerns, thinking about what can be done to prevent something happening again | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| Domain: Professional knowledge and skills (26-48) | | **Expectation pre-reg. trainee pharmacy technician** |
| **26** | Provide a safe, effective and responsive pharmacy service | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **27** | Take personal responsibility for the legal, safe and efficient supply of medicines | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **28** | Understand the basic principles of biology, microbiology, physiology, and chemistry | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **29** | Understand the basic pharmacological principles to the use of medicines in relation to disease processes and the treatment of identified clinical conditions | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **30** | Confirm the suitability of a person’s medicines for use | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **31** | Accurately retrieve and reconcile information about a person’s medicines | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
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| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **32** | Assess a person’s present supply of medicines and order appropriate medicines and products | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| Accreditation/recognition team’s commentary:  X | | |
| **33** | Order, receive, maintain and supply medicines and other pharmaceutical products safely, legally and effectively | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **34** | Receive requests for medicines, including prescriptions, and check for their validity, safety and clarity, taking action to deal with any problems | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **35** | Effectively use systems to support the safe supply of medicines | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **36** | Accurately assemble prescribed items | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **37** | Apply pharmaceutical principles to the safe and effective formulation, preparation and packaging of medicines and products | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **38** | Ensure the quality of ingredients to produce and supply safe and effective medicines and products | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **39** | Issue prescribed items safely and effectively and take action to deal with discrepancies | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **40** | Carry out an accuracy check of dispensed medicines and products | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **41** | Accurately perform pharmaceutical calculations to ensure the safety of people | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **42** | Recognise adverse drug reactions and interactions and respond appropriately | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **43** | Safely and legally dispose of medicines and other pharmaceutical products | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **44** | Respond appropriately to medical emergencies, including providing first aid | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **45** | Identifies and responds effectively to errors and near misses | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **46** | Apply the principles of clinical governance | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **47** | Understand the principles of audit and quality-improvement strategies, and how to implement recommendations effectively | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **48** | Understand the principles of risk management | **Knows how** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| Domain: Collaboration (49-53) | | **Expectation pre-reg. trainee pharmacy technician** |
| **49** | Demonstrate effective team working | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **50** | Communicate and work effectively with members of the multidisciplinary team | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **51** | Check their own and others’ work effectively | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **52** | Take part in the learning and development of others | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |
| **53** | Prioritise time and resources effectively to achieve objectives | **Does** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** | | |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) | | |
| **GPhC accreditation/recognition team use only:**  **Learning outcome met/will be met? Yes  No** | | |
| **Accreditation/recognition team’s commentary:**  X | | |

|  |  |
| --- | --- |
| Part 2: standards for initial education and training course providers and awarding bodies | |
| Standard 1: Selection and entry requirements. **Selection processes must be open, clear, unbiased and keep to relevant legislation to identify applicants with the right attributes to train as a healthcare professional.** | |
| **Standard met? Yes**  **No  (GPhC accreditation/recognition team use only)** | |
| **1.1** | **Entry requirements must ensure that applicants are fit to practise as trainees at the point of selection.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **1.2** | **Selection criteria must be clear and unambiguous. They must include as a minimum:**   * **meeting specified English language requirements** * **meeting specified numeracy requirements** * **other academic requirements or experience equivalent to national level 2 or above** * **taking account of good character checks** * **taking account of health checks** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **1.3** | **Applicants must be working in a pharmacy environment or have secured a placement as a pre-registration trainee pharmacy technician and be supervised by a pharmacy professional.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **1.4** | **Selectors must apply the selection criteria consistently, in an unbiased way and in line with relevant legislation. They should be trained to do this and training should include equality, diversity and inclusion.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| Standard 2: Equality, diversity and inclusion. **All aspects of pharmacy technician education and training must be based on principles of equality and diversity and keep to all relevant legislation.** | |
| **Standard met? Yes  No  (GPhC accreditation/recognition team use only)** | |
| **2.1** | **Equality and diversity must be embedded in course design and delivery** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **2.2** | **Equality and diversity data must be used in designing and delivering courses, and in planning the whole experience of being a pre-registration trainee pharmacy technician.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **2.3** | **Reasonable adjustments must be made to course delivery and assessment to help pre-registration trainee pharmacy technicians having specific needs to meet the learning outcomes. Teaching, learning and assessment may be modified for this purpose but learning outcomes may not.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| Standard 3: Management, resources and capacity. **Courses must be planned and maintained using transparent processes which must show who is accountable for what at each stage of initial education and training. The education and training facilities, infrastructure, leadership, staffing and staff support must be adequate to deliver the course.** | |
| **Standard met? Yes  No  (GPhC accreditation/recognition team use only)** | |
| **3.1** | **All courses must be backed up by a defined management plan which must include:**   * **a schedule of roles and responsibilities, in the learning and training environments and in the workplace** * **lines of accountability, in the learning and training environments and in the workplace** * **defined structures and processes to manage delivery** * **processes for identifying and managing risk** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **3.2** | **There must be agreements in place outlining the roles and responsibilities of all those involved in delivering a course.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **3.3** | **Each pre-registration trainee pharmacy technician must have a learning agreement covering all the learning and training environments. This must outline roles, responsibilities and lines of accountability, and must say how trainees will be supported during the course. Course providers must explain how they will be reassured that learning agreements will be implemented in full.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **3.4** | **All course providers must have pharmacy professionals involved in the design and the delivery of the course.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **3.5** | **Appropriately qualified and experienced staff include:**   * **appropriately qualified and experienced staff** * **sufficient staff from relevant disciplines to deliver the course and support pre-registration trainee pharmacy technicians’ learning** * **sufficient resources to deliver the course** * **facilities that are fit for purpose** * **access to appropriate learning resources** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **3.6** | **Everyone involved in managing and delivering the course must understand their role and must be given support to carry out their work effectively.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **3.7** | **Each pre-registration trainee pharmacy technician must be supported as a trainee in the workplace. There must be systems in place for liaising with course providers regularly about the progress of a pre-registration trainee pharmacy technician.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| Standard 4: Monitoring, review and evaluation. **The quality of courses must be monitored, reviewed and evaluated in a systematic and developmental way.** | |
| **Standard met? Yes  No  (GPhC accreditation/recognition team use only)** | |
| **4.1** | **All relevant aspects of a course must be monitored, reviewed and evaluated systematically. When issues are identified they must be documented and addressed within agreed timescales.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **4.2** | **There must be a quality-management structure in place that sets out procedures for monitoring and evaluation. This must include who is responsible, and the timings for reporting, review and taking action when appropriate.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **4.3** | **There must be systems in place to monitor and evaluate the standard of teaching, learning and assessment to make sure that quality is maintained across all learning environments.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **4.4** | **Course monitoring and review must take into account the external environment, especially pharmacy, to make sure that courses stay up to date as they are delivered.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **4.5** | **Feedback to pre-registration trainee pharmacy technicians must be a part of monitoring, review and evaluation processes.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| Standard 5: Course design and delivery. **Courses must develop the required skills, knowledge, understanding and professional behaviours to meet the outcomes in part 1 of these standards by using a coherent teaching and learning strategy. The design and delivery of training must take account of stakeholders’ views and must ensure that trainees practise safely and effectively.** | |
| **Standard met? Yes  No  (GPhC accreditation/recognition team use only)** | |
| **5.1** | **Courses must be designed and delivered using strategies which bring together knowledge, competence and work experience.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.2** | **The GPhC’s standards for pharmacy professionals must be part of all courses and used actively. This is to make sure that pre-registration trainee pharmacy technicians know what will be expected of them when they are registered.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.3** | **There must be a course teaching and learning strategy which sets out how trainees will achieve the outcomes in part 1 of these standards.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.4** | **Courses must be designed and delivered to develop the skills, knowledge, understanding and professional behaviours required to meet the learning outcomes in part 1 of these standards.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.5** | **Awarding bodies and course providers must get the views of a range of stakeholders – including patients, the public and employers – and take account of them when designing and delivering the course.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.6** | **Courses must be revised when there are significant changes in practice, to make sure they are up to date.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.7** | **Pre-registration trainee pharmacy technicians must be supervised using an agreed system in all learning and training environments, to ensure patient safety at all times.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.8** | **Pre-registration trainee pharmacy technicians must only carry out tasks in which they are competent, or are learning under supervision to be competent in, so that patient safety is not compromised.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.9** | **Course regulations must be appropriate for a course that leads to professional registration. That is, they must prioritise professionalism, patient safety, and safe and effective practice.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **5.10** | **All course providers and employers must have procedures to deal with concerns. Serious concerns that may affect a pre-registration trainee pharmacy technician’s suitability for future registration must be reported to the GPhC.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| Standard 6: Course assessment. **Courses must have an assessment strategy which assesses required skills, knowledge, understanding and professional behaviours to meet the outcomes in part 1 of these standards. The assessment strategy must assess whether a pre-registration trainee pharmacy technician’s practice is safe.** | |
| **Standard met? Yes  No  (GPhC accreditation/recognition team use only)** | |
| **6.1** | **Courses must have an assessment strategy which ensures that assessment is robust, reliable and valid.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.2** | **The assessment strategy must assess the learning outcomes in part 1 of these standards. Methods used must be appropriate for what is being assessed; and teaching, learning and assessment must be aligned.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.3** | **The assessment strategy must include a methodology to assess decisions of competence in the workplace and other appropriate environments.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.4** | **Patient safety must come first at all times, and the assessment strategy must assess whether a pre-registration trainee pharmacy technician is practising safely as a trainee.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.5** | **Monitoring systems must be in place in all learning and training environments. The systems must assess a pre-registration trainee pharmacy technician’s progress towards meeting the learning outcomes in part 1 of these standards. They must ensure that a pre-registration trainee pharmacy technician’s practice is safe at all times, as a trainee. Causes for concern must be dealt with as soon as possible.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.6** | **Agreements must be in place between course providers and the workplace regarding the roles and responsibilities for assessment.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.7** | **Assessments must be carried out by appropriately trained and qualified people who are competent to assess the performance of pre-registration trainee pharmacy technicians.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.8** | **There must be independent quality assurance of assessment processes. Quality assurance processes should be carried out by an external and appropriately qualified person or organisation, that is not an employee of the course provider and has no involvement with the pre-registration trainee pharmacy technician in their day-to-day work.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.9** | **Pre-registration trainee pharmacy technicians must receive appropriate and timely feedback on their performance, to support their development as pre-registration trainee pharmacy technicians and professionals.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **6.10** | **Assessment regulations must be appropriate for a course that leads to professional registration. That is, they must prioritise professionalism, patient safety, and safe and effective practice.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| Standard 7: Pre-registration trainee pharmacy technician support and the learning experience. **Pre-registration trainee pharmacy technicians must be supported in all learning and training environments to develop as trainees and professionals during their initial education and training.** | |
| **Standard met? Yes  No  (GPhC accreditation/recognition team use only)** | |
| **7.1** | **There must be a range of systems in place to support trainees to achieve the learning outcomes in part 1 of these standards, including:**   * **induction** * **effective supervision** * **an appropriate and realistic workload** * **personal and academic support** * **time to learn** * **access to resources** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **7.2** | **There must be systems in place for pre-registration trainee pharmacy technicians to meet regularly with workplace colleagues to discuss and document their progress as learners.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **7.3** | **Pre-registration trainee pharmacy technicians must have support available to them covering academic study, general welfare and career advice.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **7.4** | **Pre-registration trainee pharmacy technicians must have access to pharmacy professionals who are able to act as role models and give professional support and guidance.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **7.5** | **Pre-registration trainee pharmacy technicians must have the opportunity to work in multidisciplinary teams.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **7.6** | **There must be clear procedures for pre-registration trainee pharmacy technicians to raise concerns. Any concerns must be dealt with promptly, with documented action taken when appropriate. Pre-registration trainee pharmacy technicians must be made aware of the GPhC’s guide to raising concerns about pharmacy education and training.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |
| **7.7** | **Everyone supporting pre-registration trainee pharmacy technicians must take into account the GPhC’s guidance on tutoring for pharmacists and pharmacy technicians in their work.** |
| **Provider’s commentary**  Please type your commentary here  X | |
| **GPhC accreditation/recognition team use only:**  **Criterion met/will be met? Yes  No** | |
| **Accreditation/recognition team’s commentary:**  X | |

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| **External Quality Assurance (EQA) of the pharmacy technician (integrated) End Point Assessment (EPA) plan (apprenticeship pathway - England Only)** |
| **The GPhC is now the EQA provider for the pharmacy technician (integrated) EPA plan. Therefore, the GPhC will monitor the quality assurance of the EPA using accreditation and recognition activity.** |
| For this apprenticeship, please detail who the end-point assessment organisation (EPAO) is, and how the EPAO is separated from the employer and training/education provider to ensure that the EPA assessment remains impartial. |
| **Provider’s commentary**  Please type your commentary here  X |
| **Accreditation/recognition team’s commentary:**  X |
| For this apprenticeship, please detail how and where the EPA gateway is triggered, assessed, and ratified in line with the IfATE EPA plan. |
| **Provider’s commentary**  Please type your commentary here  X |
| **Accreditation/recognition team’s commentary:**  X |
| For this apprenticeship, please detail how the EPAO meets the Institute for Apprenticeships and Technical Education (IfATE) [EQA framework](https://www.instituteforapprenticeships.org/quality/external-quality-assurance/) to ensure the quality assurance requirements for EPA. Consideration must be given to the five IfATE principles/judgement areas which are the delivery and quality assurance of the EPA is: relevant, reliable, efficient, positive, and learning. |
| **Provider’s commentary**  Please type your commentary here  X |
| **Accreditation/recognition team’s commentary:**  X |

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| **Documentary evidence** |
| **Please list below the documents that you are providing as supporting evidence.**  We suggest that no more than **30** pieces of documentary evidence are provided.  Below are items of evidence that we have found that some course providers do not submit, but are frequently requested by the accreditation team. Please make sure they are included:   * IQA and EQA strategy/policy (or equivalent) * IQA and EQA reports (or equivalent) since the last GPhC event * Teaching and learning strategy * Assessment plan/strategy * Up to date management plan * Up to date risk register * List of all staff and others who directly contribute to the course, including both academic, technical and support staff (re/accreditation). For each individual include:   + Their role, responsibilities and areas of expertise in relation to the course   + Their Whole Time Equivalent (WTE) input to the course * Minutes/reports from relevant stakeholder engagement (including patient and public) since the last GPhC event * Trainee feedback since the last GPhC event | |
| **Referencing documentary evidence**   * Please give each piece of evidence a clear and meaningful title. For ease of reference, supporting documents should be numbered accordingly, e.g. **Appendix 1 -** **Programme application form** * The document title referred to in your commentary should be identical to the name of the relevant .PDF file you have provided. * When referencing supporting documents within the submission, please indicate the document clearly (for example, in **bold**) and use the full name and appendix number throughout, e.g. **Programme Application form (Appendix 1)** * Please ensure that all file names are concise and do not contain any special characters including: **/ \ : \* ? ” < > | # { } % ~ &** * Please ensure that file names are no more than 80 characters.   You do not need to duplicate evidence - you may find that you need to refer to one piece of documentary evidence multiple times across more than one section. | |
| **Appendix 1 - XXX**  **Appendix 2 - XXX**  **Appendix 3 - XXX**  (expand as necessary) | |

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| Submitting your documentation to the GPhC **You must send the following electronically via email or through a secure link:**   * A **Word** and a **PDF** version of your submission document * A **PDF** version of each item of documentary evidence     **@**  envelope  **education@pharmacyregulation.org**  Please ensure that the documentation arrives with the GPhC’s Education team on, or before, the submission deadline. **The deadline for submission of documentation is normally seven weeks in advance of the event; however, you will be notified of your exact deadline date when we confirm the date of your event.** |

**Please delete this section/page before submitting to the GPhC. Please remember to update the contents page before submission to the GPhC.**

1. Awarding organisations, please list your centre providers [↑](#footnote-ref-1)
2. If trainees are admitted on a rolling cycle, please indicate the year-on-year trainee numbers [↑](#footnote-ref-2)