



## **Group Award Specification for:**

**Professional Development Award (PDA) in  
Final Accuracy Checking by Pharmacy  
Technicians at SCQF level 7**

**Group Award Code: GL8P 47**

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# 1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- ◆ assist centres to implement, deliver and manage the qualification.
- ◆ provide a guide for new staff involved in offering the qualification.
- ◆ inform course managers, teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification.
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities.

This is the Group Award Specification for the PDA in Final Accuracy Checking by Pharmacy Technicians.

The PDA in Final Accuracy Checking by Pharmacy Technicians Group Award enables learners to develop the knowledge and skills required to carry out the role of an Accuracy Checking Pharmacy Technician. Learners must be employed in a pharmacy or healthcare setting and be practising as a pharmacy technician in Great Britain.

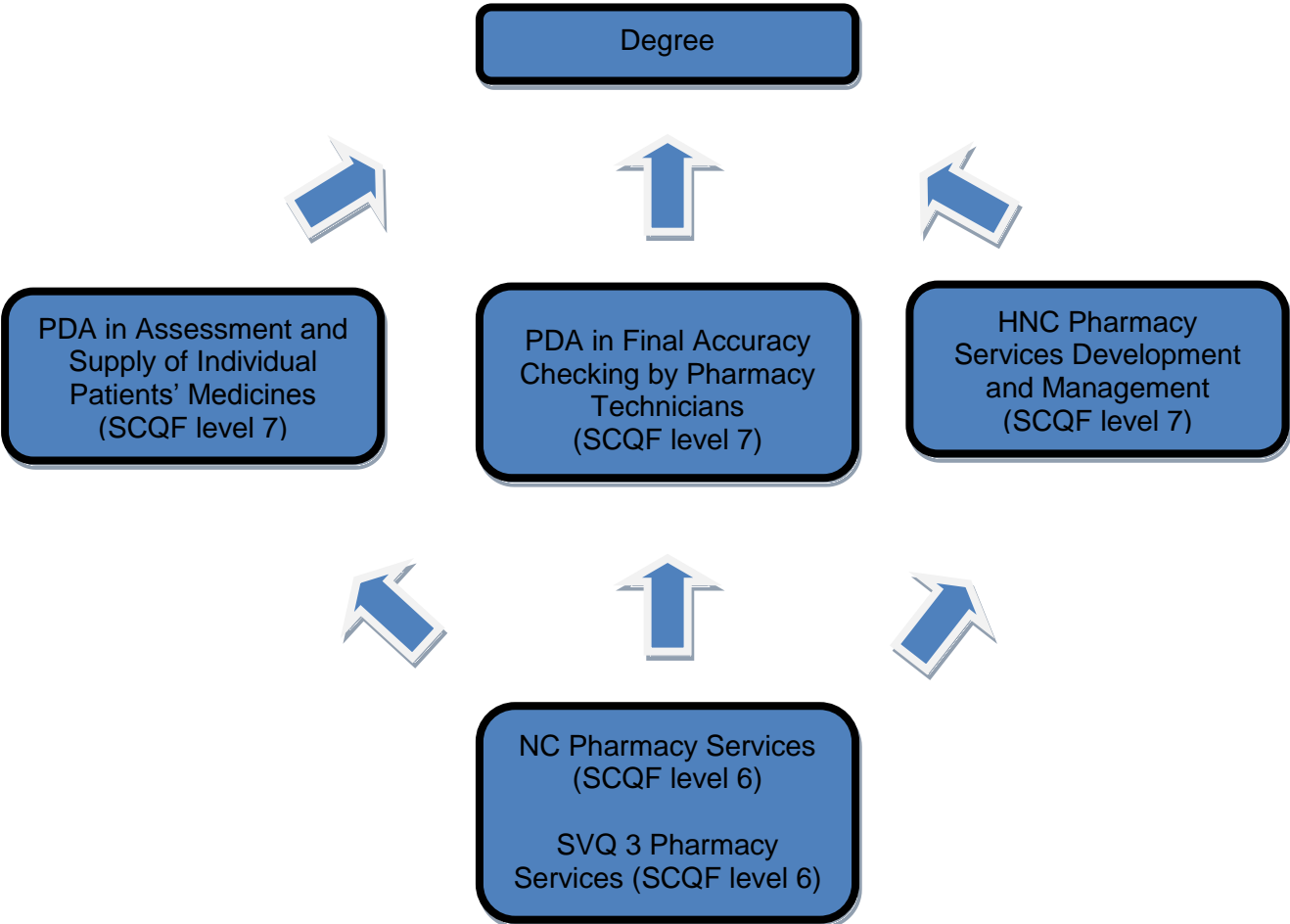
The key drivers in the development of the PDA were NHS Education for Scotland (NES) Pharmacy and the NHS National Acute Pharmacy Services (NAPS) Group. NHS Education for Scotland is a special health board, responsible for supporting NHS services delivered to the people of Scotland by developing and delivering education and training for those who work in NHS Scotland. The Pharmacy Directorate of NHS Education for Scotland provides education for pre-registration pharmacists, pharmacists, pharmacy technicians and pharmacy support staff within NHS Scotland.

In 2013 the Scottish Government launched a new pharmacy strategy, Prescription for Excellence, which recommended developing new models to make better use of the pharmacy workforce to support pharmacists in providing effective pharmaceutical care. Pharmacy technicians are increasingly carrying out extended roles with patients and other healthcare staff in hospital, community and primary care settings, helping to ensure that patients are supplied with correct medicines and providing advice on their use. In particular, pharmacy technicians are carrying out final accuracy checks on dispensed items which have been professionally checked by a pharmacist.

The PDA in Final Accuracy Checking by Pharmacy Technicians Group Award is recognised by NHS Education for Scotland (NES) and pharmacy employers as a suitable qualification to enable learners to be employed in a pharmacy or healthcare setting as an Accuracy Checking Pharmacy Technician.

The PDA in Final Accuracy Checking by Pharmacy Technicians Group Award is a direct replacement for the double credit *Procedures for Pharmacy Dispensary Checking Technicians* (F6J9 34) Unit.

The interrelationship of the Group Award with other qualifications is illustrated by the following diagram:



## 2 Qualification structure

This Group Award is made up of 2 SQA Unit credits. It comprises 16 SCQF credit points at SCQF level 7. A mapping of Core Skills development opportunities is available in Section 5.3.

### Mandatory Units (2 credits)

Code		Unit title	SCQF level	SCQF credit points	SQA credit
H9NP	34	Final Accuracy Checking by Pharmacy Technicians 1	7	8	1
H9NR	34	Final Accuracy Checking by Pharmacy Technicians 2	7	8	1

## 3 Aims of the qualification

The overall aim of the PDA in Final Accuracy Checking by Pharmacy Technicians Group Award is to enable learners to develop the knowledge and skills required to carry out the role of an Accuracy Checking Pharmacy Technician. The PDA was designed to provide Continuing Professional Development (CPD) and career progression for pharmacy technicians who are employed in a people centred role, supporting the provision of pharmaceutical care to individuals in hospital, community and primary care settings.

### 3.1 General aims of the qualification

The general aims of the PDA in Final Accuracy Checking by Pharmacy Technicians Group Award are to:

- ◆ develop knowledge and skills in relation to the role of an Accuracy Checking Pharmacy Technician.
- ◆ develop employment skills and so enhancing learners' employment prospects.
- ◆ support learners' Continuing Professional Development and career progression.
- ◆ enable progression within the Scottish Credit and Qualifications Framework (SCQF).

### 3.2 Specific aims of the qualification

The specific aims of the PDA in Final Accuracy Checking by Pharmacy Technicians Group Award are to:

- ◆ develop knowledge and skills in relation to the safe and effective dispensing of prescribed medicines.
- ◆ develop safe and effective pharmacy practice.
- ◆ develop the ability to interact professionally with pharmacy technicians, pharmacists, other healthcare professionals and individuals.
- ◆ enhance communication skills.
- ◆ build on previous learning, training and experience.
- ◆ prepare learners for an appropriate level of employment.
- ◆ prepare learners for progression to further studies in pharmacy related disciplines.

## 4 Recommended entry to the qualification

Entry to this qualification is at the discretion of the centre, however learners must be employed in a pharmacy or healthcare setting and be practising as a pharmacy technician in Great Britain.

### 4.1 Core Skills entry profile

The Core Skills entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information would be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	SCQF level 5	Providing feedback in respect of the occurrence of errors and using relevant interpersonal skills to ensure safe working practices and relationships.  Preparation of a report detailing the roles/responsibilities of the Accuracy Checking Pharmacy Technician.
Numeracy	SCQF level 5	Carrying out calculations, eg performing calculations relating to steroid reducing doses.
Problem Solving	SCQF level 5	Analysing dispensed prescribed medicines to identify errors/potential errors and describing the procedures necessary to rectify errors/avoid potential errors.
Working with Others	SCQF level 6	Co-operative working as part of a team to ensure the safe and effective dispensing of medicines.  Evaluate the work of others by ensuring accuracy of dispensed medicines.

## 5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the Units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the Unit standards with those defined in National Occupational Standards. In addition, opportunities exist for learners to develop the more generic skills, known as Core Skills, through doing this qualification.

### 5.1 Mapping of qualification aims to Units

Code	Unit title	General Aims			
		1	2	3	4
H9NP 34	Final Accuracy Checking by Pharmacy Technicians 1	X	X	X	X
H9NR 34	Final Accuracy Checking by Pharmacy Technicians 2	X	X	X	X

### 5.2 Mapping of National Occupational Standards (NOS)

The PDA in Final Accuracy Checking by Pharmacy Technicians Group Award does not map against any National Occupational Standards.

### 5.3 Mapping of Core Skills development opportunities across the qualification

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		Written (Reading)	Written (Writing)	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H9NP 34	Final Accuracy Checking by Pharmacy Technicians 1				E				E				
H9NR 34	Final Accuracy Checking by Pharmacy Technicians 2				S				S			S	

**Key:**

E = Embedded

S = Signposted



## 5.4 Assessment Strategy for the qualification

Unit	Assessment
Final Accuracy Checking by Pharmacy Technicians 1	Outcome 1: Open-book assessment Outcome 2: Open-book assessment under supervised conditions Outcome 3: Closed-book assessment under supervised conditions Outcome 4: Open-book assessment under supervised conditions
Final Accuracy Checking by Pharmacy Technicians 2	Evidence for assessment generated in the workplace; correctly performed final accuracy checks on a selection of prescriptions or transcriptions covering a minimum of 2 x 500 dispensed items.

## 6 Guidance on approaches to delivery and assessment

Learners undertaking this PDA must be employed in a pharmacy or healthcare setting and be practising as a pharmacy technician in Great Britain. Learners should have recent, relevant dispensing experience and their dispensing error rate must not be of concern. The Group Award should be delivered by specialists in a way which is relevant to the specific occupational area. Wherever possible, links should be drawn from current practice. It is important that learners understand the role and responsibilities of the pharmacist and the Accuracy Checking Pharmacy Technician and how this relates to their workplace setting and patient safety.

Learners should work independently. Where it is necessary to ensure the authenticity of the learner's work, this should be conducted in controlled supervised conditions.

### Delivery criteria

Specific subject expertise is required to deliver this qualification. The following Units must be delivered by a Pharmacist or a Pharmacy Technician:

H9NP 34	Final Accuracy Checking by Pharmacy Technicians 1
H9NR 34	Final Accuracy Checking by Pharmacy Technicians 2

### 6.1 Sequencing/integration of Units

Learners must have completed the *Final Accuracy Checking by Pharmacy Technicians 1* (H9NP 34) Unit before commencing the *Final Accuracy Checking by Pharmacy Technicians 2* (H9NR 34) Unit.

### 6.2 Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

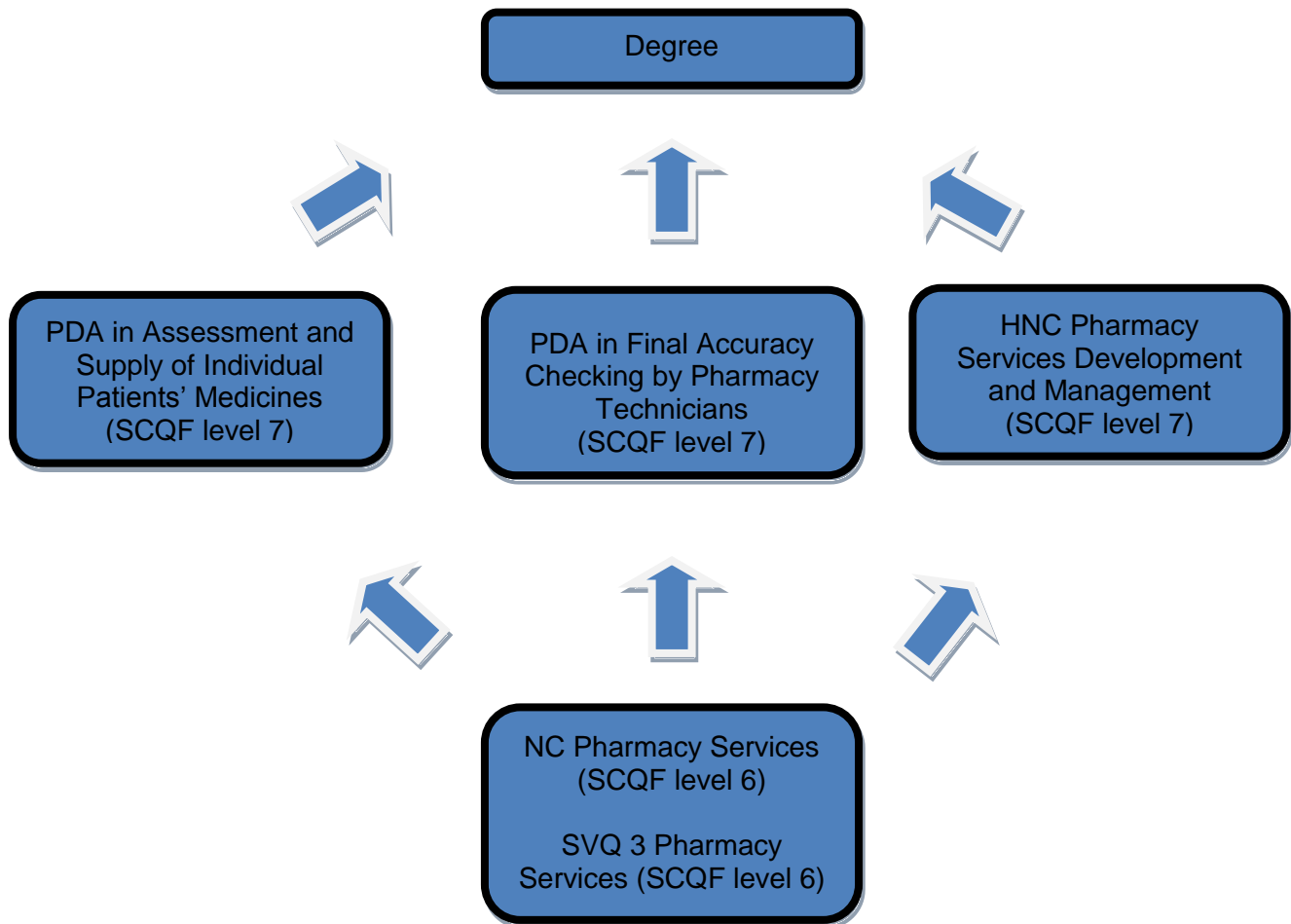
- ◆ HN Graded Units
- ◆ Course and/or external assessments
- ◆ Other integrative assessment Units (which may or not be graded)
- ◆ Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
- ◆ Where there is an existing requirement for a licence to practice
- ◆ Where there are specific health and safety requirements
- ◆ Where there are regulatory, professional or other statutory requirements
- ◆ Where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website [www.sqa.org.uk](http://www.sqa.org.uk).

The following sub-sections outline how existing SQA Unit(s) may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

## 6.2.1 Articulation and/or progression

The diagram following illustrates potential progression routes:



## 6.2.2 Credit transfer

New Unit Code	New Unit Title	Old Unit Code	Old Unit Title	Direct Credit Transfer
H9NP 34	Final Accuracy Checking by Pharmacy Technicians 1	F6J9 34	Procedures for Pharmacy Dispensary Checking Technicians	Yes
H9NR 34	Final Accuracy Checking by Pharmacy Technicians 2	F6J9 34	Procedures for Pharmacy Dispensary Checking Technicians	Yes

## 6.3 Opportunities for e-assessment

E-assessment may be appropriate for some assessments in the Units comprising this award. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

## 6.4 Support materials

No ASPs are available for this Group Award.

## 6.5 Resource requirements

Centres will require to ensure that specific requirements to support the learning processes within the PDA in Final Accuracy Checking by Pharmacy Technicians Group Award are met.

All staff delivering and assessing the PDA in Final Accuracy Checking by Pharmacy Technicians Group Award must be registered with the regulatory body for pharmacy practice in Great Britain and hold a qualification appropriate to the Unit(s) delivered.

Delivering workplaces will require practising pharmacists or pharmacy technicians who are competent in the area of practice.

Learners must be a pharmacy technician and be employed in a pharmacy or healthcare setting.

## 7 General information for centres

### Equality and inclusion

The Unit specifications making up this Group Award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

### Internal and external verification

All assessments used within this/these qualification(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* ([www.sqa.org.uk/GuideToAssessment](http://www.sqa.org.uk/GuideToAssessment)).

## 8 Glossary of terms

**Embedded Core Skills:** is where the assessment evidence for the Unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the Unit having been successfully audited and validated for Core Skills certification.)

**Finish date:** The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

- ◆ learners may not be entered for the Group Award
- ◆ the Group Award will continue to exist only as an archive record on the Awards Processing System (APS)

**Lapsing date:** When a Group Award is entered into its lapsing period, the following will apply:

- ◆ the Group Award will be deleted from the relevant catalogue
- ◆ the Group Award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ no new centres may be approved to offer the Group Award
- ◆ centres should only enter learners whom they expect to complete the Group Award during the defined lapsing period

**SQA credit value:** The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

**SCQF:** The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk).

**SCQF credit points:** SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

**SCQF levels:** The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

**Subject Unit:** Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

**Signposted Core Skills:** refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

## History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

**NOTE:** Where a Unit is revised by another Unit:

- ◆ No new centres may be approved to offer the Unit which has been revised.
- ◆ Centres should only enter learners for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date
2	Amendment to delivery criteria as specific subject expertise is required to deliver this qualification.  The following units must be delivered by a Pharmacist or a Pharmacy Technician: (H9NP 34) Final Accuracy Checking by Pharmacy Technicians 1 (H9NR 34) Final Accuracy Checking by Pharmacy Technicians 2	October 2017

## Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.



## 9 General information for learners

This section will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

The PDA in Final Accuracy Checking by Pharmacy Technicians Group Award is a vocational qualification providing the knowledge and skills required to carry out the role of an Accuracy Checking Pharmacy Technician. You must be employed in a pharmacy or healthcare setting and be a pharmacy technician in Great Britain with recent, relevant dispensing experience.

The aims of the PDA in Final Accuracy Checking by Pharmacy Technicians Group Award are designed to:

- ◆ develop your knowledge and skills in relation to the safe and effective dispensing of prescribed medicines.
- ◆ develop safe and effective pharmacy practice.
- ◆ develop the ability to interact professionally with pharmacy technicians, pharmacists, other healthcare professionals and individuals.
- ◆ enhance communication skills.
- ◆ build on previous learning, training and experience.
- ◆ prepare you for an appropriate level of employment.
- ◆ prepare you for progression to further studies in pharmacy related disciplines.

### 9.1 Course Content

In order to achieve the PDA in Final Accuracy Checking by Pharmacy Technicians Group Award, you must achieve 2 credits as follows:

Code		Unit title	SCQF level	SCQF credit points	SQA credit
H9NP	34	Final Accuracy Checking by Pharmacy Technicians 1	7	8	1
H9NR	34	Final Accuracy Checking by Pharmacy Technicians 2	7	8	1

The two Units within the PDA are mandatory and require successful completion to achieve the Group Award.

#### Assessment

The *Final Accuracy Checking by Pharmacy Technicians 1* (H9NP 34) Unit will be assessed via open and closed-book assessments.

The *Final Accuracy Checking by Pharmacy Technicians 2* (H9NR 34) Unit assessment will take the form of final accuracy checks in the workplace on a selection of prescriptions or transcriptions covering a minimum of 2 x 500 dispensed items over a minimum period of four weeks. You will also receive a performance appraisal from your supervising pharmacist or Accuracy Checking Pharmacy Technician on completion of each block of items.

## Core Skills

The PDA in Final Accuracy Checking by Pharmacy Technicians Group Award has the Critical Thinking component of *Problem Solving* and Using Number component of *Numeracy* embedded in it. This means that when you achieve the PDA, your Core Skills profile will also be updated to show you have achieved Critical Thinking at SCQF level 5 and Using Number at SCQF level 5.

## Progression opportunities

Progression opportunities to and from the PDA in Final Accuracy Checking by Pharmacy Technicians Group Award are illustrated in the diagram following:

