



Pharmacy Qualifications Support Team (QST)

Minutes of the meeting held on Thursday 4 September 2025 (via Microsoft Teams)

Present

Aileen Begley	External Verifier
Jonathan Gillies	SQA
Karen Liles	NHS Education for Scotland
Keiran Stockwell	SQA
Laura McClelland	Edinburgh College
Margaret Vass	Fife College
May Byrne	SQA
Suzanne Thompson	West College Scotland
Yvonne Bayne	Fife College

Welcome, introductions and apologies

Members were asked to note that Laura Gibson has moved on from SQA and May Byrne will be an interim replacement until Christmas 2025.

1. Work-based assessor guidance

A draft of the work-based assessor guidance had been shared with members prior to the meeting.

Suzanne presented the draft guidance, highlighting areas of concern that the guidance covered. Members noted that the guidance document would be a valuable resource and that the insertion of audio/video links would be a supportive interactive addition.

Members were asked to share the draft document with colleagues/key stakeholders and to provide feedback to Jonathan and May by Friday 19 September 2025.

2. NES task and finish group

Jonathan updated members on the findings from the NES task and finish group. Whilst a formal decision has yet to be communicated, Jonathan noted that it is very likely that the decision will be that an underpinning knowledge qualification for the SVQ in Pharmacy Services at SCQF level 6 is not required.

3. PDA in Assessment and Supply of Individual Patients' Medicines (GE7D 47)

Jonathan noted that an SQA business case had been approved to review the qualification based on the revised NOS.

Members discussed the proposed new content, specifically whether the new Undertake the Final Accuracy Check of Dispensed Medicines and Products (Pharm 28) NOS should be included. Members were all in agreement that final accuracy checking should not be included in the revised qualification as it may be a barrier to achievement for some trainees.

Members agreed that the proposed content for the revised qualification should be:

- Retrieve and reconcile information about an individual's medicines (Pharm 29)
- Confirm the suitability of an individual's medicines for use and ensure sufficient supply (Pharm 31)
- Order medicines and products for individuals (Pharm 33)

Jonathan noted that due to the SCQF level of the revised NOS, the replacement qualification would be at SCQF level 8.

The National Pharmacy Technician group was identified as a key stakeholder regarding employer input to the changes to the qualification. Jonathan agreed to contact Hazel Jamieson, Chair of the National Pharmacy Technician group, to seek feedback on the proposed content.

Members were also asked to share the proposed content with colleagues/key stakeholders and to provide feedback to Jonathan and May by Friday 19 September 2025.

4. PDA in Pharmacy Services (GR0N 47)

Jonathan raised awareness that the group award specification and individual unit specifications will be updated with minor amendments. Jonathan noted that there were no changes to any of the requirements. The minor changes are to clarify the wording regarding the expertise of all staff involved in the delivery, assessment and verification of the units.

The group award specification and unit specifications will be updated and available September 2025.

5. PDA in Final Accuracy Checking by Pharmacy Technicians (GL8P 47)

Members discussed and agreed that the qualification may need to be revised in the future due to the output of various employer working groups that are nearing completion.

6. AOB

Yvonne asked for clarification regarding assessor qualifications. Jonathan advised that the requirements were different for each product type and they were detailed in the [Choosing Appropriate Assessor and/or Verifier Qualifications](#) guidance document.

Evidence of CPD was raised. Yvonne noted that an assessor may work with multiple delivering centres and therefore need to submit their evidence multiple times. Yvonne also asked if the evidence had to be presented in a specific order i.e. most recent first. Whilst each delivering centre may have different systems for uploading/storing evidence, Jonathan advised that it was acceptable for the assessor to produce one set of CPD evidence and that it could then be shared with each delivering centre.

Members agreed that it was best practice to include the most recent CPD first, although this was not a requirement. If an assessor has created CPD evidence and it includes the name of a delivering centre and/or the centres logo, members agreed that it could be used by another centre without the need for any amendments by the assessor. This will ensure that the assessor does not have to create

a different/bespoke CPD record for each delivering centre if they work with multiple centres. However, in all instances, it is the delivering centres responsibility to ensure that the evidence of CPD meets all of the requirements of the qualification/training programme.

Yvonne asked for clarification regarding evidence requirements for SVQ units, seeking reassurance that trainees were not being over assessed. Members confirmed that the Skills for Health Assessment Strategy for the SVQs in Pharmacy Services at SCQF levels 6 and 8 stated that there must be direct observation of practice by a qualified assessor or direct observation of practice by an expert witness and a professional discussion between the candidate and assessor. In addition, there must be a reflective account.

Next steps

It was agreed that the next meeting of the pharmacy QST would be arranged for December 2025/January 2026.

Action grid

Action	Date completed
Members to share the draft work-based assessor guidance document with colleagues/key stakeholders and provide feedback to Jonathan and May by Friday 19 September 2025	
Jonathan to contact Hazel Jamieson, Chair of the National Pharmacy Technician group, to seek feedback on the proposed content of the revised PDA in Assessment and Supply of Individual Patients' Medicines	
Members to share the proposed content of the revised PDA in Assessment and Supply of Individual Patients' Medicines with colleagues/key stakeholders and provide feedback to Jonathan and May by Friday 19 September 2025	