



Group Award Specification for:

**Professional Development Award (PDA) in
Assessment and Supply of Individual Patients'
Medicines at SCQF level 8**

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1. Introduction

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 higher education institutes (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 Professional Development Award (PDA) in Assessment and Supply of Individual Patients' Medicines at SCQF level 8. This document includes background information on the development of the group award, its aims, guidance on access, details of the structure, and guidance on delivery.

Rationale for the development of the group award

The key drivers in the development of the PDA in Assessment and Supply of Individual Patients' Medicines at SCQF level 8 were National Health Service (NHS) Education for Scotland Pharmacy and the NHS National Acute Pharmacy Services 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.

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 in Assessment and Supply of Individual Patients' Medicines supported the development of these services by enabling appropriate utilisation of pharmacy staff in near patient areas.

The revised qualification reflects current National Occupational Standards (NOS) and has been 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.

2. Qualification structure

The PDA in Assessment and Supply of Individual Patients' Medicines at SCQF level 8 is comprised of three mandatory units equivalent to 38 SCQF credit points. There are no optional units as the mandatory units are sufficiently generic to enable learners from any 'clinical environment' to successfully generate sufficient evidence to complete all units.

2.1 Structure

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
J44V	04	Retrieve and reconcile information about an individual's medicines (Pharm 29).	1	14	8
J78K	04	Confirm the suitability of an individual's medicines for use and ensure sufficient supply (Pharm 31).	1	12	8
J44X	04	Order medicines and products for individuals (Pharm 33).	1	12	8

3. Aims of the qualification

3.1 General aims of the qualification

The general aims of the qualification are to:

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

3.2 Specific aims of the qualification

The specific aims of the qualification are to:

1. develop knowledge and skills in relation to the assessment and supply of individual patients' medicines
2. develop knowledge and skills enabling learners to understand the legal processes relating to valid consent
3. enable learners to understand the legislation which may affect individuals' rights, for example data protection, equality and diversity, freedom of information
4. develop safe and effective pharmacy practice.

4. Recommended entry to the qualification

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team (QDT) as guidance only.

As with all SQA qualifications, access to the qualification is at the discretion of the centre. The following recommendations are for guidance only and they are not exhaustive or mutually exclusive. Learners should be:

- a qualified pharmacy technician
- currently employed as a qualified pharmacy technician in a pharmacy or other healthcare environment, for example hospital, community or primary care setting.

The qualification is designed for qualified pharmacy technicians in employment wishing to improve their knowledge and skills. Where appropriate, pharmacy support workers in an advanced role could also access the qualification.

The individual units Pharm 29 (J44V 04), Pharm 31 (J78K 04) and Pharm 33 (J44X 04) may also be undertaken by other pharmacy staff carrying out these specific roles.

4.1 Core Skills entry profile

The Core Skill 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	5	Research, analysis, reports, oral discussion.
Information and Communication Technology (ICT)	5	Accessing information for research, assimilation of information, creation of graphical and narrative material.
Problem Solving	4	Critical thinking, reflection, evaluation.
Working with Others	4	Co-operative working in teams, referral.

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 and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skill, known as Core Skills through doing this qualification.

5.1 Mapping of qualification aims to units

Unit code	Unit title	General aims	Specific aims
J44V 04	Retrieve and reconcile information about an individual's medicines (Pharm 29).	1, 2, 3, 4	1, 2, 3, 4
J78K 04	Confirm the suitability of an individual's medicines for use and ensure sufficient supply (Pharm 31).	1, 2, 3, 4	1, 2, 3, 4
J44X 04	Order medicines and products for individuals (Pharm 33).	1, 2, 3, 4	1, 2, 3, 4

5.2 Mapping of National Occupational Standards (NOS)

The PDA in Assessment and Supply of Individual Patients' Medicines at SCQF level 8 contains vocational units and there is a direct mapping to each of the National Occupational Standards.

5.3 Assessment strategy for the qualification

Knowledge evidence could be generated via various assessment methods such as observation, reflective accounts, evidence from a witness testimony, professional discussion or questions linked to a work-based activity.

Performance evidence must be generated in the workplace through observation of practice by a qualified assessor or expert witness. Assessment of learner's performance must take place during the course of their day-to-day work. Direct observation of the learner's performance in the workplace must be the primary source of evidence.

The assessment of the PDA in Assessment and Supply of Individual Patients' Medicines at SCQF level 8 must meet the requirements of the Skills for Health Assessment Strategy for the SVQs in Pharmacy Services and the SQA Assessor's Guidelines for the SVQ in Pharmacy Services at SCQF levels 6 and 8.

The Skills for Health Assessment Strategy for the SVQs in Pharmacy Services provides information on the requirements for all staff involved in the delivery, assessment and verification of the units.

The SQA Assessor's Guidelines for the SVQ in Pharmacy Services at SCQF levels 6 and 8 details the requirements for each unit, including workplace learning logs for all units in the group award.

6. Guidance on approaches to delivery and assessment

The PDA in Assessment and Supply of Individual Patients' Medicines at SCQF level 8 was designed to ensure learners 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 group 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 underpinning knowledge may be delivered by blended learning (distance learning) or via an e-learning programme.

The PDA consists of three SVQ units and requires learners 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 reflective accounts, evidence from a witness testimony or professional discussion.

Learners 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 or is working towards the appropriate work place assessment qualification and is 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 SVQs in Pharmacy Services.

6.1 Sequencing/integration of units

Although centres can choose the order in which to deliver the units within the group award, staff responsible for the timetabling of the units should take account of the progressive nature of the PDA in Assessment and Supply of Individual Patients'

Medicines at SCQF level 8 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.

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: [SQA Home Page](http://www.sqa.org.uk) (www.sqa.org.uk).

6.3 Transitional arrangements

It is recommended that learners who are in the process of completing the PDA in Assessment and Supply of Individual Patients' Medicines at SCQF level 7 (GE7D 47) finish it rather than switching to the new group award. However, there may be

occasions when it is not possible for learners to complete the existing group award, for example where they were unable to complete their studies due to ill health. In these cases, recognition of prior learning should be considered.

6.4 Opportunities for e-assessment

The underpinning knowledge may be delivered by blended learning (distance learning) or via an e-learning programme.

6.5 Resource requirements

Evidence must be generated in the workplace through observation of practice by a qualified assessor or expert witness.

Assessors must be a practising pharmacist or pharmacy technician who holds or is working towards the appropriate work place assessment qualification and are competent in the area of practice to which the NOS is being assessed.

Expert witnesses and internal verifiers must be a practising pharmacist or pharmacy technician.

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:

[SQA Assessment Arrangements](http://www.sqa.org.uk/assessmentarrangements) (www.sqa.org.uk/assessmentarrangements).

Internal and external verification

All assessments used within these qualifications 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 [Guide to Assessment](#) (www.sqa.org.uk/files_ccc/Guide_To_Assessment.pdf)

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 and/or candidate 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 and/or candidates 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 and/or candidates 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.

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 to 9 and graded units will be at levels 7 and 8. National Qualification Group Awards are available at SCQF levels 2 to 6 and will normally be made up of National Units which are available from SCQF levels 2 to 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.

Please 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 and /or candidates for the unit which has been revised where they are expected to complete the unit before its finish date.

Version number	Description	Date

Acknowledgement

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

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9. General information for learners

This information 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 Assessment and Supply of Individual Patients' Medicines at SCQF level 8 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 qualification 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.

To achieve this qualification, you must pass three units.

Unit code	Unit title	SQA credit	SCQF credit points	SCQF level
J44V 04	Retrieve and reconcile information about an individual's medicines (Pharm 29).	1	14	8
J78K 04	Confirm the suitability of an individual's medicines for use and ensure sufficient supply (Pharm 31).	1	12	8
J44X 04	Order medicines and products for individuals (Pharm 33).	1	12	8

All three units within the qualification are mandatory and require successful completion to achieve the group award. Evidence will be generated in the workplace through observation of practice by a qualified assessor or expert witness.

If your current job role does not enable you to complete all of the 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 group award you may want to reflect on your current role and develop your leadership and management skills through progression to the HNC in Pharmacy Services Development and Management. Other options may include completing the standalone Pharm 28 unit, Undertake the final accuracy check of dispensed medicines and products.