

Higher National Graded Unit Specification

General Information for Centres

This Graded Unit has been validated as part of the HNC Pharmacy Services Development and Management award. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit Title: Pharmacy Services Development and Management: Graded Unit 1

Graded Unit Code: DP9Y 34

Type of Graded Unit: Project

Assessment Instrument: Investigation

Credit points and level: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC award in Pharmacy Services Development and Management:

- ◆ develop the candidate's knowledge and skills in planning, developing and evaluating project activity
- ◆ develop the candidate's range of Communication and Problem Solving skills
- ◆ develop the candidate's skills to work with others to become an effective member of the team
- ◆ develop the candidate's confidence to develop as an individual
- ◆ develop the candidate's analytical skills
- ◆ develop the candidate's skills to enable them to work effectively with a range of individuals in a variety of healthcare settings
- ◆ prepare candidates to progress into senior positions
- ◆ understand the needs of clients/patients

Recommended Prior Knowledge and Skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ Communication: Presenting Complex Communication for Vocational Purposes
- ◆ Developing Skills for Personal Effectiveness
- ◆ Research Skills
- ◆ Developing the individual within a Team
- ◆ Working with Peoples and Teams
- ◆ Communication: Business Writing Skills
- ◆ Therapeutics: Common Medical Conditions
- ◆ Developing Pharmacy Services

General Information for Centres (cont)

Core Skills: There is no automatic certification of Core Skills or a Core Skill component as part of this Graded Unit. However, there may be opportunities to develop the Core Skill of Problem Solving and Working with Others at Higher level.

Assessment: This Graded Unit will be assessed by the use of a work based project. The “fleshed-out” work based project should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Group Award that this Graded Unit covers.

In developing this specification it was decided that candidate’s must clearly identify individual projects. However, this does not preclude individual projects being part of a larger group project. If the project is part of a larger project the candidate must be able to prove that they have achieved the national standards required.

Administrative Information

Graded Unit Code: DP9Y 34

Graded Unit Title: Pharmacy Services Development and Management: Graded Unit 1

Date of publication: August 2005

Source: SQA

Special Needs: This Graded Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (December 2001, AA0645/3).

© Scottish Qualifications Authority

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Graded Unit specification if sourced by the Scottish Qualifications Authority can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre for further details, telephone 0845 279 1000.

Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates

Graded Unit Title: Pharmacy Services Development and Management:
Graded Unit 1

Conditions of Assessment

The candidate should be given a date for completion of the project. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date. Reassessment of this Graded Unit should be based on a significantly different assessment task.

At this level, candidates should work independently. It is up to Centres to take reasonable steps to ensure that the project is the work of the candidate. For example, Centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure that where research etc, is carried out in other establishments or under the supervision of others that the candidate does not receive undue assistance.

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

The project should be assigned a total of 100 marks as follows

- ◆ 25 marks for the planning stage
- ◆ 50 marks for the developing stage
- ◆ 15 marks for the evaluation stage
- ◆ 10 marks for the oral presentation.

The assessor will then assign a grade to the candidate for the Graded Unit using the following criteria.

- ◆ A= 70-100%
- ◆ B= 60-69%
- ◆ C= 50-59%

A pass of 50% is required to achieve a pass in the Graded Unit

| Grade A | Grade C |
|---|--|
| <p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ Produces evidence for the three essential stages of the project, which is of a high quality and clearly inter-related ◆ Is highly focused and demonstrates an insightful interpretation and balanced, integrative approach ◆ Is tightly structured, relevant to the content of the unit and displays a high level of subject/occupational expertise ◆ Effectively applies integrated and consolidated knowledge, understanding and skills from the course units to complex situations ◆ The report is presented in a logical order, is of a superior standard with respect to content, spelling, punctuation, grammar and presentation. ◆ The oral presentation supports the report, is of a superior standard with regard to clarity of expression and effective use of visual aids | <p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ Produces adequate, fairly well integrated documentation for the three essential stages of the project. ◆ Demonstrates an acceptable interpretation from a balanced integrative approach ◆ Is reasonably well structured and displays an adequate level of subject/occupational expertise ◆ Applies integrated and consolidated knowledge, understanding and skills with some lack of continuity and consistency ◆ The report is of an acceptable standard ◆ The oral presentation supports the main content of the report |

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

| Grade A | Grade C |
|--|--|
| <ul style="list-style-type: none"> ◆ The candidate's ability to answer questions during oral presentation demonstrate an in-depth understanding of issues related to their project. | <ul style="list-style-type: none"> ◆ The candidate's ability to answer questions during oral presentation demonstrates an understanding of the issues related to their project. |

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

| Project Stage | Minimum Evidence Requirements |
|--------------------|---|
| Stage 1 — Planning | <p>A protocol that includes:</p> <ul style="list-style-type: none"> ◆ a project topic appropriate for the task ◆ the aims of the project ◆ information searches relevant to the project ◆ background information on the project topic ◆ listed objectives ◆ listed sub-tasks ◆ a detailed work schedule <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage. This will account for 25% of the total mark.</i></p> |

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

| Project Stage | Minimum Evidence Requirements |
|-------------------------|--|
| Stage 2 — Developing | <p>A report to include:</p> <ul style="list-style-type: none"> ◆ collection and collation of data in line with the work schedule ◆ findings and conclusions which are correct for the nature of the project ◆ a conclusion and recommendations <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage. This will account for 50% of the total mark.</i></p> <ul style="list-style-type: none"> ◆ oral presentation <p>The oral presentation will account for 10% of the total mark</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p> |
| Stage 3 — Evaluating | <p>The Evaluation section of the report should:</p> <ul style="list-style-type: none"> ◆ review and update the work schedule as the project progresses ◆ contain information on the actions taken on feedback from supervisor ◆ describe the strengths and weaknesses of the project ◆ describe any new skills the candidate has gained from carrying out the project ◆ identify opportunities for further development work <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage. This will account for 15% of the total mark.</i></p> |

The candidate must produce a report consisting of 3000-5000 words. They should also develop and maintain a logbook showing progress reports and any listed feedback from the supervisor. This will show how the project developed and progressed.

The candidate must also prepare a 10 minute oral presentation giving clear indication of the purpose of the research, the methods used, the results obtained, a discussion of the results, a conclusion and any recommendations to be made. They should also be able to identify the need for future development work. They will be expected to answer questions relevant to the project. The presentation will be worth 10% of the overall mark and will be assessed after the report has been submitted for assessment.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Candidates with Additional Support Needs

This Graded Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on the SQA website www.sqa.org.uk.