

Individual Training Plan: Pharmacy Technician Training Programme (Apprenticeship Pathway)

STANDARD PLAN

This Individual Training Plan covers all aspects of the Level 3 Pharmacy Technician Training Programme (Apprenticeship Pathway) that meet the Pharmacy Technician (Integrated) Apprenticeship Standard. It works in conjunction with the Commitment Statement and forms part of the Evidence Pack. It acts both as your Delivery Plan for completing the various tasks required for the programme and also indicates which activities completed can count towards the required off-the-job training for the programme. The Individual Training Plan has been devised using the employer feedback during your enrolment process, alongside the results of the Skills Scan Part 2 call (RPL checks) with a Buttercups Tutor.

How to use the ITP

Delivery Plan

The "Delivery Plan" tab on the excel copy of the Individual Training Plan shows the date ranges for the periods of training for the programme. The programme is split into 21 periods of training; the duration of the periods of training will be determined by your contracted working hours and programme duration. Your tutor will monitor your progress against your periods of training and will complete end of period review calls with you throughout your programme.

Please use the dates in the "Period End Date" column as your target date to complete all the activities within that period of training.

How to use the ITP

Periods

The "Periods" tab on the excel spreadsheet shows all of the activities to be completed in each period of training.

- Column A shows the period of training you are due to complete the activity within.
- Column B shows you the activity type so whether this is e-learning or workplace activity for example.
- Column C details the activity.
- Column D shows the planned OTJ time for this activity in hours, please note some might have 0 which will indicate the activity is ineligible for OTJ or does not need to be completed if an optional activity.
- Column E shows the link to the domain of the standard for the activity.
- Column F shows the portfolio reference of the activity to the e-portfolio.
- Column G indicates whether the activity will span over multiple periods of training.
- Column H shows the planned OTJ time in minutes, this will be useful for you as OTJ is logged on the e-portfolio it uses minutes rather than hours so this column should be a useful reference for you as it has done the calculation for you.
- Column I will be updated throughout the programme by your tutor when the relevant assessments are released to you.
- Column J will be updated throughout the programme by your tutor as the activities are completed
- Column K is for a hidden column for internal reference
- Column L will be updated throughout the programme if any of the activities need to move into different periods of training.
- Column M is for internal use by the tutor

For each Period of Training, you will filter column A "Period" to show the relevant activities you are to complete and the planned off-the-job training time for that period. For example, for Period 1 you will filter column A "Period" to just tick "1". As you progress to Period 2, you will change the filter from "1" to "2". You will then refer to the "Delivery Plan" tab on the spreadsheet to access the dates for which you will aim to complete the set of activities.

Off-the-job Training (OTJ) Requirements

Through the e-portfolio system, the apprentice will need to document how many off-the-job training hours have been completed. Off-the-job training is learning, development and training time relating specifically to the apprenticeship programme which takes place during the apprentice's paid working hours. This includes working through course materials and learning and practising new skills and responsibilities under supervision and guidance as detailed on the Individual Training Plan.

Functional Skills

If you are completing Functional Skills courses as part of your programme you will have a specific plan of learning to complete your Functional Skills. These tasks will be documented in the relevant periods of training as activities to complete. You should be given time within your workplace to complete Functional Skills but they do not contribute to OTJ training hours.

Contracted working hours / week	40.00
Suggested off-the-job training / week	6.00
Statutory Leave for programme (weeks)	11.19
OTJ Stat Leave for programme (hours)	67.15
Start Date	31/07/2025
Minimum Duration	24.00
Minimum Duration Date	31/07/2027
Expected End Date	31/07/2027
Expected EPA Start date	01/08/2027
Expected EPA End date	01/09/2027

Period Number	Period Start Date	Period End Date	Expected OTJ Hours
<u>1</u>	31/07/2025	03/09/2025	32.50
<u>2</u>	03/09/2025	08/10/2025	41.25
<u>3</u>	08/10/2025	12/11/2025	37.25
<u>4</u>	12/11/2025	17/12/2025	30.50
<u>5</u>	17/12/2025	20/01/2026	27.75
<u>6</u>	20/01/2026	24/02/2026	31.50
<u>7</u>	24/02/2026	31/03/2026	22.50
<u>8</u>	31/03/2026	05/05/2026	38.75
<u>9</u>	05/05/2026	08/06/2026	26.00
<u>10</u>	08/06/2026	13/07/2026	25.50
<u>11</u>	13/07/2026	17/08/2026	31.50
<u>12</u>	17/08/2026	21/09/2026	30.00
<u>13</u>	21/09/2026	25/10/2026	41.00
<u>14</u>	25/10/2026	29/11/2026	31.00
<u>15</u>	29/11/2026	03/01/2027	30.00
<u>16</u>	03/01/2027	07/02/2027	30.00
<u>17</u>	07/02/2027	13/03/2027	14.50
<u>18</u>	13/03/2027	17/04/2027	15.00
<u>19</u>	17/04/2027	22/05/2027	26.00
<u>20</u>	22/05/2027	26/06/2027	0.00
<u>21</u>	26/06/2027	31/07/2027	0.50
			563.00

Period	Activity Type	Activity	OTI hours	Duties	Portfolio Ref	Periods to Complete	OTI (mins)	Activity Released (Date)	Activity Complete	REF	Narrative for Change	Index to sort table back to its original state
1	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0	Start Date	N/A			1
1	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0	Start Date				2
1	Buttercups led activities	Welcome session (on start date) with initial learning completed on GPhC / CQC Inspections	0.5	1			30	Start Date				3
1	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0	Start Date				4
1	E-Learning	Complete learning on Course introduction module	2	7			120	Start Date				5
1	E-Learning	Complete activities from course introduction module	1	7			60	Start Date				6
1	E-Learning	Complete module 1 part 1 e-learning	6	1,2,3,4,5,6,7,8,9,10			360	Start Date	3			7
1	E-Learning	Complete module 1 part 2 e-learning	6	1,2,3,4,5,6,7,8,9,10			360	Start Date	4			8
1	E-Learning	Complete module 1 activities and competencies	4	1,2,3,4,5,6,7,8,9,10			240	Start Date				9
1	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English		0	Start Date				10
1	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths		0	Start Date				11
1	Portfolio	Complete a CPD record in periods 1-3	1	7	A02	3	60	Start Date				12
1	Portfolio	WTS review of performance in Period 1 and upload to portfolio	0		PROREV#1 - APP	1	0	Start Date				13
1	Portfolio	Elth Safeguarding Level 1 and Level 2 courses	2	8	SG/01	1	120	Start Date	1			14
1	Portfolio	BPP Prevent, British Values and Staying Safe Online Training modules	2	2,8	SG/02	1	120	Start Date	2			15
1	Progress Review	Initial review of skills scan prior to start date	0				0	Start Date				16
1	Virtual Classroom	Introduction to being a trainee pharmacy technician and professionalism	1.5	1,7			90	Start Date				17
1	Virtual Classroom	Attend session on revalidation	1	7			60	Start Date				18
1	Workplace Activity	Researching and developing the skills to upload audio and video into e-portfolio	0		Stretch and Challenge		0	Start Date				19
1	Workplace Activity	Follow data protection and confidentiality processes in the workplace, including how to use and access the PMR systems and tills.	0.5	1,3			30	Start Date		6		20
1	Workplace Activity	WTS initial meeting and plan for development time	0	7			0	Start Date				21
1	Workplace Activity	Locating and reading the workplace SOPs on health and safety, data protection, confidentiality, safeguarding and whistleblowing	0	2,3,8,10			0	Start Date				22
1	Workplace Activity	Shadow staff to learn the roles, responsibilities and accountabilities of all roles within the team and observe effective teamwork	1	1			60	Start Date		7		23
1	Workplace Activity	Observe how the pharmacy operates, find out the services it offers and other departments or organisations it works with.	1	3			60	Start Date		8		24
1	Workplace Activity	Review the supply of different medicines classes in your workplace and how that affects what you are able to do and when. This may involve shadowing and being mentored on practices specific to your workplace.	0.5	1			30	Start Date		9		25
1	Workplace Activity	Learning workplace procedures for how to deal with a GDPR breach	0.5	3,8			30	Start Date				26
1	Workplace Activity	Initial practical workplace training on working safely. This may involve shadowing and being mentored on practices specific to your workplace.	1	3,10			60	Start Date		5		27
1	Workplace Activity	Understand the workplace and GPhC guidance on moral and religious beliefs, professionalism online, sexual boundaries and duty of candour.	1	2			60	Start Date				28
2	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					29
2	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					30
2	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					31
2	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0					32
2	E-Learning	Complete module 2 part 1 e-learning	6	1,2,3,4,5,6,7,8,9,10			360		10			33
2	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for Medicines Legislation and Clinical Governance in the B-Hive	1	1			60					34
2	E-Learning	Complete module 2 part 2 and 3 activities and competencies	2	1,2,3,4,5,6,7,8,9,10			120					35
2	E-Learning	Complete module 2 part 2 and 3 e-learning	12	1,2,3,4,5,6,7,8,9,10			720		11			36
2	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for Calculations in the B-Hive	1	1			60					37
2	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English		0					38
2	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths		0					39
2	Portfolio	Create a Personal Development Plan	1	7	A03	1	60					40
2	Portfolio	Create a personal self-checking protocol in line with company SOPs	1	1,5	A04	1	60					41
2	Portfolio	Complete dispensing validation logs	4	1,2	A05a	1	240					42
2	Portfolio	Complete prescription validation/observations assessment	0	1,2,3	A05b	2	0					43
2	Portfolio	End of period progress check by tutor	0		EPP#1	1	0					44
2	Virtual Classroom	Attend virtual classroom on calculations	1	1			60					45
2	Wellfare Review	Pastoral discussion with Buttercups Reviewer	0				0					46
2	Workplace Activity	Locating and reading the workplace SOPs on receiving prescriptions	0.25	1			15		12			47
2	Workplace Activity	Mapping out the journey of a prescription in your organisation from prescriber to patient, across a range of different types of NHS and private prescriptions	1	1,2,3			60					48
2	Workplace Activity	Observe the practice of the legal and clinical checks that prescriptions undertake	0.5	1,3			30					49
2	Workplace Activity	Learn how to receive, interpret and validate different types of prescriptions in line with workplace SOPs as a pharmacy technician. This should involve shadowing or being mentored on practices specific to your workplace	1	1			60		13			50
2	Workplace Activity	Learn how to deal appropriately with faxes, urgent orders and emergency supply requests. This should involve shadowing or being mentored on practices specific to your workplace	0.5	1,2,3			30		14			51
2	Workplace Activity	Learn how to use the PMR effectively to find a patient, label their medicines, correct/update their details and deal with a deceased patient	0.75	1			45		15			52
2	Workplace Activity	Be able to deal with interactions and warnings that may be flagged on the PMR system. This should involve shadowing or being mentored	0.5	1,2,3			30					53
2	Workplace Activity	Practising the labelling of medication for patients to ensure they meet legal requirements. This will involve shadowing and being mentored on practices specific to your workplace.	1.25	1			75		16			54
2	Workplace Activity	Complete manual handling and PPE training in the workplace	0.5	3,10			30		17			55
2	Workplace Activity	Learn how to demonstrate safe and hygienic dispensing and be able to safely deal with spillages	0.5	3,10			30		18			56
2	Workplace Activity	Researching the pharmacy resources that are available in the workplace, what they are used for, who can access them and how they may be used to support the dispensing process	1	1,3			60					57
2	Workplace Activity	Reading SOPs on dispensing practices in the workplace, including those for near misses and dispensing errors	0.25	8			15		19			58
2	Workplace Activity	Become familiar with different pharmaceutical stock forms in your workplace and the layout for their locations, including any special locations required to comply with storage conditions, including any automated supply (if available). This should involve shadowing	1	3			60		20			59
2	Workplace Activity	Learn to assemble prescriptions, including calculating quantities to supply, techniques for weights and measures, robotic supply(if relevant) and use of other equipment. This will involve shadowing and being mentored on practices specific to your workplace	1.75	3			105		21			60
2	Workplace Activity	Learn how to deal with any prescription issues that arise when validating or dispensing a prescription. This will involve shadowing and being mentored on practices specific to your workplace	1.5	1,3			90					61
3	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and reviews	0	7			0					62
3	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					63
3	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					64
3	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0					65
3	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for Dispensing in the B-Hive	1	1,3			60					66
3	E-Learning	Complete module 2 part 4 e-learning activities and competencies	6	1,2,3,4,5,6,7,8,9,10			360		22			67
3	E-Learning	Complete module 2 activities and competencies	2				120					68
3	E-Learning	Complete module 3 part 1 e-learning	10	1,2,3,4,5,6,7,8,9,10			600		23			69
3	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English		0					70
3	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths		0					71
3	Portfolio	Complete the risk assessment questions	1	1,3,10	A07	1	60					72
3	Portfolio	Draw a diagram of your workplace identifying Health and Safety points	1	3	A08	1	60					73
3	Portfolio	On passing the Dispensing MCQ test above, start the Health and Safety observations in the workplace	0	10	A09	2	0					74
3	Portfolio	Start observations on Health and Safety in the dispensing process	0	3,10	A10	2	0					75
3	Portfolio	Be observed handling hazardous substances safely	0	1,3,10	A11	2	0					76
3	Portfolio	Make suggestions for improvements for Health and Safety	1	3,10	A12	2	60					77
3	Portfolio	Be observed following manual handling requirements	0	3,10	A13	2	0					78
3	Portfolio	Using checking protocol from A04 create a dispensing portfolio	3	1,2,5,7	A14a	3	180					79
3	Portfolio	Using checking protocol from A04 create your dispensing logs to demonstrate accuracy in dispensing	3	1,2,5,7,8,10	A14b	3	180					80
3	Portfolio	Complete a reflective account based on communication skills when things may not have gone to plan in period 1-12	1	7	A15	10	60					81
3	Portfolio	WTS review of performance in Period 3 and upload to portfolio	0		PROREV#2 - APP	1	0					82
3	Workplace Activity	Following the pharmacy funding webinar, review your procedures for reimbursement for your services, be that claims to the NHS or charging a patient or department	1	3			60					83
3	Workplace Activity	Continue to learn to dispense all types of items, this month focusing on accuracy of dispensing using the self-checking protocol that you have designed. Make adjustments to your protocol if necessary to improve your performance	1.5	1,3			90					84
3	Workplace Activity	Read all SOPs relating to stock management and CDs	0.25	1,3			15		26			85
3	Workplace Activity	Spend time focusing on dispensing CD prescriptions, including learning about record keeping procedures and governance. This will involve shadowing and being mentored on practices specific to your workplace	1.5	1,3			90					86
3	Workplace Activity	Read the SOPs for the safe disposal of stock and patient returns. Have a colleague demonstrate the process for you then switch and ask them to observe you and provide feedback	0.5	3			30		27			87
3	Workplace Activity	Find out your workplace procedures for owing's on prescriptions and learn how to be able to deal with them confidently	0.5	3			30		30			88
3	Workplace Activity	Discover your workplace procedures and policies for safe sourcing and storage of medicines to ensure they remain fit for purpose	0.5	3			30					89
3	Workplace Activity	Experience ordering, receiving and maintaining stock. This will involve shadowing and being mentored on practices specific to your workplace	1	3			60		28			90
3	Workplace Activity	Find out about managing cost-effective stock control	0.5	3			30					91

Period	Activity Type	Activity	OTI hours	Duties	Portfolio Ref	Periods to Complete	OTI (mins)	Activity Released (Date)	Activity Complete	REF	Narrative for Change	Index to sort table back to its original state
3	Workplace Activity	Shadow staff dealing with stock recalls and find out how to claim credit	1	3			60				29	92
4	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					93
4	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					94
4	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					95
4	Buttercups led activities	Watch teaching videos in module 3 on clinical trials and preparation of medicines	1	1			60					96
4	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0					97
4	E-Learning	Complete module 3 part 2 e-learning	20	1,2,3,4,5,6,7,8,9,10			1200			24		98
4	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English		0					99
4	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths		0					100
4	Portfolio	Complete a CPD record in periods 4-6	1	7	A06	3	60					101
4	Portfolio	Complete scenarios on stock maintenance including FMD, risk management and cold chain supply	2	1,2,3,10	A17a	3	120					102
4	Portfolio	Observations of practice dealing with out of stock issues	0	1,3,5,6	A17b	3	0					103
4	Portfolio	Observations of practice dealing with ordering stock	0	1,3,10	A17c	3	0					104
4	Portfolio	Observations of practice dealing with disposing of medicines	0	1,3,10	A17d	3	0					105
4	Portfolio	Observations of practice issuing stock	0	1,3,10	A17e	3	0					106
4	Portfolio	End of period progress check by tutor	0		EPP#2	1	0					107
4	Virtual Classroom	Attend virtual classroom on pharmacokinetic calculations	1	1			60					108
4	Workplace Activity	Continue experience of assembling prescriptions utilising revised self-checking protocol. This will involve shadowing and being mentored on practices specific to your workplace	1	1			60					109
4	Workplace Activity	Under instruction and guidance, deal with a stock recall and claiming credit	0.5	3,8			30			31		110
4	Workplace Activity	Under instruction and guidance, complete an owing's audit	1.5	5			90					111
4	Workplace Activity	Read all SOPs relating to dealing with patients unable to take their medicines, making medicines within your organisation and sourcing unlicensed medicines	1	1,6			60					112
4	Workplace Activity	Shadow staff dealing with sourcing unlicensed and pharmaceutical specials	1	3			60					113
4	Workplace Activity	Find out the actions to be taken to deal with near misses and dispensing errors	0.5	1,8			30			32		114
5	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					115
5	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					116
5	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					117
5	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0					118
5	E-Learning	Complete module 3 activities and competencies	5	1,2,3,4,5,6,7,8,9,10			300					119
5	E-Learning	Complete module 3 part 2 e-learning	15	1,2,3,4,5,6,7,8,9,10			900			25		120
5	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for making of medicines in the B-Hive	1	1			60					121
5	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English		0					122
5	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths		0					123
5	Portfolio	Complete the making of medicines scenarios assessment	1.25	1	A18	1	75					124
5	Portfolio	WTS 6 monthly appraisal and review of learning objectives and upload to e-portfolio	0	7	APP 1	1	0					125
5	Virtual Classroom	Attend virtual classroom on quality of medicines and patient safety	1	1,8			60					126
5	Workplace Activity	Spend time focusing on dealing with patients unable to take their medicines as prescribed e.g. swallowing difficulties / allergies etc. This will involve shadowing and being mentored	1	2,6			60					127
5	Workplace Activity	Shadow staff dealing with clinical trials (if available)	3.5	1,3			210					128
5	Workplace Activity	Prepare for 6-monthly appraisal by gathering multisource feedback	0	7			0					129
6	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and 6 monthly review	0	7			0					130
6	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					131
6	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					132
6	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0					133
6	E-Learning	Complete module 4 part 1 e-learning	12	1,2,3,4,5,6,7,8,9,10			720			33		134
6	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English		0					135
6	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths		0					136
6	Portfolio	Plan and complete a peer discussion on equality and diversity in your workplace and how you avoid unconscious bias, by the end of period 12	1	7	A16	7	60					137
6	Portfolio	Research and prepare responses to a range of queries and be observed dealing with them. Occasion 1	2	1,2,6	A20a	9	120					138
6	Portfolio	Research and prepare responses to a range of queries and be observed dealing with them. Occasion 2	2	1,2,6	A20b	9	120					139
6	Portfolio	Research and prepare responses to a range of queries and be observed dealing with them. Occasion 3	2	1,2,6	A20c	9	120					140
6	Portfolio	Research and prepare responses to a range of queries and be observed dealing with them. Occasion 4	2	1,2,6	A20d	9	120					141
6	Portfolio	End of period progress check by tutor	0		EPP#3	1	0					142
6	Portfolio	Understanding Safeguarding Assessment	1	8	SG/DB	1	60					143
6	Wellfare Review	Pastoral discussion with Buttercups Reviewer	0				0					144
6	Workplace Activity	Complete workplace training on equality, diversity and inclusion	1	2			60					145
6	Workplace Activity	Shadow staff and discuss situations with colleagues on meeting the individual needs of patients including protected characteristics	1	2			60					146
6	Workplace Activity	Research the socioeconomic and cultural health needs of the local population	1	2,9			60			38		147
6	Workplace Activity	Utilise verbal communication skills with a range of people including colleagues, patients and other healthcare professionals. This should involve feedback and mentoring to improve your skills	1	2,6			60			35		148
6	Workplace Activity	Utilise written and telephone communication skills. This should involve feedback and mentoring to improve your skills	1	2,6			60			36		149
6	Workplace Activity	Shadow staff undertaking medication reviews to understand how communication works within a consultation	1	2,6			60					150
6	Workplace Activity	Draft a checklist for completing a person-centred consultation with a patient	0.5	2,6			30					151
6	Workplace Activity	Find out about dealing with complaints from service users within your workplace	0.5	3,8			30			37		152
6	Workplace Activity	Discuss professional decision making with a colleague and their experience of it. Make professional decisions when they arise and discuss the decision and reasoning with your colleagues	1.5	2,5			90					153
6	Workplace Activity	Review a recent complaints and discuss the handling of it with a senior colleague	1	3,5,8			60					154
7	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					155
7	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					156
7	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					157
7	E-Learning	Complete module 4 e-learning	12	1,2,3,4,5,6,7,8,9,10			720			34		158
7	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for person-centred care in the B-Hive	1	2			60					159
7	Portfolio	Create a CPD record in period 7-9	1	7	A19	3	60					160
7	Portfolio	Complete the Mock OSCE scenarios	1	1,2,6	A22	1	60					161
7	Portfolio	WTS review of performance in Period 7 and upload to portfolio	0		PROREV #3 - APP	1	0					162
7	Virtual Classroom	Attend virtual classroom on professional decision making	1	2,7			60					163
7	Workplace Activity	Demonstrate how and when to access workplace resources for information about a patient or their medication including consent and confidentiality. This will involve shadowing and being mentored	1	1,2,3,6			60					164
7	Workplace Activity	Find out about your workplace procedures for dealing with a patient in an emergency i.e. in a safeguarding situation. Whistleblowing or medical emergency	0.5	2,8,10			30					165
7	Workplace Activity	Learn how to use reliable resources to provide appropriate responses to queries from service users	1.5	5			90					166
7	Workplace Activity	Research public health messages in your workplace / local area. Discuss with staff how they are planned and involve yourself in a campaign	2	9			120			40		167
7	Workplace Activity	Read procedures on, and find out how, social media is used in your workplace	0.5	7			30					168
7	Workplace Activity	Learn how to gather information on Patient Medication Records (PMR) and other sources where necessary, and use information to optimise patient treatment and reduce waste	1	1,3			60			39		169
8	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					170
8	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					171
8	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					172
8	E-Learning	Complete module 5 e-learning	14	1,2,3,4,5,6,7,8,9,10			840			41		173
8	E-Learning	Watch expert patient video on chronic pain	1	2,6			60					174
8	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for musculoskeletal system in the B-Hive	1	1			60					175
8	Portfolio	Commence patient case study skills Patient 1	3	1,2,3,4,5,6,9,10	A23a	4	180					176
8	Portfolio	Commence patient case study skills Patient 2	3	1,2,3,4,5,6,9,10	A23b	4	180					177
8	Portfolio	Commence interactions assessment	1	1,2,6	A24a	9	60					178
8	Portfolio	Produce a report on ADHs and Interactions identified from A24a	5	1,5,7,9	A24b	9	360					179
8	Portfolio	End of period progress check by tutor	0		EPP#4	1	0					180
8	Virtual Classroom	Attend virtual classroom on drug action	1	1			60					181
8	Workplace Activity	Focus on prescriptions, medication and treatments for musculoskeletal diseases. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,6			90					182
8	Workplace Activity	Dispense a range of analgesics, sell OTC analgesics and find out about abuse and misuse and when to refer. This should involve shadowing and being mentored on practices specific to your workplace	1.5	3,6,8			90			42		183
8	Workplace Activity	Find out about the counselling and safety procedures for high risk drugs e.g. methotrexate	0.75	1,6,8			45					184
8	Workplace Activity	Find out about different CDs, their ordering, receiving, prescription requirements, register entries and running balances	1.5	1,3			90					185
8	Workplace Activity	Find out how to dispose of CDs including dealing with patient returns	0.75	1,3			45					186
8	Workplace Activity	Find out about the patient counselling requirements for CDs including issues with travelling or driving	0.75	1,2,3,6			45					187

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete	OTJ (mins)	Activity Released (Date)	Activity Complete	REF	Narrative for Change	Index to sort table back to its original state
8	Workplace Activity	Research health promotion advice for patients with regard to exercise and weight management to aid mobility	1.5	2,6			90					188
8	Workplace Activity	Visit a specialist services for managing chronic pain, such as a pain clinic	1.5	9			90					189
9	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and reviews	0	7			0					190
9	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					191
9	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					192
9	E-Learning	Complete module 6 e-learning	14	1,2,3,4,5,6,7,8,9,10			840			43		193
9	E-Learning	Watch expert patient video on living with chronic bowel disease	1	1,2			60					194
9	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for GI and renal system in the B-Hive	1	1			60					195
9	Portfolio	Commence patient communication assessment and reflection #1	1	1,2,6,7	A28	1	60					196
9	Portfolio	WTS review of performance in Period 9 and upload to portfolio	0		PROREV #4 - APP	1	0					197
9	Virtual Classroom	Attend virtual classroom on Acute Kidney injury	1	1,6			60					198
9	Workplace Activity	Read workplace SOPs on supplying appliances such as catheters and stomas etc.	0.5	3,9			30					199
9	Workplace Activity	Focus on prescriptions, medication and treatments for patients with gastrointestinal or renal disorders. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6,9			90					200
9	Workplace Activity	Learn how to check dose adjustments for patients with renal impairment	1.5	1,6,9			90					201
9	Workplace Activity	Find out about the supply of catheters and stomas	1	1,7,9			60					202
9	Workplace Activity	Supply OTC medicines for minor ailments (if appropriate) and find out how to deal with abusive / misuse. This should involve shadowing and being mentored on practices specific to your workplace	1	1,2,8			60			44		203
9	Workplace Activity	Research health promotion advice for patients concerning signs of bowel and prostate cancer	1.75	6,7,9,10			105					204
9	Workplace Activity	Research and understand the workplace procedures for handling sensitive information such as erectile dysfunction treatment	0.75	2,6			45					205
10	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					206
10	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					207
10	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					208
10	E-Learning	Complete module 7 e-learning	14	1,2,3,4,5,6,7,8,9,10			840			45		209
10	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for Cardiovascular system in the B-Hive	1	1,6			60					210
10	Portfolio	Complete a CPD entry in periods 10-11	1	7	A21	3	60					211
10	Portfolio	Complete OSCE on either Musculoskeletal, GI and Renal or Cardiovascular Systems	1	1,2,3,5,6,8,9	A26 - OSCE #1	1	60					212
10	Portfolio	End of period progress check by tutor	0		EPP#5	1	0					213
10	Virtual Classroom	Attend virtual classroom on medicines optimisation	1	1,6			60					214
10	Wellfare Review	Pastoral discussion with Buttercups Reviewer	0				0					215
10	Workplace Activity	Read workplace SOPs on blood pressure testing and cholesterol checks (if appropriate)	0.5	6,9			30					216
10	Workplace Activity	Focus on prescriptions, medication and treatments for patients with cardiovascular disease. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6			90					217
10	Workplace Activity	Practise patient counselling for medicines used to treat cardiovascular disease, including interactions. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6			90					218
10	Workplace Activity	Learn about, and where appropriate receive training on, services to identify cardiovascular risks such as blood pressure testing and cholesterol checks	1	9			60					219
10	Workplace Activity	Learn how to recognise patient safety issues for those on high risk medicines and how to monitor therapeutic levels. This may involve shadowing and being mentored on practices specific to your workplace	1.5	1,8,10			90					220
10	Workplace Activity	Research health promotion advice for patients to prevent cardiovascular disease	1.5	6			90					221
11	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					222
11	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					223
11	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					224
11	E-Learning	Complete module 8 learning	14	1,2,3,4,5,6,7,8,9,10			840			46		225
11	E-Learning	Watch teaching video on inhaler technique	1	6,7			60					226
11	E-Learning	Watch expert patient video on COPD	1	2,6			60					227
11	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for respiratory system in the B-Hive	1	1			60					228
11	Portfolio	Commence public health campaign assessment	2	1,2,4,6,7,9	A27	4	120					229
11	Portfolio	WTS 6 monthly appraisal and review of learning objectives and upload to e-portfolio	0	7	APP 2	1	0					230
11	Virtual Classroom	Attend virtual classroom on treatment guidelines	1	1,8			60					231
11	Workplace Activity	Prepare for 6-monthly appraisal by gathering multisource feedback	0	7			0					232
11	Workplace Activity	Read workplace SOPs on inhaler techniques, winter health and vaccinations (if appropriate)	0.5	6			30					233
11	Workplace Activity	Focus on prescriptions, medication and treatments for patients with respiratory disease. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6			90					234
11	Workplace Activity	Supply OTC medicines for colds and allergies (if appropriate) and find out about interactions of OTC medicines used in these treatments. This should involve shadowing and being mentored on practices specific to your workplace	1	1,6			60			47		235
11	Workplace Activity	Learn about and understand the different types of devices in inhalers and how they are used	2	1			120					236
11	Workplace Activity	Practise inhaler techniques and counselling of patients with inhalers. This should involve shadowing and being mentored on practices specific to your workplace	2	1,6			120					237
11	Workplace Activity	Learn how to provide health promotion advice for patients to support winter / summer health and vaccination schedules to support those patients susceptible to respiratory infections. This may involve shadowing and being mentored on practices specific to your workplace	1	2,6			60					238
11	Workplace Activity	Shadow staff providing medicines management and reviews of treatment for respiratory disorders for example asthma clinics	1	2,3,6			60					239
11	Workplace Activity	Learn how to supply nebulisers and oxygen to patients and understand the emergency supply procedures for patients with respiratory diseases. This may involve shadowing and being mentored on practices specific to your workplace	1	1,6,9			60					240
11	Workplace Activity	Practise providing advice to paediatric patients and their carers, including advice on anaphylaxis. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,10			90					241
12	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and 6 monthly review	0	7			0					242
12	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					243
12	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					244
12	E-Learning	Complete module 9 learning	14	1,2,3,4,5,6,7,8,9,10			840			48		245
12	E-Learning	Learn about and sign up to be a dementia friend	1	2,6			60					246
12	E-Learning	Watch expert patient video on depression	1	1,2			60					247
12	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for Central Nervous System in the B-Hive	1	1			60					248
12	Portfolio	End of period progress check by tutor	0		EPP#6	1	0					249
12	Virtual Classroom	Attend virtual classroom on safeguarding	1	1,2,6,8			60					250
12	Workplace Activity	Read workplace SOPs on safeguarding and dealing with vulnerable patients	0.5	6,8			30					251
12	Workplace Activity	Focus on prescriptions, medication and treatments for patients with Central Nervous System (CNS) conditions. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6			90					252
12	Workplace Activity	Learn how to deal with patients with mental health issues, including signposting. This should involve shadowing and being mentored on practices specific to your workplace	1.5	2,6,9			90					253
12	Workplace Activity	Practise safe processes for reducing the harm to patients when supplying CNS medicines. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,3,8			90					254
12	Workplace Activity	Learn how to provide health promotion advice for patients to support minor CNS illnesses such as migraine or nausea, understand when to refer. This may involve shadowing and being mentored on practices specific to your workplace	1.5	2,6			90					255
12	Workplace Activity	Shadow staff providing support to patients with addiction to substances	2	2,6,7			120					256
12	Workplace Activity	Learn about and understand mental health first aid in the workplace and be able to identify vulnerable patients / colleagues	2	2,10			120					257
12	Workplace Activity	Practise providing advice to support workers to assist with the care of patients. This should involve shadowing and being mentored on practices specific to your workplace	1.5	2,6			90					258
13	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					259
13	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					260
13	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					261
13	E-Learning	Complete module 10 learning	14	1,2,3,4,5,6,7,8,9,10			840			49		262
13	E-Learning	Watch expert patient video on Addison's disease and diabetes	1	1,2			60					263
13	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for Endocrine System in the B-Hive	1	1			60					264
13	Portfolio	Complete a CPD entry in periods 12-13	1	7	A25	3	60					265
13	Portfolio	Patient communication assessment and reflection #2	1	1,2,6,7	A29	1	60					266
13	Portfolio	Complete a reflective account on something that has not gone well in periods 12-20	1	7	A31	8	60					267
13	Portfolio	Complete OSCE on either respiratory, central nervous system or endocrine systems	1	1,2,3,5,6,8,10	A32 - OSCE #2	2	60					268
13	Portfolio	Complete a peer discussion	1	7	A34	8	60					269
13	Portfolio	Commence patient case study skills - Patient 3	3	1,2,3,4,5,6,9,10	A35a	6	180					270
13	Portfolio	Commence patient case study skills - Patient 4	3	1,2,3,4,5,6,9,10	A35b	6	180					271
13	Portfolio	WTS review of performance in Period 13 and upload to portfolio	0		PROREV #5 - APP	1	0					272
13	Portfolio	Watch welfare video and complete assessment	1	8	SG/D4	1	60					273
13	Virtual Classroom	Attend virtual classroom on steroids used as medicines	1	1,6			60					274
13	Workplace Activity	Read workplace SOPs on emergency hormonal contraception supply and patient counselling for steroids and diabetic medicines	0.5	1,3,6			30					275
13	Workplace Activity	Focus on prescriptions, medication and treatments for patients with endocrine conditions. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6			90					276
13	Workplace Activity	Dispense a range of anti-diabetic medicines and review process for reducing the risks to patients of incorrect supply / usage. This should involve shadowing and being mentored on practices specific to your workplace	3	1,5,6,8			180					277

Period	Activity Type	Activity	OTI hours	Duties	Portfolio Ref	Periods to Complete	OTI (mins)	Activity Released (Date)	Activity Complete	REF	Narrative for Change	Index to sort table back to its original state
13	Workplace Activity	Practise patient counselling on long-term endocrine disorders and patient monitoring of medications i.e. steroid cards / glucose monitoring. This should involve shadowing and being mentored on practices specific to your workplace	3	6,8			180					278
13	Workplace Activity	Research advice on the use of contraception, including emergency hormonal contraception and patient counselling on pessaries / vaginal aids	1.5	6			90					279
13	Workplace Activity	Shadow staff providing sexual health services and find out where to signpost patients	1.5	9			90					280
13	Workplace Activity	Learn about and understand which situations to apply to Gillick competency or Fraser guidelines	1	2			60					281
14	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7			0					282
14	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					283
14	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					284
14	E-Learning	Complete module 11 learning	14	1,2,3,4,5,6,7,8,9,10			840			50		285
14	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for infectious diseases in the B-Hive	1	1			60					286
14	Portfolio	Complete project on antimicrobial stewardship	3	1,2,3,4,5,6,7,9	A36 (ab)	3	180					287
14	Portfolio	End of period progress check by tutor	0		EPP#7	1	0					288
14	Virtual Classroom	Attend virtual classroom on patient safety with antimicrobials	1	1,2,6,9			60					289
14	Welfare Review	Pastoral discussion with Buttercups Reviewer	0				0					290
14	Workplace Activity	Read workplace SOPs on antibiotic prescribing policies	0.5	3,8			30					291
14	Workplace Activity	Focus on prescriptions, medication and treatments for patients with infections. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6			90					292
14	Workplace Activity	Dispense a range of antimicrobial medicines and understand the national and local guidelines for prescribing. This should involve shadowing and being mentored on practices specific to your workplace	3	1,9			180					293
14	Workplace Activity	Practise patient counselling for patients using antimicrobials. This should involve shadowing and being mentored on practices specific to your workplace	3	2,6			180					294
14	Workplace Activity	Learn about and demonstrate safe processes for maintaining the cold chain with items such as vaccines. This may involve shadowing and being mentored on practices specific to your workplace	1.5	3			90					295
14	Workplace Activity	Research and support public health campaigns and learn the action to take in the event of a pandemic	1.5	6,9			90					296
14	Workplace Activity	Learn about and understand the signs and symptoms of infections that warrant a referral	1	6,10			60					297
15	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and reviews	0	7			0					298
15	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					299
15	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					300
15	E-Learning	Complete module 12 learning, including Macmillan e-learning module	16	1,2,6,7,9,10			960			51		301
15	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for malignant disease in the B-Hive	1	1			60					302
15	Portfolio	WTS review of performance in Period 15 and upload to portfolio	0		PROREV #6 - APP	1	0					303
15	Virtual Classroom	Attend virtual classroom on new cancer treatments on the horizon	1	1,2,9			60					304
15	Workplace Activity	Read workplace SOPs on dealing with patients with malignant disease and safe handling of cytotoxic	0.5	3,6,8			30					305
15	Workplace Activity	Focus on prescriptions, medication and treatments for patients with malignant diseases. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6,9			90					306
15	Workplace Activity	Learn about and recognise palliative care prescriptions and how to support patients and their families. This may involve shadowing and being mentored on practices specific to your workplace	1.5	2,6			90					307
15	Workplace Activity	Practise patient counselling for patients on chemotherapy treatments and provide advice on how to manage their conditions. This should involve shadowing and being mentored on practices specific to your workplace	3	2,6			180					308
15	Workplace Activity	Research and become aware of the support groups and charities available to support patients with malignant diseases	1	2,9			60					309
15	Workplace Activity	Research and support public health campaigns, screening programmes and shelf-checks for early detection of cancers	2	6			120					310
15	Workplace Activity	Learn how to work confidentiality with the multidisciplinary team to support patients with malignant diseases. This should involve shadowing and being mentored on practices specific to your workplace	2.5	4			150					311
16	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					312
16	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					313
16	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					314
16	E-Learning	Complete module 13 learning	14	1,2,3,4,5,6,7,8,9,10			840			52		315
16	E-Learning	Watch expert patient videos on anxiety caused by visible conditions	1	1,2			60					316
16	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for sensory organs in the B-Hive	1	1			60					317
16	Portfolio	Complete a CPD entry in periods 16-18	1	7	A33	3	60					318
16	Portfolio	Complete OSCE on either Infections, Malignancy or Sensory Organs	1	1,2,3,6,10	A37	2	60					319
16	Portfolio	End of period progress check by tutor	0		EPP#8	1	0					320
16	Virtual Classroom	Attend virtual classroom on wound care and first aid	1	1,10			60					321
16	Workplace Activity	Read workplace SOPs on the use of medicines for the eye, ear, throat and nose and skin	0.5	3,6			30					322
16	Workplace Activity	Focus on understanding prescriptions, medication and treatments for patients with sensory organ conditions. This should involve shadowing and being mentored on practices specific to your workplace	1.5	1,2,6			90					323
16	Workplace Activity	Learn about and understand how to support patients with sensory impairments. This may involve shadowing and being mentored on practices specific to your workplace	1.5	2			90					324
16	Workplace Activity	Practise patient counselling for patients using eye, ear, throat or nasal medicines. This should involve shadowing and being mentored on practices specific to your workplace	3	2,6			180					325
16	Workplace Activity	Practise patient counselling and support to be given to patients with skin conditions. This should involve shadowing and being mentored on practices specific to your workplace	1.5	2,6			90					326
16	Workplace Activity	Shadow staff in specialist teams to support patients with sensory organ conditions	3	2,6			180					327
16	Workplace Activity	Prepare for 6-monthly appraisal by gathering multisource feedback	0	7			0					328
17	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					329
17	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					330
17	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					331
17	E-Learning	Complete any outstanding portfolio tasks	0	7			0					332
17	E-Learning	Complete additional learning required to achieve 70% or more in the test your learning section for First Aid	1	10			60					333
17	E-Learning	Complete module 14 learning	10	4,5,7,8			600			53		334
17	Portfolio	Patient communication assessment and reflection #3	1	1,2,6,7	A30	3	60					335
17	Portfolio	WTS 6 monthly appraisal and review of learning objectives and upload to e-portfolio	0	7	APP 3	1	0					336
17	Portfolio	Take part in safeguarding current affairs debate to continue learning on topic	1	8	SG/05	1	60					337
17	Virtual Classroom	Attend virtual classroom on clinical governance	1	3,5			60					338
17	Workplace Activity	Read workplace SOPs on audit and governance	0.5	3,5			30					339
18	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and 6 monthly review	0	7			0					340
18	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					341
18	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					342
18	Portfolio	Complete responding to a complaint/critical incident assessment	3	1,2,3,5,6,7,8,9	A38ab	1	180					343
18	Portfolio	Commence assessed audit on medicines safety culture	2	1,2,3,4,5,8,9	A40	3	120					344
18	Portfolio	End of period progress check by tutor	0		EPP#9	1	0					345
18	Welfare Review	Pastoral discussion with Buttercups Reviewer	0				0					346
18	Workplace Activity	Create and complete a pharmacy audit. This should involve feedback and mentoring to improve your skills as well as personal reflection for improvement	2	3,5			120					347
18	Workplace Activity	Apply clinical governance procedures to your everyday role. This should involve feedback and mentoring to improve your skills as well as personal reflection for improvement	2.5	3,5			150					348
18	Workplace Activity	Research and prepare to deliver a training session to your colleagues	1.5	4			90			54		349
18	Workplace Activity	Learn about and understand error management systems in your workplace and how to complete root cause analysis of errors	1	8			60					350
18	Workplace Activity	Shadow staff dealing with serious complaints	1.5	3,8			90			55		351
18	Workplace Activity	Demonstrate confidence to raise issues within the workplace. This should involve feedback and mentoring to improve your skills as well as personal reflection for improvement	1.5	2,7			90					352
19	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					353
19	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS		0					354
19	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge		0					355
19	E-Learning	Complete module 15 learning	10	4,5,7			600			56		356
19	Portfolio	Complete a CPD account in period 19-21	1	7	A39	3	60					357
19	Portfolio	Complete an professional decision making OSCE followed by a professional discussion on your performance with an EDU/ safeguarding/safe and legal supply of medicines issues	1	1,3,8	A41	2	60					358
19	Portfolio	Managing the workplace team for an agreed period of time (day / week etc)	4	1,2,3,5,7	A42	2	240					359
19	Portfolio	Complete Quality Improvement Plan report	2	5	A43	1	120					360
19	Portfolio	WTS review of performance in period 19 and upload to portfolio	0		PROREV #7 - APP	1	0					361
19	Virtual Classroom	Attend virtual classroom on GPhC Real Life Case Studies	1	5,7			60					362
19	Workplace Activity	Lead a team meeting. This should involve feedback and mentoring to improve your skills as well as personal reflection for improvement	1	4			60			59		363
19	Workplace Activity	Practise coaching skills. This should involve being mentored	1.5	4			60					364
19	Workplace Activity	Learn how to be able to deal with conflict between staff members	2	4,7			120					365
19	Workplace Activity	Provide feedback to a colleague. This should involve being mentored	0.5	4,7			30			57		366
19	Workplace Activity	Learn how to manage unplanned situations	2	4,5			120			58		367
20	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7			0					368

[illegible]

Occupational Duty Title	KSB reference	KSB Standard (from PTI Standard)
1 - Achieve the best possible outcome through a person's medicines by managing, ordering, receiving, maintaining and supplying medicines and other pharmaceutical products safely, legally and effectively, whilst meeting the regulatory standards	K1	How to ensure legal, regulatory and professional standards are maintained
	K2	Understand the limits of their accountability, authority and responsibility
	K3	Understand the science of pharmacy, basic pharmacological principles, actions and use of drugs
	K4	How to ensure the quality of ingredients to produce and supply safe and effective medicines and products
	S1	Recognise and work within their scope of practice and skills
	S2	Use relevant data and information to make effective decisions
	S3	Accurately retrieve and reconcile information about a person's medicines
	S4	Accurately assemble prescribed items
	S5	Issue prescribed items safely and effectively and take action to deal with discrepancies - carry out an accuracy check of dispensed medicines and products
	S6	Accurately perform pharmaceutical calculations to ensure the safety of people
	B1	Always act in a manner supportive of the regulatory standards
	B5	Value diversity and respect cultural differences - making sure that every person is treated fairly and with respect
2 - Provide person-centred health advice to all patients	K5	Understand the principles that underpin person-centred care
	K6	How to apply professional judgement in the best interests of people
	K7	How to communicate with patients, carers and colleagues using a wide range of options and channels focusing on delivering and improving pharmacy services
	K8	Understand the principles of information governance and confidentiality
	S7	Apply the principles of information governance and ensure person's confidentiality
	S8	Assess a person's present supply of medicines and order appropriate medicines and products
	S9	Receive requests for medicines, including prescriptions, and check for their validity, safety and clarity, taking action to deal with any problems with the person directly
	B4	Respect all individual's values and confidentiality
3 - Support the management of the day to day operation of the pharmacy, e.g. clinical governance, business operation and processes, including where appropriate the supervision of members of staff	K9	How to order, receive, maintain, supply and dispose of medicines and other pharmaceutical products safely, legally and effectively
	K10	How to apply safe working practices in line with health and safety legislation; know how to risk assess processes and manage outcomes
	K26	Understand how to effectively supervise other staff within the pharmacy
	S10	Demonstrate operational skills within their scope of practice
	S11	Provide a safe, effective and responsive pharmacy service
	S12	Take personal responsibility for the legal, safe and efficient supply of medicines
	S13	Apply the principles of governance to pharmacy operational processes
	S14	Ensure the confidentiality of patient data
	S32	Effectively supervise other members of the team
	B1	Always act in a manner supportive of the regulatory standards
	B2	Always act with integrity, openness, honesty, especially when things go wrong.
	K11	Know how to effectively deliver key pharmaceutical messages to healthcare team members
	S15	Communicate and work effectively with members of the multidisciplinary team
	K12	Understand the principles of audit and quality-improvement strategies, and how to implement recommendations effectively
4 - Provide training to pharmacy and the wider healthcare teams. e.g. for a new member of staff	K13	Understand the principles of risk management

5 - Maintain a quality service through auditing and evaluating the service and processes, and respond to feedback	K14	Understand the most appropriate ways to reflect and act on feedback or concerns, thinking about what can be done to prevent adverse incidents
	S16	Explain the impact of audit and evaluation on the quality of pharmacy operations and services
	S17	Engage others in the improvement of processes and systems
	S18	Effectively use systems to support the safe and effective supply of medicines
	B1	Always act in a manner supportive of the regulatory standards
	B2	Always act with integrity, openness, honesty, especially when things go wrong.
6 - Advise people, in a wide range of settings, on the safe and effective use of their medicines and devices	K15	Understand the importance of effective methods of communication to different audiences
	K16	Know how to manage a person's diverse needs and what is important to them
	K17	Know how to provide and promote advice on healthy lifestyles and initiatives, using available resources and evidence-based techniques
	K27	Understands how to effectively manage medicines
	S19	Listen to a person, understand their needs and interpret what matters to them
	S20	Give the person all relevant information and advice in a way they can understand, so they can make informed decisions about their health and wellbeing
	S21	Optimise a person's medicines to achieve the best possible outcomes
	S22	Obtain relevant information from people – including patients, carers and other healthcare professionals – and use it to optimise care appropriately
	S23	Adapt information and communication to meet the needs of particular audiences
	B4	Respect all individual's values and confidentiality
7 - Manage your own professional and personal development	K18	Understand how to effectively collaborate and work with colleagues and health care professionals
	K19	Understand the principles of revalidation
	K20	Understand the principles of revalidation
	S24	Check and review their own work and others work effectively
	S25	Suggest and implement personal goals and methods of improvement
	S26	Maintain CPD outcomes that meet with regulatory requirements
	B3	Be reliable, supportive and reflective
8 - Ensure patient safety, by promoting safe practices, and the effective use of systems	K21	Understand how to safeguard people, particularly children and vulnerable adults
	K22	Understand how to deal with complaints and errors, through effective use of established policies and procedures
	S27	Identify and respond effectively to errors and near misses
	S28	Ensure effective safeguards are in place particularly for children and vulnerable adults
9 - Provide specialist services in response to local and national needs and initiatives	B1	Always act in a manner supportive of the regulatory standards
	K23	Know how to work within any local, regional and national guidelines and policies
	S29	Prioritise time and resources effectively to achieve local and national objectives
10 - Respond appropriately to medical emergencies	K24	Know how to apply health and safety legislation in the workplace controls
	K25	Know how to respond appropriately to medical first aid emergencies
	S30	Respond to medical emergencies
	S31	Ensure that health and safety controls are embedded and working