



**MASTER OF PHARMACY**

**EXPERIENTIAL LEARNING PLACEMENT HANDBOOK 2021-22**

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**SCHOOL OF PHARMACY & LIFE SCIENCES**

## **Disclaimer**

Every effort has been made to ensure that the information in this handbook is correct at the time of going to press (January 2022). Robert Gordon University (RGU) reserves the right to make amendments to the information contained in this handbook as a result of unforeseen events or circumstances beyond RGU's control or if deemed reasonably necessary by RGU.

This handbook is deemed to be the definitive version of information for all Experiential Learning (EL) facilitators supporting EL placements on this taught programme of study.

In the event that amendments are made, RGU shall take reasonable steps to notify facilitators as soon as possible.

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## **Placement Handbook Introduction**

This handbook is designed to provide essential information about the Experiential Learning (EL) placements that are undertaken as part of the Master of Pharmacy Course at the Robert Gordon University. Every care has been taken to ensure the information contained within this handbook is accurate but there will inevitably be minor changes which occur and we shall keep you informed of any important changes.

## **The Professional Experiences (PE) Team**

The PE team at RGU leads strategic and operational developments and implementation of professional experiences, including EL placements, within the MPharm course at RGU. If you have any questions, then you can contact the PE team using the MPharm EL Placement Communication Pathway (Appendix 1)

## **Experiential Learning Placements Overview**

The purpose of EL placements is to enable student pharmacists to develop their skills and knowledge within the practice context and consolidate theoretical aspects of the course by experiencing the professional practice of pharmacy within Scotland. These experiences provide student pharmacists with opportunities to develop their clinical, decision-making and communication skills within a range of practice environments and to reflect on their own personal and professional development.

EL placements take place through all Stages of the MPharm course and in a range of practice settings. There are associated learning outcomes for each Stage of the MPharm course and it is anticipated that student pharmacists will achieve these learning outcomes by the end of each Stage of study. EL placements provide student pharmacists with opportunities to participate in the day to day business of the pharmacy team.

## **EL Placement Learning Outcomes**

Each Stage of the MPharm has associated learning outcomes for EL placements (Appendix II). In addition to learning outcomes, suggested learning opportunities or activities are available within a separate document on the NES website (link in your allocation email). These suggested learning activities are designed to support EL facilitators when planning for the EL placement within their workplace to help student pharmacists achieve the associated learning outcomes.

## **EL Placement Arrangements**

### **Allocation of EL Placement**

The PE Team allocates student pharmacists to their EL Placement site. This ensures that student pharmacists are matched to the most appropriate site and takes into consideration any disclosure of personal interest that the student pharmacist has made. To ensure the quality assurance of EL placement provision, student pharmacists are NOT permitted to organise their own EL placements.

### **Prior to Attending the EL Placement**

Each EL placement will be supported by pre-EL placement activities and these vary depending on the EL activity. Completion of all required pre-EL placement activities is verified by the PE team prior to the student pharmacist attending an EL placement.

### **During EL Placement**

Student pharmacists are expected to integrate within the team while on EL placement. Facilitators will guide the activities the student pharmacist undertakes during placement and ensure that activities align with the learning outcomes for the EL placement. Feedback from the EL Facilitator should encourage student pharmacists to reflect on all aspects of their EL placement to inform their learning needs. All student pharmacists attending a one week block EL placement will be required to obtain a testimonial from their EL facilitator (Appendix III). All student pharmacists are required to complete an EL Placement Attendance Record during each EL placement which must be signed by the EL Facilitator to confirm student pharmacist attendance (Appendix IV).

### **Post-EL Placement**

Stage 1 and 2 student pharmacists are encouraged to reflect on their EL placements and submit reflections for assessment in their relevant modules. Stage 3 and 4 student pharmacists are required to submit a Portfolio for assessment which will include evidence of attendance and completion of pre-placement activities, a testimonial from the EL facilitator and a range of other components, including written reflections.

### **Working Hours**

Student pharmacists are expected to attend EL placement for the hours stipulated in advance. In terms of expected working hours, student pharmacists should be on site for 8 hours each day during core hours (Monday to Friday 8am to 6pm), inclusive of 30 minutes to 1 hour for lunch/meal break, depending on local circumstances.

Please note, if expected working hours fall outside core hours of Monday to Friday 8am to 6pm or student pharmacists will be on site for less than 8 hours each day (inclusive of lunch/meal break) due to exceptional circumstances, you must contact [PharmExpLearning@rgu.ac.uk](mailto:PharmExpLearning@rgu.ac.uk) to have this agreed in advance with RGU.

## **EL Facilitator Responsibilities**

### **Pre-EL Placement**

- ensure that all EL facilitator training requirements are up to date
- complete appropriate Equality and Diversity training
- be familiar with the GPhC Guidance on Tutoring and Supervising Pharmacy Professionals in Training
- communicate with the University to confirm dates/times of EL placement
- confirm name and contact details of EL facilitator with the University
- ensure that if EL facilitator will not be present for any of the EL placement, that the University is aware of the alternative arrangements and contact details
- ensure the student pharmacist is supernumerary and not considered a replacement member of staff
- be familiar with the learning outcomes for the EL placement
- consider and plan how to support the student pharmacist to achieve learning outcomes within the workplace
- consider and plan how to support student pharmacist to undertake relevant tasks
- be aware of relevant Communication Pathway and how to raise matters related to EL placement with the University
- be aware of relevant contact details at RGU and University of Strathclyde
- be aware of contact details for NES team

### **During EL Placement**

- create a positive learning environment for the student pharmacist
- facilitate the student pharmacist's integration within the pharmacy team
- support the student pharmacist to achieve learning outcomes within the workplace
- support student pharmacist to undertake relevant tasks
- provide constructive feedback to student pharmacist throughout the EL placement
- provide a testimonial for the student pharmacist (for all one week EL placement blocks)
- report absences or matters related to EL placement via the Communication Pathway

### **Post EL Placement**

- Complete feedback via Questback at the end of each Academic Term regarding EL organisation, processes and communication

## **Student Pharmacist Responsibilities**

### **Criminal Record Checks**

All student pharmacists from RGU are required to apply for membership of the Protecting Vulnerable Groups (PVG) scheme on entry to the MPharm Course. All student pharmacist PVG certificates have been reviewed and the PE team can confirm that there are no fitness to practise matters outstanding for any student pharmacist scheduled to attend any EL placements. Student pharmacists have a professional responsibility to inform the Course Leader of any changes to their criminal record profile, any matters that may impact on their fitness to practise or any contact with a police department that arise after the PVG check on entry to the course. As the sponsoring organisation, RGU School of Pharmacy and Life Sciences will also be informed of any update to a student pharmacist's PVG membership.

### **Pre-EL Placement**

All student pharmacists read and agree to the MPharm Standards of Behaviour – EL Placements (Appendix V) and Social Media Guide for Student Pharmacists (Appendix VI). All student pharmacists must complete pre-EL placement activities and this will be verified by the PE team prior to the student pharmacist attending placement as discussed earlier in the handbook.

### **During EL Placement**

All student pharmacists must present to EL Placement with approved photographic identification (RGU matriculation card), a RGU Pharmacy Student Lanyard and a RGU Student Pharmacist magnetic badge. During the EL placement, the magnetic badge must be displayed at all times. Student pharmacists must adhere to the PALS Pharmacy Dress Code Guidance (Appendix VII) at all times during their EL placement. Student pharmacists must complete the EL Placement Attendance Record (Appendix IV) and the facilitator must sign this to confirm the details prior to leaving the EL placement. Student pharmacists are required to submit the Attendance Record within five days of completing their EL placement.

### **Post-EL Placement**

Student pharmacists are required to submit a short feedback questionnaire to give details on their attendance and feedback on their EL placement. This feedback is important as the PE team use all feedback to inform the development of EL placements. Completion of this questionnaire also feeds into NES Quality Management and Finance processes and non-completion may lead to delays in ACTp contribution payments.



## **EL Placement Governance**

### **Induction**

EL Facilitators should ensure that appropriate induction is delivered at the beginning of any EL placement. Appendix VIII provides a suggested EL Placement Induction Checklist that should be completed.

### **EL Placement Risk Assessment**

EL Placement Risk Assessments are completed at the organisation level at the point of expression of interest to NHS Education for Scotland for RGU EL placements as part of the National Coordination process. A copy of the EL Placement Risk Assessment is provided for reference only in Appendix IX. If an EL placement requires student pharmacist Occupational Health Clearance, then this MUST be raised during the risk assessment.

### **EL Placement Feedback**

For all one week EL placement blocks, EL Facilitators are required to complete a Testimonial Form (Appendix III) for their student pharmacist to provide them with feedback on their EL placement. Towards the end of each Academic Term, you will also be requested to complete a short feedback questionnaire about EL organisation, processes and communication more widely. This feedback is important as the PE team use it to inform the development of future EL placements.

### **Equality and Diversity**

The University is committed to the active promotion of equality across its functions and to addressing issues of discriminatory practice towards students, staff and external stakeholders. Further information on this is available at <https://www.rgu.ac.uk/about/governance/equality-diversity>. If you have any comments regarding discrimination, please contact the Placement Officer as per the Communication Pathway (Appendix I).

### **Additional Support Needs**

Student pharmacists who have additional needs such as dyslexia or medical conditions that may affect them on EL placement are encouraged to disclose this to the Placement Officer at RGU. If applicable, reasonable adjustments can be put in place to facilitate the best learning experience for the student pharmacist and the PE team would be in touch with you prior to the EL placement to confirm such arrangements.

### **Complaints Handling Procedure**

Regulation A3 in the University Academic Regulations applies to any EL placement period in the same way as any other activity in connection with study at the University.

Student pharmacists are advised to familiarise themselves with both the Academic Quality

Handbook and Academic Regulations, both of which can be accessed on the Intranet.

### **[Academic Quality Handbook](#)**

### **[Academic Regulations](#)**

The University has a complaints procedure which can be accessed at:

**[www.rgu.ac.uk/complaints](http://www.rgu.ac.uk/complaints)**

In the first instance any concerns or complaints regarding any EL Placement should be communicated to the Placement Officer as per the Communication Pathway (Appendix I). Alternatively, complaints can also be addressed to Professor Donald Cairns, Head of School Pharmacy and Life Sciences, Robert Gordon University (E-mail: **[d.cairns@rgu.ac.uk](mailto:d.cairns@rgu.ac.uk)**).

## **Attendance Requirements**

The attendance of every student pharmacist at EL placement activities is monitored by the PE team for a number of reasons including:

- i. Issues Pertaining to Fitness to Practice and Effective Engagement with the MPharm Course
- ii. UK VI Policy for Students studying on Tier 4 Visa

Attendance at all EL placements is mandatory for all student pharmacists regardless of their visa status. If a student pharmacist misses an EL placement, they are required to follow the relevant Absence Policy.

## **Reporting Facilitator Absence**

On the occasion of an EL Facilitator being absent from a scheduled EL Placement, this must be reported to the University using the MPharm EL Placement Communication Pathway (Appendix I) for approval of alternative arrangements.

## **Reporting Student Pharmacist Absence**

Student pharmacists must report any absence from EL placement as per the relevant Absence Policy to both the EL site and the University.

## **Experiential Learning Facilitator– Enforced Student Pharmacist Absence**

In the event that an EL facilitator deems a student pharmacist unfit to participate in their EL placement, then the EL Facilitator– Enforced Student Pharmacist Absence Form (Appendix X) must be completed and returned to the Placement Officer. This would include late attendance (not pre-approved), illness, absence of required identification, not adhering to the PALS Pharmacy Dress Code Guidance (this list is not exhaustive).

## **Any Other Matters Related to EL Placement**

For any other matters related to EL placement, please use the MPharm EL Placement Communication Pathway (Appendix I).

## **Whistleblowing**

Whistleblowing is defined in the Standards as when a person 'raises a concern that relates to speaking up, in the public interest, about an NHS service, where an act or omission has created, or may create, a risk of harm or wrong-doing'.

Student pharmacists have been signposted to raise any concerns they have regarding a wrongdoing, patient safety and/or malpractice during any EL placement via the relevant Whistleblowing policy. They have been asked to familiarise themselves with the following Whistleblowing policies before their EL placement:

- NHS Scotland: <https://workforce.nhs.scot/policies/whistleblowing-policy/>
- RGU: <https://www.rgu.ac.uk/whistleblowing>

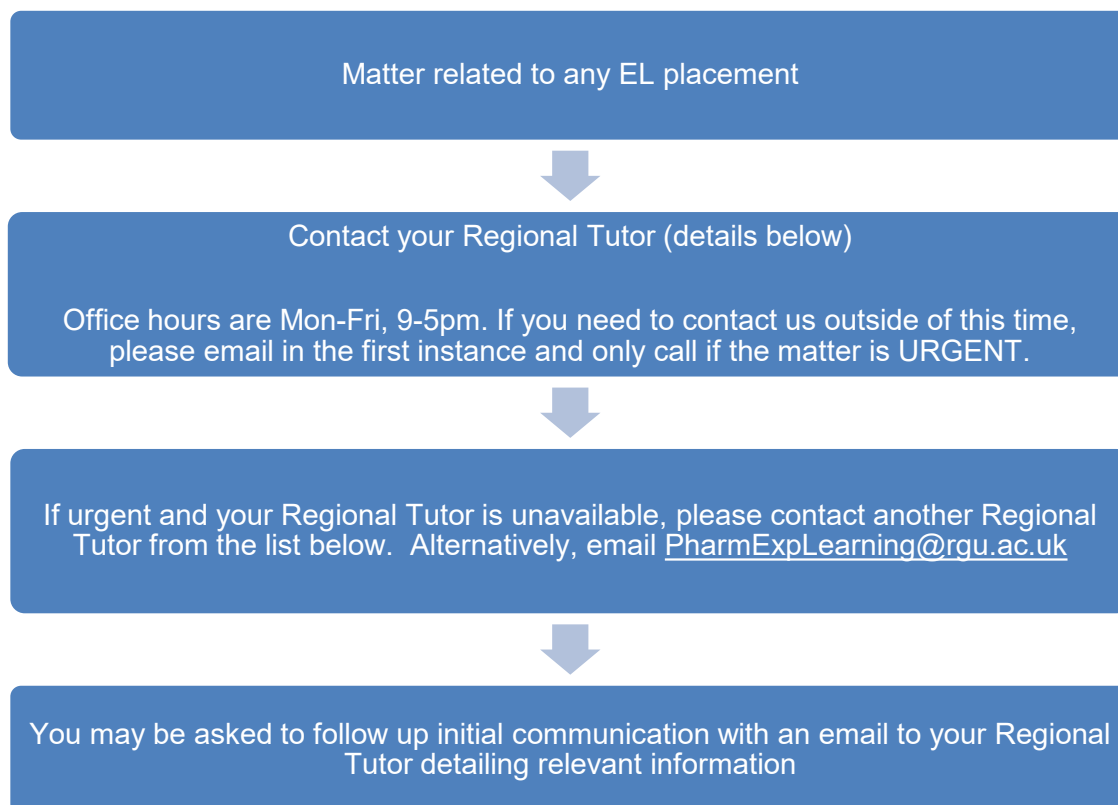
For any other matters or concerns related to EL placements, they have been advised to use the MPharm EL Placement Communication Pathway (Appendix I).

## **Appendix I: MPharm Experiential Learning (EL) Placement Communication Pathway**

## MPharm Experiential Learning (EL) Placement Communication Pathway

This pathway is for use by EL placement facilitators, University staff and student pharmacists. The purpose of the pathway is to provide you with clear instructions on who you should contact about any matters related to RGU EL placements.

After contact is made using the Communication Pathway, a member of the Professional Experiences Team may wish to explore this with you to determine whether any further action is required. All communications will be recorded and where necessary, a written report will be submitted to the MPharm Placement Officer. Information may be shared with the MPharm Course Leader and Professional Experiences Team as appropriate.



Key contact details		
Name	Role	Phone/email
Amy Arnold	Regional Tutor: <b>North Region (West) interim</b> NHS Highland, Orkney, Shetland & Western Isles	07384 877779 / 01224 262811 <a href="mailto:a.arnold1@rgu.ac.uk">a.arnold1@rgu.ac.uk</a>
Craig McDonald	Regional Tutor: <b>North Region (East) interim</b> NHS Grampian & Tayside	07734 773394 / 01224 262531 <a href="mailto:c.a.mcdonald3@rgu.ac.uk">c.a.mcdonald3@rgu.ac.uk</a>
Aly Brown	Regional Tutor: <b>West Region</b> NHS AAA, D&G, GGC, Golden Jubilee, Lanarkshire, Forth Valley	07966 284238 <a href="mailto:alyson.brown@rgu.ac.uk">alyson.brown@rgu.ac.uk</a>
Gillian Robertson	Regional Tutor: <b>East Region</b> NHS Lothian, Borders & Fife	07734 773426 / 0131 537 1003 <a href="mailto:g.robertson36@rgu.ac.uk">g.robertson36@rgu.ac.uk</a>
Amy Arnold	MPharm Placement Officer	07384 877779 / 01224 262811 <a href="mailto:a.arnold1@rgu.ac.uk">a.arnold1@rgu.ac.uk</a>
Brian Addison	MPharm Course Leader	01224 262534 <a href="mailto:b.addison@rgu.ac.uk">b.addison@rgu.ac.uk</a>
Nicky Spalding	MPharm Placement Administrator	01224 262671 <a href="mailto:PharmExpLearning@rgu.ac.uk">PharmExpLearning@rgu.ac.uk</a>

**Appendix II: Learning Outcomes**

## **RGU EL Placement Learning Outcomes**

### **Stage 1**

1. Develop an awareness of the role of pharmacy in patient care
2. Develop an awareness of pharmacy processes and related record keeping
3. Develop an awareness of the pharmacy team and relevant multidisciplinary teams
4. Demonstrate appropriate professional behaviours and communication skills

### **Stage 2**

1. Understand pharmacy processes and related record keeping
2. Undertake pharmacy calculations in practice
3. Develop an awareness of the pharmacy team and relevant multidisciplinary teams
4. Demonstrate appropriate professional behaviours and communication skills

### **Stage 3**

1. Appreciate the role of evidence-based practice in the care of individual patients
2. Understand the use of clinical and pharmaceutical skills in the care of patients
3. Develop an awareness of the role of the pharmacist in the practice environment you are placed
4. Demonstrate appropriate professional behaviours and communication skills

### **Stage 4**

1. Integrate an understanding of pathophysiology, pharmacology and therapeutics in the production of pharmaceutical care plans
2. Document, justify and implement evidence based pharmaceutical care plans for individual patients with multiple problems
3. Critically evaluate information to inform and justify the rational selection of medicines for individual patients
4. Demonstrate appropriate professional behaviours and communication skills

## **Appendix III: Experiential Learning Testimonial**



## Experiential Learning Testimonial

This form must be completed by both the student pharmacist and the EL Facilitator during the one week EL placement block in semester 2.

<b>Student Pharmacist Name</b>	
<b>Student Pharmacist Matriculation Number</b>	
<b>EL facilitator name</b>	
<b>EL site address</b>	
<b>EL Facilitator testimonial</b> You should comment on the performance of the student pharmacist during their EL placement. This may include their integration with the team, their knowledge and skills and their professional communication.	
<b>Signed (EL facilitator)</b>	
<b>Date (EL Facilitator)</b>	

**Student Pharmacist Reflection**

You should reflect and comment on the testimonial that the EL facilitator has provided you with. You may wish to consider how you will use this testimonial to plan future learning opportunities.

**Signed (Student Pharmacist)**

**Date (Student Pharmacist)**

**Appendix IV: Experiential Learning Placement Attendance  
Record**

## Experiential Learning Placement Attendance Record

For each EL placement that you attend, you must print a copy of this Attendance Record for you and your EL facilitator to complete. You must upload a scanned copy of this to the relevant EL Placement Attendance Dropbox on CampusMoodle within FIVE DAYS of your EL placement. You must retain a copy of each Attendance Record for submission as part of your portfolio.

<b>Student Pharmacist Name</b>				
<b>Student Pharmacist Matriculation Number</b>				
<b>EL facilitator name</b>				
<b>EL site address</b>				
<b>Date</b>	<b>Time of arrival</b>	<b>Time of departure</b>	<b>Signed (Facilitator)</b>	<b>Signed (student pharmacist)</b>

**Please report any absences immediately using the MPharm Professional Experiences Absence Policy.**

## **Appendix V: MPharm Standards of Behaviour – Experiential Learning Placements**

## **MPharm Standards of Behaviour – Experiential Learning Placements**

While you are on experiential learning (EL) placement as a student pharmacist from RGU you will not only be representing yourself as a future pharmacist but you will also be representing Robert Gordon University. Having agreed to host these EL placements the pharmacist facilitators expect all student pharmacists to behave in a professional manner being courteous to all members of staff and patients/service users. Your behaviour during an EL placement is also important in securing future placements and employment.

You must read, agree and adhere to the following standards at all times during EL placements:

- You must adhere to the GPhC Standards for Pharmacy Professionals at all times  
([https://www.pharmacyregulation.org/sites/default/files/standards\\_for\\_pharmacy\\_professionals\\_may\\_2017\\_0.pdf](https://www.pharmacyregulation.org/sites/default/files/standards_for_pharmacy_professionals_may_2017_0.pdf))
- You must adhere to the PALS Pharmacy Dress Code Guidance for all EL placements.
- You must bring your RGU matriculation card and display this for the duration of the placement in your RGU Pharmacy Student lanyard (this identifies you as a RGU student pharmacist who is authorised to be on EL placement and without it you will not be allowed to attend the EL placement).
- You must wear your RGU student pharmacist magnetic badge at all times during your EL placement.
- You must arrive at your EL placement at the time stated. Allow enough travel time to make sure you arrive on time (transport may be slower than normal at peak times).
- You should not take unnecessary materials or valuables with you as there may not be anywhere to safely store such items.
- You must adhere to organisation-specific requirements.
- You should only consume food (including chewing gum) and drinks in designated areas.
- Mobile phones should not be used and should always be switched off while on placement premises.
- You must not attend the placement if you have been drinking alcohol or are hungover – you will be asked to leave the placement immediately and a report raised with the MPharm Placement Officer.
- Smoking or use of e-cigarettes are not allowed on or around the premises (as specified by the organisation concerned).
- You must always behave in a professional manner.

- You must respect the patients'/service users' right to privacy and if a patient/service user does not want you present while they speak to the pharmacist please accept this and move on to another activity.
- You must report any absences in accordance with the MPharm Professional Experiences Absence Policy
- You must treat all information (whether about patients/service users or the organisation) you receive as confidential. You must ensure that you do not record any patient/service user details. It is a criminal offence under the Data Protection Act to divulge any information on patient records.
- You should always be polite and courteous to service users, patients and staff.
- You must not impersonate a pharmacist or member of pharmacy support staff.
- You must not get in the way or hinder staff who are trying to get on with their work.
- You must always observe safe working practice, taking care of yourself and others.
- You should be familiar with procedures in the event of a fire or emergency.
- If you are involved in an accident you must report it immediately to the pharmacist in charge and also report this to the MPharm Placement Officer as soon as is possible.

I agree to adhere to Standards of Behaviour above.

Signed(Student Pharmacist):.....

Name (Student Pharmacist)..... Date.....

## **Appendix VI: Social Media Guide for Student Pharmacists**



## Social Media Guide for Student Pharmacists

### Scope

This guide is a reminder of your responsibilities for using social media appropriately as a student pharmacist and refers to all social media and online platforms. First and foremost, you are required to adhere to the GPhC guidance document [Demonstrating professionalism online](#) which should be read in conjunction with the [Standards for Pharmacy Professionals](#). You may also find other social media guidance documents helpful, such as RPS Social Media Toolkit or RGU Right Click Reloaded. It is important to consider and fully understand your responsibilities online as a student pharmacist and as an RGU student.

### Guidance Principles

These apply to your use of social media as a student pharmacist. You should be aware that there is no distinction between your personal and professional use of social media. As a student pharmacist, your online behaviours should at all times remain appropriate.

- You should adhere to all relevant regulatory, professional and organisational guidance for the use of social media.
- Information created online can remain available for a long period of time and caution should be used in posting content, including images.
- You should refrain from posting content that is defamatory, pornographic, harassing or libellous in nature.
- You must not share any information which is considered confidential or which may be business sensitive. This may not always be immediately obvious eg a prescriber code or name of a hospital or GP surgery, or an invoice from a business and care should be taken to ensure that any information shared does not breach confidentiality.
- You must not share information relating to patients.
- You must have appropriate permission in place to share any information from an EL placement site.
- You must not share any ID badges or staff badges with company or NHS Board information visible.
- Your use of social media should not interfere with your responsibilities either in class or on EL placement.
- You should not share photographs or information about students, staff, patients or placement facilitators without permission.
- Whilst many social media platforms provide the option for 'private' conversations to take place, care should be exercised as due to the online nature of such platforms, content is never guaranteed to be fully private.

**Appendix VII: PALS Pharmacy Dress Code Guidance**



**ROBERT GORDON**  
**UNIVERSITY ABERDEEN**

# PALS PHARMACY DRESS CODE GUIDANCE

## **PALS Pharmacy Dress Code Guidance**

This Dress Code Guidance applies to all Professional Experiences. It is not exhaustive but provides a guide for you to follow. Professional Experiences includes the following:

- EL placements in the hospital setting
- EL placements in the community pharmacy setting
- EL placements in sheltered housing
- simulated environments (including N501 and the Clinical Skills Centre)
- any situation where you will encounter patients (including simulated patients)
- any other EL placement

Information specific to the hospital and community pharmacy settings is provided in this document, and where additional information is required, this will be emailed to you by the Placement Officer prior to your EL placement.

If you are unable to comply with this Dress Code Guidance you **MUST** inform the Placement Officer as soon as possible, but prior to any Professional Experience. Adjustments will be accommodated whenever possible.

### **Contacts**

#### **MPharm Placement Officer:**

Dr Amy Arnold  
a.arnold1@rgu.ac.uk  
01224 262811

#### **MPharm Course Leader:**

Dr Brian Addison  
b.addison@rgu.ac.uk  
01224 262534

#### **School Office contact:**

Nicky Spalding  
PharmExpLearning@rgu.ac.uk  
01224 262671

## **General Information**

Student pharmacists are expected to present themselves in a manner appropriate to working in a professional pharmacy environment.

For ALL EL placements and professional experiences:

- photo ID badges must be presented in a RGU Pharmacy Student lanyard to confirm identification (please note these may have to be removed during an EL placement depending on setting requirements)
- RGU Student Pharmacist magnetic badges must be worn
- all clothes must be suitable for work - clean, pressed and in good repair

Personal hygiene

- high standards of personal cleanliness must be observed
- sores, cuts and grazes must be covered with a clean dressing or plaster

## **Dress Code Guidance – General Information**

The following is guidance on acceptable professional dress. There may also be setting-specific information which is appropriate. If further information is required in addition to what is provided in this document, this will be communicated to you by the Placement Officer.

The following are considered appropriate options for Professional Experiences:

- smart blouse / shirt / top
- smart trousers
- skirt / dress - should be of an appropriate length
- tie – appropriate to the professional environment

The following would NOT be considered appropriate options:

- tops that are revealing and/or have thin straps
- denim jeans, jeggings, shorts, very short skirts,
- clothing which exposes the midriff or underwear

## **Dress Code Guidance – Setting Specific Information**

### **Hospital Setting**

#### **Compliance with Hand Hygiene Protocol**

- sleeves will be either short,  $\frac{3}{4}$  length or rolled up away from the wrists to enable effective hand decontamination to be carried out and reduce risk of cross infection
- fingernails should be kept short and clean. False fingernails including gel nails are not appropriate. Nail varnish must not be worn
- rings with stones, ridges, sharp edges or crevices must not be worn. A plain, smooth 'wedding' band is acceptable
- wrist watches must not be worn

#### **Other Key Points**

- ties should not be worn
- hair must be clean, neat and tidy, longer hair must be clipped back from the face and tied up off the collar at all times in clinical areas
- head wear must be clean and must not obscure the face while delivering patient care. Headscarves will be worn in a way which avoids contact with patients and their immediate surroundings
- make up should be minimal
- jewellery will be kept to minimum. Necklaces and long dangling earrings should not be worn. A maximum of one pair of stud earrings can be worn.
- soft soled, closed toe shoes must be worn to protect against spillage or sharps

### **Community setting**

#### **Footwear**

- enclosed footwear must be worn - trainers, flip-flops or similar are not permitted
- high-heeled shoes may pose a health and safety risk and are not appropriate for the professional environment

### **Industrial setting**

- enclosed footwear must be worn with low heels to provide suitable protection for toes
- protective clothing and/or glasses may be provided and should be worn before entry is allowed into specific areas.
- jewellery, cosmetics or personal care products are not permitted in CleanRoom areas

**Appendix VIII: EL Placement Induction Checklist**

## EL Placement Induction Checklist

Suggested Task	Complete
Introduction to workplace and tour of site	
Introduction to experiential learning facilitator and staff	
Timekeeping	
Tea/meal breaks and facilities	
General health and safety, including handling sharps	
Dealing with hazardous materials	
Fire alarm system explained	
Escape routes and assembly points identified	
Action to be taken on discovering fire	
Location and use of fire-fighting equipment	
Smoking policy explained	
First aid and facilities	
Reporting of accident and safety issues	
Hand washing and general hygiene	
Confidentiality and sensitivity of patient information	
Dealing with threatening and/or violent behaviour	

I have received information, instruction and advice on the areas detailed above.

I understand the health and safety and governance issues concerning my experiential learning and will, as far as is reasonably practicable, ensure that the procedures and practices are followed in accordance with the specifications. I am aware of and agree to abide by the Health and Safety Regulations of the host organisation and the governance procedures.

Signed (Student Pharmacist) & Date	
Name (Student Pharmacist)	
Signed (EL Facilitator) & Date	
Name (EL Facilitator)	



**Appendix IX: EL Placement Risk Assessment**

## Experiential Learning Placement Risk Assessment

Completed at the organisation level alongside Expression of Interest to NHS Education for Scotland for RGU EL placements via National Coordination Process.

<b>Organisation name</b>	
<b>Details of area(s) of practice for proposed EL Placement</b>	

Please confirm the following:

	Yes	No	Comment
Your organisation has appropriate Public Liability cover in place			
The EL facilitator supporting the proposed EL placement will have appropriate indemnity cover in place (eg organisational or personal)			
The EL placement site(s) is/are covered under Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) insurance			
<p>There is a specific requirement for the student pharmacist to undergo Occupational Health (OH) clearance for the proposed EL placement you have detailed in the EOI.</p> <p>N.B. ALL student pharmacists will be assessed by OH with regards to risk of exposure to COVID-19 and student pharmacists will be matched to EL placements according to their individual risk. Please only answer YES to this question if there is an additional requirement for OH screening beyond this.</p>			

If you have answered yes to the previous question, please provide details for the OH clearance arrangements i.e. RGU OH referral required or dealt with directly by the NHS Board for the proposed EL placement. Please also note specifically whether TB screening/vaccination and/or Hep B screening/vaccination is/are required for this proposed EL placement and if so, please justify why they are required:

Please confirm the following:

	Yes	No	Comment
Your organisation will facilitate physical distancing at ALL times OR will provide student pharmacists with PPE as per Government guidance			

Please confirm if the EL Placement will involve working with or will involve significant exposure to the following:

	Yes	No	Comment
Exposure to blood / body fluids			
Immuno-compromised patients			
Moving and handling of patients			
"Wet Work" (washing hands >20 times per day <b>or</b> works routinely for 2 or more hours per day with their hands in a wet environment)			
Skin exposure to Hazardous substances (e.g. solvents / detergents / chemicals)			
Respiratory Sensitisers			
Night work			
Exposure to challenging, aggressive or violent behaviours			
Clinical waste			
Height (e.g. using step ladders / ladders / roof work)			
Ionising Radiation			
Office based hazards – eg Display Screen Equipment (e.g. computers/laptops/tablets) or please specify			
Workplace stress			
Other – please specify			

## **Appendix X: Experiential Learning Facilitator– Enforced Student Pharmacist Absence**

## Experiential Learning Facilitator– Enforced Student Pharmacist Absence Form

This form must be completed by the EL Facilitator if they have enforced the absence of a student pharmacist from an EL placement.

<b>Student pharmacist name</b>	
<b>EL facilitator name</b>	
<b>EL site address</b>	
<b>Date &amp; Time</b>	
<b>Reason for enforced absence (please check the box which applies)</b>	<input type="checkbox"/> Health/illness related reason <input type="checkbox"/> Issue related to professional dress (including student pharmacist presentation without all three of the following: student ID badge, Pharmacy student lanyard, magnetic student pharmacist badge) <input type="checkbox"/> Issue related to professional behavior <input type="checkbox"/> Other
<p><b>Please document further details below to justify reason(s) for EL facilitator enforced absence. N.B. this form will be used by the student pharmacist supporting evidence of their absence from EL placement as attendance at EL placement is mandatory and contributes to assessment for the MPharm course.</b></p>	
<b>Signed (EL facilitator)</b>	
<b>Date (EL Facilitator)</b>	

N.B. All completed forms must be emailed to the MPharm Placement Officer:

[a.arnold1@rgu.ac.uk](mailto:a.arnold1@rgu.ac.uk). They will be reviewed and then passed onto the student pharmacist.