



**Arrangements for:**  
**Professional Development Award in**  
**Assessment and Supply of Individual**  
**Patients' Medicines**  
**at SCQF level 7**

**Group Award Code: GE7D 47**

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## **Acknowledgement**

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

## 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 summarized below.

Version number	Description	Date
4	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
3	<b>Embedded Core Skills:</b> Core Skills components <i>Using Number</i> and <i>Critical Thinking</i> at SCQF level 5 embedded in the Unit H9NP 34 Final Accuracy Checking by Pharmacy Technicians 1.	December 2015
2	<b>Credit Transfer:</b> Information added with regard to credit transfer arrangements for H9NP 34 and H9NR 34	August 2015
2	<b>Revision of Unit:</b> F6J9 34 Procedures for Pharmacy Dispensary Checking Technicians has been replaced by H9NP 34 Final Accuracy Checking by Pharmacy Technicians 1 <b>and</b> H9NR 34 Final Checking by Pharmacy Technicians 2	August 2015

## Contents

1	Introduction .....	1
2	Rationale for the development of the Group Award .....	1
3	Aims of the Group Award .....	2
3.1	General aims of the Group Award.....	2
3.2	Specific aims of the Group Award.....	2
3.3	Target groups .....	3
3.4	Employment opportunities .....	3
4	Access to the Group Award.....	3
5	Group Awards structure .....	3
5.1	Framework.....	3
5.2	Articulation, professional recognition and credit transfer .....	4
6	Approaches to delivery and assessment .....	5
7	General information for centres .....	6
8	General information for candidates.....	6
9	Glossary of terms .....	7

## 1 Introduction

This is the Arrangements Document for the new Group Award in Professional Development Award (PDA) in Assessment and Supply of Individual Patients' Medicines at SCQF level 7, which was validated in August 2011. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

## 2 Rationale for the development of the Group Award

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, registered pharmacists and pharmacy technicians within NHS Scotland.

In January 2009 the NAPs Group carried out a process mapping exercise. Their findings highlighted to NES Pharmacy that 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 taking the right medicines and providing advice on their use. In particular, pharmacy technicians are undertaking medication histories, assessing the suitability of an individual's own medicines for use and carrying out final accuracy checks on dispensed items which have been professionally checked by a pharmacist.

The NAPS group's findings were further supported by the publication in 2009, of the Audit Scotland review 'Managing the use of medicines in hospitals' which recommended that the National Health Service (NHS) "work with NHS Education for Scotland (NES) and the NHS Boards to develop a national framework for recognising and accrediting extended roles and setting training standards for pharmacy technicians<sup>1</sup>."

The role extension requirement in part, also came from issues of poor recruitment and retention of newly qualified pharmacists. Under the current financial restraints, this issue is not perceived to be short-term and has required pharmacy departments nationally to review their service delivery and to decide how they can maintain and indeed improve their service provision ensuring an effective, efficient utilisation of all staff.

It is envisaged that with a growing population of older people; pharmacy practice will continue to evolve in both primary and secondary care settings. The introduction of the PDA supports the development of these services by enabling appropriate utilisation of pharmacy technicians in near patient areas.

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<sup>1</sup> Managing the use of medicines in hospital. A follow up review. Audit Scotland, April 2009.

### 3 Aims of the Group Award

#### 3.1 General aims of the Group Award(s)

The general aims of the PDA are to:

- ◆ develop knowledge and transferable skills in relation to the pharmaceutical care of patients
- ◆ develop employment skills related to the National Occupational Standards and so enhancing candidates' employment prospects
- ◆ support candidates' Continuing Professional Development and career progression
- ◆ enable progression with the Scottish Credit and Qualifications Framework (SCQF).

#### 3.2 Specific aims of the Group Award

The specific aims of the PDA are to:

- ◆ develop knowledge and skills in relation to the assessment and supply of individual patients' medicines
- ◆ develop candidates' understanding of the action and uses of medicines in the treatment of a variety of agreed clinical conditions
- ◆ develop knowledge and skills enabling candidates to understand the legal processes relating to valid consent
- ◆ enable candidates to understand the legislation which may affect individuals' rights, eg data protection, equality and diversity, freedom of information
- ◆ develop safe and effective pharmacy practice.

	Relevant SQA Unit/NOS	SCQF level
Develop knowledge and skills in relation to the assessment and supply of individual patients' medicines.	FA3A 04/Pharm 29 FA38 04/Pharm 30 FA3C 04/Pharm 31	7 6 7
Develop candidates' understanding of the action and uses of medicines in the treatment of a variety of agreed clinical conditions.	FA3A 04/Pharm 29 FA38 04/Pharm 30 FA3C 04/Pharm 31	7 6 7
Develop knowledge and skills enabling candidates to understand the legal processes relating to valid consent.	FA3A 04/Pharm 29 FA38 04/Pharm 30 FA3C 04/Pharm 31	7 6 7
Enable candidates to understand the legislation which may affect individuals' rights, eg data protection, equality and diversity, freedom of information.	FA3A 04/Pharm 29 FA38 04/Pharm 30 FA3C 04/Pharm 31	7 6 7
Develop safe and effective pharmacy practice.	FA3A 04/Pharm 29 FA38 04/Pharm 30 FA3C 04/Pharm 31 F6J9 34	7 6 7 7

### **3.3 Target groups**

The PDA, as a Group Award, was designed for qualified pharmacy technicians in employment wishing to improve their knowledge and skills. However, the individual Units FA3A 04 (Pharm 29), FA38 04 (Pharm 30) and FA3C 04 (Pharm 31) may also be undertaken by other healthcare staff carrying out these specific roles, where appropriate

### **3.4 Employment opportunities**

The PDA was designed to provide Continuing Professional Development (CPD) and career progression for pharmacy technicians who are employed in a patient focused role, supporting the provision of pharmaceutical care to individuals in a variety of healthcare settings such as acute, community and primary care.

## **4 Access to the Group Award**

As with all SQA qualifications, access to the PDA is at the discretion of the centre and the following recommendations are for guidance only.

Some of the appropriate entry requirements are specified below. They are not exhaustive or mutually exclusive.

- (a) Candidates should be a qualified pharmacy technician.
- (b) Be currently employed as a qualified pharmacy technician in a pharmacy or other healthcare environment, eg hospital, community or primary care setting.

Consideration should be given to candidates that have achieved credits elsewhere. However it should be noted that there is no recognition of any other accredited checking technician framework in relation to the HN Unit: Procedures for Pharmacy Dispensary Checking Technicians (F6J9 34). The policy is in line with SQA's policy on credit transfer.

## **5 Group Awards structure**

### **5.1 Framework**

The PDA in Assessment and Supply of Individual Patients' Medicines is comprised of four mandatory SQA Units (three SVQ level 3 Units and one double credit HN Unit) equivalent to 35 SCQF credit points. The candidate accumulates credits by successfully achieving the competences identified in each Unit. There are no optional Units as the mandatory Units are sufficiently generic to enable candidates from any 'clinical environment' to successfully generate sufficient evidence to complete all Units.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Take a medication history	FA3A 04/ Pharm 29	8	7	1
Prepare to conduct a review of an individual's medicines	FA38 04/ Pharm 30	5	6	1
Determine the suitability of an individual's own medicines for use	FA3C 04/ Pharm 31	6	7	1
Final Accuracy Checking by Pharmacy Technicians 1	H9NP 34*	8	7	1
Final Accuracy Checking by Pharmacy Technicians 2	H9NR 34*	8	7	1

\*Refer to the History of Changes

## 5.2 Articulation, professional recognition and credit transfer

### Articulation

Currently there is no articulation with Higher Education Institutions (HEIs) for the PDA. However it is proposed that this is something that will be investigated in the future.

### Professional recognition

Successful candidates may also want to reflect on their current role and then develop their leadership and management skills through progression to the HNC Pharmacy Services Development and Management. Other options for successful candidates may include specialising in aseptic dispensing by completing the Higher National Unit: Procedures for Pharmacy Aseptic Checking Technicians.

### Credit transfer arrangements

As the PDA is utilised to support CPD for pharmacy technicians, Accredited Prior Learning should be used wherever possible, to reduce the burden of over assessment on candidates. However, when using APL it is the responsibility of the centre to ensure the candidate's evidence is sufficient, current, valid and authentic.

The following Units have direct 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



## Core Skills

Core Skills components *Using Number* and *Critical Thinking* at SCQF level 5 are embedded in the Unit H9NP 34 Final Accuracy Checking by Pharmacy Technicians 1. This means that when learners achieve the Unit, their Core Skills profile will also be updated to show they have achieved *Critical Thinking* at SCQF level 5 and *Using Number* at SCQF level 5.

## 6 Approaches to delivery and assessment

The PDA in Assessment and Supply of Individual Patients' Medicines was designed to ensure candidates receive a thorough practical knowledge of the concepts of the pharmaceutical care of individuals in a healthcare setting. As such, the predominant contents of the Units involve the practical application of pharmaceutical care. This must not preclude the theoretical aspects of the topic being assessed and it is recommended that the knowledge and practical elements be integrated where possible.

Delivery of the award should provide a combination of reading and practice-based learning all of which will be assessed through examples generated by real work experience.

The delivery of the existing HN Unit: Procedures for Pharmacy Dispensary Checking Technicians (F6J9 34) will continue as a three day block course, followed by one day of written and practical assessments. It should also be noted that this HN Unit can be undertaken via the distance learning route to support candidates in the remote and rural areas. The underpinning knowledge for the remaining SQA Units may be delivered by blended learning (distance learning) or via an e-learning programme.

Although centres can choose the order in which to deliver the Units within the award, staff responsible for the timetabling of the Units should take account of the progressive nature of the PDA and adopt a holistic approach and integrate the delivery of the Units wherever possible. Centres should consider timetabling the Units in a logical and sequential manner. A suggested timetable is detailed in the table below.

Unit/NOS title	SQA Unit/NOS	Month
Procedures for pharmacy dispensary checking technicians	F6J9 34	August
Take a medication history	FA3A 04/Pharm 29	September
Prepare to conduct a review of an individual's medicines	FA38 04/Pharm 30	October/November
Determine the suitability of an individual's own medicines for use	FA3C 04/Pharm 31	November/December

The PDA consists of three SVQ Units and requires candidates to generate their evidence in the workplace through observation of practice by a qualified assessor or expert witness and by other assessment methods such as candidate's personal statements, evidence from a witness testimony or professional discussion (no simulation is allowed within the Units).

In order to undertake the PDA; candidates must have access to a qualified work-based assessor, either by working directly with them or by accessing an assessor peripatetically. Assessors must be a practising pharmacist or pharmacy technician who holds the appropriate work place assessment qualification, competent in the area of practice to which the NOS is being assessed. This is in line with the Skills for Health 'Assessment Strategy for the SVQ in Pharmacy Services Qualification at level 2 and level 3; QCF Certificate/Diploma in Pharmacy Services Skills (NVQ) at level 2 and level 3'.

### **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

## **7 General information for centres**

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

### **Internal and external verification**

All Instruments of Assessment used within this Group Award 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](http://www.sqa.org.uk)).

## **8 General information for candidates**

This PDA was developed at the request of employers and other key stakeholders to support the career progression of pharmacy technicians and service development of pharmacy practice in Scotland.

The PDA will provide you with the relevant transferable knowledge and practical skills to effectively contribute to the safe and effective pharmaceutical care of individuals in a variety of healthcare settings in acute hospitals, community or primary care.

The PDA focuses on three aspects of the pharmacy technician's extended roles including taking medication histories, preparing to and assessing an individual's own medicines for use and carrying out final accuracy checks on dispensed items which have been professionally checked by a pharmacist.

All four Units within the PDA are mandatory and require successful completion to achieve the Group Award. However, if your current job role does not enable you to complete all Units within the Group Award, each Unit is separately certificated, enabling you to work at a pace that suits you and your employer and thus allowing continuing professional development.

On successful completion of the PDA you may also want to reflect on your current role and develop your leadership and management skills through progression to the HNC Pharmacy Services Development and Management. Other options may include specialising in aseptic dispensing by completing the Higher National Unit: Procedures for Pharmacy Aseptic Checking Technicians.

Centres will provide you with a brief summary of the Group Award before commencing your course of study. It should provide information on what the Award is about, provide information on the knowledge and skills to be developed and what is involved in assessment with particular reference to the conditions of the Award.

## 9 Glossary of terms

**SCQF:** This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology 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:** One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

**SCQF levels:** The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at levels 7 and 8 (see Section 6 for further information on this).

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

**Graded Unit:** Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

**Dedicated Unit to cover Core Skills:** This is a Unit that is written to cover one or more particular Core Skills, eg HN Units in Information Technology or Communications.

**Embedded Core Skills:** This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

**Signposted Core Skills:** This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

**Qualification Design Team:** The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

**Consortium-devised HNCs and HNDs** are those developments or revisions undertaken by a group of centres in partnership with SQA.

**Specialist single centre and specialist collaborative devised HNCs and HNDs** are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.