



MASTER OF PHARMACY

EXPERIENTIAL LEARNING PLACEMENT HANDBOOK 2020-21

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 (September 2020). 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 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.

Table of Contents

<i>Placement Handbook Introduction</i>	1
The Professional Experiences (PE) Team	1
Experiential Learning Placements Overview.....	1
EL Placement Learning Outcomes	1
<i>EL Placement Arrangements</i>	2
Allocation of EL Placement	2
Prior to Attending the EL Placement	2
During EL Placement	2
Post-EL Placement	2
Working Hours	2
<i>EL Facilitator Responsibilities</i>	3
Pre-EL Placement.....	3
During EL Placement	3
Post EL Placement	3
<i>Student Pharmacist Responsibilities</i>	4
Criminal Record Checks.....	4
Pre-EL Placement.....	4
During EL Placement	4
Post-EL Placement	4
<i>EL Placement Governance</i>	5
Induction.....	5
EL Placement Risk Assessment	5
EL Placement Feedback.....	5
Equality and Diversity	5
Additional Support Needs	5
Complaints Handling Procedure	5

Attendance Requirements	6
Reporting Facilitator Absence.....	6
Reporting Student Pharmacist Absence	6
Experiential Learning Facilitator– Enforced Student Pharmacist Absence	6
Any Other Matters Related to EL Placement	6
<i>Appendix I: MPharm Experiential Learning (EL) Placement Communication Pathway</i>	<i>7</i>
<i>Appendix II: Learning Outcomes.....</i>	<i>9</i>
<i>Appendix III: Experiential Learning Testimonial</i>	<i>11</i>
<i>Appendix IV: Experiential Learning Placement Attendance Record</i>	<i>14</i>
<i>Appendix V: MPharm Standards of Behaviour – Experiential Learning Placements</i>	<i>16</i>
<i>Appendix VI: Social Media Guide for Student Pharmacists.....</i>	<i>19</i>
<i>Appendix VII: PALS Pharmacy Dress Code Guidance</i>	<i>21</i>
<i>Appendix VIII: EL Placement Induction Checklist</i>	<i>26</i>
<i>Appendix IX: EL Placement Risk Assessment</i>	<i>28</i>
<i>Appendix X: Experiential Learning Facilitator– Enforced Student Pharmacist Absence</i>	<i>31</i>

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 Experiential Learning (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 may be provided which 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. All required pre-EL placement activities are checked 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 as part of their Continuing Professional Development (CPD). Stage 3 and 4 student pharmacists will be required to obtain a testimonial from their EL facilitator during their one week EL placement block (Appendix III). All student pharmacists are required to complete an Experiential Learning 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.

Working Hours

Student pharmacists are expected to attend EL placement for the hours stipulated in advance. For half day placements, these will be confirmed with providers in advance, and for full day EL placements, this is usually 9am-5pm (eight hours per day including one hour lunch break) unless otherwise organised with the University in advance. Any changes to the scheduled hours are required to be approved by the PE team in advance of an EL placement.

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 (only required for Stage 3 & 4 during one week EL placement block)
- report absences or matters related to EL placement via the Communication Pathway

Post EL Placement

- Complete feedback post-EL placement via Questback

Student Pharmacist Responsibilities

Criminal Record Checks

All student pharmacists undergo a Protection of Vulnerable Groups (PVG) check through Disclosure Scotland on entry to the MPharm course. It is the student pharmacist's responsibility to inform the Course Leader of any changes to their criminal record profile or any contact with a police department that may arise subsequent to this.

Pre-EL Placement

All student pharmacists read and agree to the MPharm Standards of Behaviour – Experiential Learning 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 Experiential Learning 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 experiential learning 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

EL Facilitators are required to submit a short feedback questionnaire to give details on the attendance of the student pharmacist and feedback on their EL placement. This feedback is important as the PE team use all feedback to inform the development of experiential learning 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.

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 www.rgu.ac.uk/diversity. If you have any comments regarding discrimination, please contact the Placement Officer as per the Communication Pathway.

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 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

In the first instance any concerns or complaints regarding any EL Placement should be communicated to the RGU Placement Officer as per the MPharm Experiential Learning (EL) Placement 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**).

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 Experiential Learning (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 Experiential Learning 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

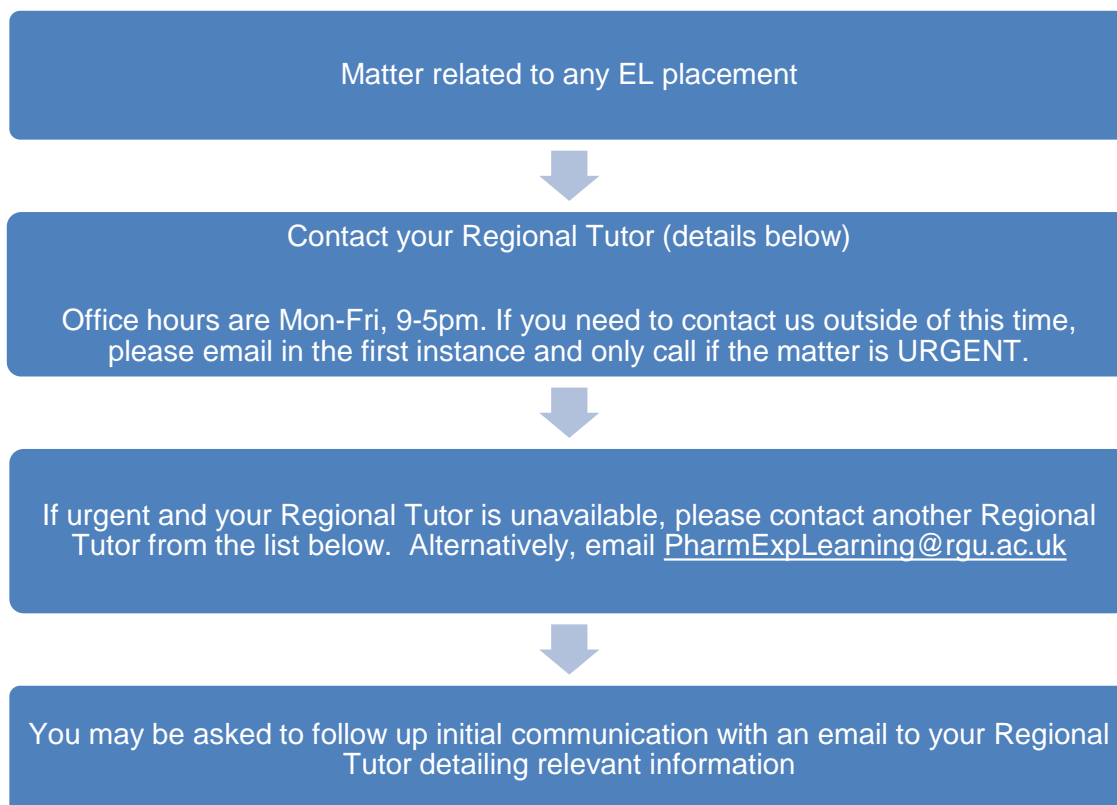
For any other matters related to EL placement, please use the MPharm Experiential Learning (EL) Placement Communication Pathway (Appendix I).

**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
Laura McAuley	Regional Tutor: North Region (West) NHS Highland, Orkney, Shetland & Western Isles	07504 838397 l.mcauley3@rgu.ac.uk
Amy Arnold	Regional Tutor: North Region (East) – Interim NHS Grampian & Tayside	01224 262811 a.arnold1@rgu.ac.uk
Aly Brown	Regional Tutor: West Region NHS AAA, D&G, GGC, Golden Jubilee, Lanarkshire, Forth Valley	07966 284238 alyson.brown@rgu.ac.uk
Gillian Robertson	Regional Tutor: East Region NHS Lothian, Borders & Fife	07504 842972 / 0131 537 1450 g.robertson36@rgu.ac.uk
Amy Arnold	MPharm Placement Officer	01224 262811 a.arnold1@rgu.ac.uk
Brian Addison	MPharm Course Leader	01224 262534 b.addison@rgu.ac.uk
Nicky Spalding	MPharm Placement Administrator	01224 262671 PharmExpLearning@rgu.ac.uk

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.

Student Pharmacist Name	
Student Pharmacist Matriculation Number	
EL facilitator name	
EL site address	
EL Facilitator testimonial 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.	
Signed (EL facilitator)	
Date (EL Facilitator)	

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.

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

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)
- 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.

Organisation name	
Details of area(s) of practice for proposed EL Placement	

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 organization 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 or 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

