

Individual Training Plan: Level 3 Pharmacy Technician (Integrated) Apprenticeship

This Individual Training Plan covers all aspects of the Level 3 Pharmacy Technician (Integrated) Apprenticeship Standard. It acts both as your Delivery Plan for completing the various tasks required for the programme and also indicates which activities completed can count towards the required off-the-job training for the programme. The Individual Training Plan has been devised using the employer feedback during your enrolment process, alongside the results of the Skills Scan Part 2 call (RPL checks) with a Buttercups Tutor.

How to use the ITP

The "Periods" tab on the excel spreadsheet shows all of the activities to be completed in each period of training.

- Column A shows the period of training you are due to complete the activity within.
- Column B shows you the activity type so whether this is e-learning or workplace activity for example.
- Column C details the activity.
- Column D shows the planned OTJ time for this activity in hours, please note some might have 0 which will indicate the activity is ineligible for OTJ or does not need to be completed if an optional activity.
- Column E shows the link to the domain of the standard for the activity.
- Column F shows the portfolio reference of the activity to the e-portfolio.
- Column G indicates whether the activity will span over multiple periods of training.
- Column H shows the planned OTJ time in minutes, this will be useful for you as OTJ is logged on the e-portfolio it uses minutes rather than hours so this column should be a useful reference for you as it has done the calculation for you.

Any further columns on the Periods tab are for internal use by your Tutor.

For each Period of Training, you will filter column A "Period" to show the relevant activities you are to complete and the planned off-the-job training time for that period. For example, for Period 1 you will filter column A "Period" to just tick "1". As you progress to Period 2, you will change the filter from "1" to "2". You will then refer to the "Delivery Plan" tab on the spreadsheet to access the dates for which you will aim to complete the set of activities.

The "Delivery Plan" tab on the excel copy of the Individual Training Plan shows the date ranges for the periods of training for the programme. The programme is split into 21 periods of training; the duration of the periods of training will be determined by your contracted working hours and programme duration. Your tutor will complete end of period review calls with you for each period of training, these will be formally booked in while you are on programme to ensure both your availability and your tutor's availability. Please use the "Delivery Plan" as a rough guide to indicate when ~~the planned review calls will be~~ as they will be scheduled to align with the "Period End Date".

Off-the-job Training Requirements

Through the e-portfolio system, the apprentice will need to document how many off-the-job training hours have been completed and this will be signed off by the Workplace Training Supervisor. Off-the-job training is learning, development and training time relating specifically to the apprenticeship programme which takes place during the apprentice's paid working hours. This includes working through course materials and learning and practising new skills and responsibilities.

Each apprentice must spend at least 20% of their paid working hours in off-the-job training over the duration of the programme. For starts as of 1st August 2018, when calculating the required amount of minimum off-the-job training required, the apprentice's statutory leave should be deducted. This has been factored into the calculations on the Commitment Statement. The planned hours expected for the programme are confirmed on this Individual Training Plan, it may be that additional time over the 20% weekly off-the-job training is planned.

Please refer back to your Commitment Statement for full details on the off-the-job training required for your programme. Off-the-job training information can also be located in your programme B-Hive materials, where a flyer can be located and used as a reference guide.

Functional Skills

If you are completing Functional Skills courses as part of your programme you will have a specific plan of learning to complete your Functional Skills. These tasks will be documented in the relevant periods of training as activities to complete. You should be given time within your workplace to complete Functional Skills but they do not contribute to OTJ training hours. Instead the hours to complete Functional Skills will be recorded as "GLH" within the Functional Skills course on the Buttercups Training B-Hive.

Contracted working hours / week	30.00
Minimum off-the-job training / week	6.00
Start Date	01/08/2022
Expected End Date	01/08/2024
Expected EPA Start date	02/08/2024
Expected EPA End date	02/11/2024

Period Number	Period Start Date	Period End Date	Expected OTJ Hours
<u>1</u>	01/08/2022	04/09/2022	43.00
<u>2</u>	04/09/2022	09/10/2022	59.00
<u>3</u>	09/10/2022	13/11/2022	45.00
<u>4</u>	13/11/2022	18/12/2022	51.00
<u>5</u>	18/12/2022	21/01/2023	45.25
<u>6</u>	21/01/2023	25/02/2023	41.00
<u>7</u>	25/02/2023	01/04/2023	30.00
<u>8</u>	01/04/2023	06/05/2023	46.00
<u>9</u>	06/05/2023	09/06/2023	30.00
<u>10</u>	09/06/2023	14/07/2023	28.00
<u>11</u>	14/07/2023	18/08/2023	45.00
<u>12</u>	18/08/2023	22/09/2023	40.00
<u>13</u>	22/09/2023	26/10/2023	41.00
<u>14</u>	26/10/2023	30/11/2023	46.00
<u>15</u>	30/11/2023	04/01/2024	36.00
<u>16</u>	04/01/2024	08/02/2024	40.00
<u>17</u>	08/02/2024	13/03/2024	26.00
<u>18</u>	13/03/2024	17/04/2024	31.00
<u>19</u>	17/04/2024	22/05/2024	31.00
<u>20</u>	22/05/2024	26/06/2024	5.00
<u>21</u>	26/06/2024	31/07/2024	1.00
			760.25

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
1	Progress Review	Initial review of skills scan prior to start date	0			
1	Workplace Activity	Practising data protection and confidentiality processes in the workplace, including how to use and access the PMR systems and tills.	1	1,3		
1	Portfolio	Complete a CPD record in periods 1-3	1	7	00/01	3
1	E-Learning	Complete learning on Course introduction module	2	7		
1	E-Learning	Complete activities from course introduction module	1	7		
1	E-Learning	Complete module 1 part 1 e-learning	6	1,2,3,4,5,6,7,8		
1	Virtual Classroom	Tutor-led Welcome Session with learner and WTS invited	1	7		
1	Buttercups led activities	Initial learning completed on GPhC / CQC Inspections on start date (welcome zoom)	0.5	1		
1	Virtual Classroom	Attend session on professionalism and personal development	1	1,7		
1	Workplace Activity	WTS initial meeting and plan for development time	1	7		
1	Workplace Activity	Locating and reading the workplace SOPs on health and safety, data protection, confidentiality, safeguarding and whistleblowing	0	2,3,8,10		
1	Workplace Activity	Shadow staff to learn the roles, responsibilities and accountabilities of all roles within the team and observe effective teamworking	2	1		
1	Workplace Activity	Observe how the pharmacy operates, find out the services it offers and other departments or organisations it works with.	2	3		
1	Workplace Activity	Review the supply of different medicines classes in your workplace and how that affects what you are able to do and when. This may involve shadowing and being mentored on practices specific to your workplace.	1	1		
1	Portfolio	Complete assessment activity on time management	2	7	01/01	1
1	Portfolio	CPPE safeguarding course to be achieved at Level 2	2	8	Starter SG tasks - SG/01	1
1	Portfolio	ETF Side-by-Side courses on Radicalisation and Extremism, Staying Safe Online, What Can You Trust? And British Values	2	2,8	Starter SG tasks - SG/02	1
1	Workplace Activity	Researching and developing the skills to upload audio and video into e-portfolio	0		Stretch and Challenge	
1	Portfolio	WTS review of performance in Period 1 and upload to portfolio	0		WTS EoPR P01	1
1	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
1	E-Learning	Activities will be added here if the learner requires teaching support following screening at the beginning of the programme	0		FOUNDATION	
1	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	
1	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	
1	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
1	E-Learning	Complete module 1 part 2 e-learning	6	1,2,3,4,5,6,7,8,9,10		
1	E-Learning	Complete module 1 activities and competencies	4	1,2,3,4,5,6,7,8,9,10		
1	Virtual Classroom	Attend session on revalidation	1	7		
1	Workplace Activity	Learning workplace procedures for how to deal with a GDPR breach	0.5	3,8		
1	Portfolio	Start to design a consent form for use patient case study portfolio later in course (09/01 and 09/02)	1	2	02/01	1
1	Portfolio	Complete the Pharmacy Technician Essay assessment	2	1,7	02/02	1
1	Workplace Activity	Initial practical workplace training on working safely. This may involve shadowing and being mentored on practices specific to your workplace.	2	3,10		
1	Workplace Activity	Understand the workplace and GPhC guidance on moral and religious beliefs, professionalism online, sexual boundaries and duty of candour.	1	2		
2	Welfare Review	Pastoral discussion with Buttercups Reviewer	0			
2	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7		
2	E-Learning	Complete module 2 part 1 e-learning	6	1,2,3,4,5,6,7,8,9,10		
2	E-Learning	Achieve 70% or more in the Medicines Legislation and Clinical Governance MCQ test	1	1		
2	Workplace Activity	Locating and reading the workplace SOPs on receiving prescriptions	1	1		
2	Workplace Activity	Mapping out the journey of a prescription in your organisation from prescriber to patient, across a range of different types of NHS and private prescriptions	2	1,2,3		
2	Workplace Activity	Observe the practise of the legal and clinical checks that prescriptions undertake	1	1,3		
2	Workplace Activity	Practise receiving, interpreting and validating different types of prescriptions in line with SOPs. This may involve shadowing and being mentored on practices specific to your workplace.	2	1		

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
2	Workplace Activity	Practise in dealing appropriately with faxes, urgent orders and emergency supply requests. This may involve shadowing and being mentored on practices specific to your workplace.	1	1,2,3		
2	Workplace Activity	Using the PMR effectively to find a patient, label their medicines, correct/update their details and deal with a deceased patient	2	1		
2	Workplace Activity	Be able to deal with interactions and warnings that may be flagged on the PMR system	1	1,2,3		
2	Workplace Activity	Practising the labelling of medication for patients to ensure they meet legal requirements. This may involve shadowing and being mentored on practices specific to your workplace.	3	1		
2	Portfolio	Create a Personal Development Plan	1	7	02/03 / Form	1
2	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
2	E-Learning	Activities will be added here if the learner requires teaching support following screening at the beginning of the programme	0		FOUNDATION	
2	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	
2	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	
2	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
2	E-Learning	Complete module 2 part 2 and 3 activities and competencies	2	1,2,3,4,5,6,7,8,9,10		
2	E-Learning	Complete module 2 part 2 and 3 e-learning	12	1,2,3,4,5,6,7,8,9,10		
2	E-Learning	Achieve 70% or more in Calculations MCQ test	1	1		
2	Virtual Classroom	Attend virtual classroom on calculations	1	1		
2	Workplace Activity	Complete manual handling and PPE training in the workplace	1	3,10		
2	Workplace Activity	Practise safe and hygienic dispensing and be able to safely deal with spillages	1	3,10		
2	Workplace Activity	Researching the pharmacy resources that are available in the workplace, what they are used for, who can access them and how they may be used to support the dispensing process	2	1,3		
2	Workplace Activity	Reading SOPs on dispensing practices in the workplace, including those for near misses and dispensing errors	1	8		
2	Workplace Activity	Be familiar with different pharmaceutical stock forms in your workplace and the layout for their locations, including any special locations require to comply with storage conditions, including any automated supply (if available).	2	3		
2	Workplace Activity	Practise assembling prescriptions, including calculating quantities to supply, techniques for weighs and measures, robotic supply(if relevant) and use of other equipment. This may involve shadowing and being mentored on practices specific to your workplace.	4	3		
2	Workplace Activity	Deal with any prescription issues that arise when validating or dispensing a prescription.	2	1,3		
2	Portfolio	Start the journey of a prescription assessment. It contains an overview of the dispensing process and potential issues from the point of receipt to payment for service	2	1,2,3	Disp prep - 03/01	2
2	Portfolio	Complete a continuity Audit	2	1,2,3	03/02	1
2	Portfolio	Create a personal self-checking protocol in line with company SOPs	1	1	Disp prep - 03/03	1
2	Portfolio	Complete dispensing validation logs	4	1	Disp prep - 03/04	1
2	Portfolio	Complete prescription validations observations assessment	0		Pt. facing - 03/05	1
3	Portfolio	WTS review of performance in Period 3 and upload to portfolio	0		WTS EoPR P03	1
3	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and reviews	0	7		
3	Portfolio	Complete a reflective account based on communication skills when things may not have gone to plan in period 1-12	1	7	00/02	10
3	Portfolio	Plan and complete a peer discussion on equality and diversity in your workplace and how you avoid unconscious bias, by the end of period 12	1	2	00/03	10
3	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
3	E-Learning	Activities will be added here if the learner requires teaching support following screening at the beginning of the programme	0		FOUNDATION	
3	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	
3	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
3	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
3	E-Learning	Achieve 70% or more in Dispensing MCQ test	1	1,3		
3	E-Learning	Complete module 2 part 4 e-learning activities and competencies	6	1,2,3,4,5,6,7,8,9,10		
3	E-Learning	Complete module 2 activities and competencies	2			
3	E-Learning	Complete module 3 part 1 e-learning	10	1,2,3,4,5,6,7,8,9,10		
3	Workplace Activity	Following the pharmacy funding webinar, review your procedures for reimbursement for your services, be that claims to the NHS or charging a patient or department.	2	3		
3	Workplace Activity	Continue to practise dispensing items, this month focusing on accuracy of dispensing using the self-checking protocol that you have designed. Make adjustments to your protocol if necessary to improve your performance.	2	1,3		
3	Workplace Activity	Read all SOPs relating to stock management and CDs	1	1,3		
3	Workplace Activity	Spend time focusing on dispensing CD prescriptions, including record keeping procedures and governance	2	1,3		
3	Workplace Activity	Read the SOPs for the safe disposal of stock and patient returns. Have a colleague demonstrate the process for you then switch and ask them to observe you and provide feedback.	1	3		
3	Workplace Activity	Find out your workplace procedures for owing's on prescriptions and be able to deal with them confidently	1	3		
3	Workplace Activity	Discover your workplace procedures and policies for safe sourcing and storage of medicines to ensure they remain fit for purpose.	1	3		
3	Workplace Activity	Experience ordering, receiving and maintaining stock. This may involve shadowing and being mentored on practices specific to your workplace.	2	3		
3	Workplace Activity	Find out about managing cost-effective stock control	1	3		
3	Workplace Activity	Shadow staff dealing with stock recalls and find out how to claim credit	2	3		
3	Portfolio	Complete the risk assessment questions	1	5	04/01	2
3	Portfolio	Draw a diagram of your workplace identifying Health and Safety points	1	3,10	04/02	2
3	Portfolio	On passing the Dispensing MCQ test above, start the Health and Safety observations in the workplace	0		04/03	2
3	Portfolio	Start observations on Health and Safety in the dispensing process	0		Disp - 04/04	2
3	Portfolio	Be observed handling hazardous substances safely	0		04/05	2
3	Portfolio	Make suggestions for improvements for Health and Safety	1	3,10	04/06	2
3	Portfolio	Be observed following manual handling requirements	0		04/07	2
3	Portfolio	Using checking protocol from 03/03 practise dispensing accurately and log sessional activity	3	1,3,7	Disp Logs - 05/01	2
3	Portfolio	Using checking protocol from 03/03 practise dispensing accurately and obtain a WTS statement on your practice	3	1,3,7	Disp Logs - 05/02	2
4	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7		
4	Portfolio	Complete a CPD record in periods 4-6	1	7	00/04	3
4	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
4	E-Learning	Activities will be added here if the learner requires teaching support following screening at the beginning of the programme	0		FOUNDATION	
4	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	
4	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	
4	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
4	E-Learning	Complete module 3 part 2 e-learning	20	1,2,3,4,5,6,7,8,9,10		
4	Virtual Classroom	Attend virtual classroom on pharmacokinetic calculations	1	1		
4	Buttercups led activities	Watch teaching videos in module 3 on clinical trials and preparation of medicines	1	1		
4	Workplace Activity	Continue experience of assembling prescriptions utilising revised self-checking protocol. This may involve shadowing and being mentored on practices specific to your workplace.	2	1		
4	Workplace Activity	Deal with a stock recall and claiming credit	1	3,8		
4	Workplace Activity	Complete an owing's audit	2	5		
4	Workplace Activity	Read all SOPs relating to dealing with patients unable to take their medicines, making medicines within your organisation and sourcing unlicensed medicines	2	1,6		
4	Workplace Activity	Shadow staff dealing with sourcing unlicensed and pharmaceutical specials	2	3		
4	Workplace Activity	Find out the actions to be taken to deal with near misses and dispensing errors.	1	1,8		
4	Portfolio	Complete scenarios on stock maintenance including FMD, risk management and cold chain supply	2	1,3	Stock - 05/03	1
4	Portfolio	Observations of practice dealing with out of stock issues	0		Stock - 05/04	1
4	Portfolio	Observations of practice dealing with ordering stock	0		Stock - 05/05	1

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
4	Portfolio	Observations of practice dealing with disposing of medicines	0		Stock - 05/06	1
4	Portfolio	Observations of practice issuing stock	0		Stock - 05/07	1
4	Workplace Activity	Practise workplace procedures for preparing to work and dispense in an aseptic unit (includes PPE, preparation of materials and the environment)	16	3,9	ASEPTIC	
5	Portfolio	WTS review of performance in Period 5 and upload to portfolio	0		WTS EoPR P05	1
5	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7		
5	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
5	E-Learning	Activities will be added here if the learner requires teaching support following screening at the beginning of the programme	0		FOUNDATION	
5	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	
5	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	
5	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
5	E-Learning	Complete module 3 activities and competencies	5	1,2,3,4,5,6,7,8,9,10		
5	E-Learning	Complete module 3 part 3 e-learning	15	1,2,3,4,5,6,7,8,9,10		
5	E-Learning	Achieve 70% or more in the making of medicines MCQ test	1	1		
5	Virtual Classroom	Attend virtual classroom on quality of medicines and patient safety	1	1,8		
5	Workplace Activity	Spend time focusing on dealing with patients unable to take their medicines as prescribed e.g. swallowing difficulties / allergies etc.	1	2,6		
5	Workplace Activity	Shadow staff dealing with clinical trials (if available)	4	1,3		
5	Workplace Activity	Prepare for 6-monthly appraisal by gathering multisource feedback	1	7		
5	Portfolio	Complete the making of medicines scenarios assessment	1.25	1,3	06/01	1
5	Portfolio	WTS 6 monthly appraisal and review of learning objectives and upload to e-portfolio	0		Appraisal 1	
5	Workplace Activity	Practise assembling medicines in an aseptic unit	16	1,9	ASEPTIC	
6	Welfare Review	Pastoral discussion with Buttercups Reviewer	0			
6	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and 6 monthly review.	0	7		
6	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
6	E-Learning	Activities will be added here if the learner requires teaching support following screening at the beginning of the programme	0		FOUNDATION	
6	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	
6	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	
6	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
6	E-Learning	Complete module 4 part 1 e-learning	12	1,2,3,4,5,6,7,8,9,10		
6	Workplace Activity	Complete workplace training on equality, diversity and inclusion	2	2		
6	Workplace Activity	Shadow staff and discuss situations with colleagues on meeting the individual needs of patients including protected characteristics	2	2		
6	Workplace Activity	Research the socioeconomic and cultural health needs of the local population	2	2,9		
6	Workplace Activity	Practise communication skills with a range of people including colleagues, patients and other healthcare professionals. This may involve shadowing and being mentored on practices specific to your workplace.	2	2,6		
6	Workplace Activity	Practise written and telephone communication skills. This may involve shadowing and being mentored on practices specific to your workplace.	2	2,6		
6	Workplace Activity	Shadow staff undertaking medication reviews to understand how communication works within a consultation.	2	2,6		
6	Workplace Activity	Draft a checklist for completing a person-centred consultation with a patient.	1	2,6		
6	Workplace Activity	Find out about dealing with complaints from service users within your workplace	1	3,8		
6	Workplace Activity	Discuss professional decision making with a colleague and their experience of it. Make professional decisions when they arise and discuss the decision and reasoning with your colleagues	2	2,5		

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
6	Workplace Activity	Review a recent complaints and discuss the handling of it with a senior colleague	2	3,5,8		
6	Portfolio	Research and prepare responses to a range of queries and be observed dealing with them. Occasion 1.	2	1,2	Pt. Facing - 07/01	10
6	Portfolio	Research and prepare responses to a range of queries and be observed dealing with them. Occasion 2.	2	1,2	Pt. Facing - 07/02	10
6	Portfolio	Research and prepare responses to a range of queries and be observed dealing with them. Occasion 3.	2	1,2	Pt. Facing - 07/03	10
6	Portfolio	Research and prepare responses to a range of queries and be observed dealing with them. Occasion 4.	2	1,2	Pt. Facing - 07/04	10
6	Portfolio	Commence work on mental health services report assessment	2	7,9	07/05	2
6	Portfolio	Understanding Safeguarding Assessment	1	8	SG/03 + course	1
7	Portfolio	WTS review of performance in Period 7 and upload to portfolio	0		WTS EoPR P07	1
7	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7		
7	Portfolio	Create a CPD record in period 7-9	1	7	00/05	3
7	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
7	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
7	E-Learning	Complete module 4 e-learning	12	1,2,3,4,5,6,7,8,9,10		
7	E-Learning	Achieve 70% or more in the person-centred care MCQ test	1	2		
7	Virtual Classroom	Attend virtual classroom on professional decision making	1	2,7		
7	Workplace Activity	Demonstrate how and when to access workplace resources for information about a patient or their medication including consent and confidentiality.	2	1,2,3,6		
7	Workplace Activity	Find out about your workplace procedures for dealing with a patient in an emergency i.e. in a safeguarding situation, Whistleblowing or medical emergency.	1	2, 8,10		
7	Workplace Activity	Use reliable resources to provide appropriate responses to queries from service users	3	5		
7	Workplace Activity	Research public health messages in your workplace / local area. Discuss with staff how they are planned and involve yourself in a campaign	4	9		
7	Workplace Activity	Read procedures on, and find out how, social media is used in your workplace	1	7		
7	Workplace Activity	Practise gathering information on Patient Medication Records (PMR) and use information to optimise patient treatment and reduce waste.	3	1,3		
7	Portfolio	Complete the Mock OSCE scenarios followed by a professional discussion	1	1,2,6	08/01	1
8	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7		
8	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
8	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
8	E-Learning	Complete module 5 e-learning	14	1,2,3,4,5,6,7,8,9,10		
8	E-Learning	Watch expert patient video on chronic pain	1	2,6		
8	E-Learning	Achieve 70% or more in the musculoskeletal system test	1	1		
8	Virtual Classroom	Attend virtual classroom on drug action	1	1		
8	Workplace Activity	Focus on prescriptions, medication and treatments for musculoskeletal diseases. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,6		
8	Workplace Activity	Dispense a range of analgesics, sell OTC analgesics and find out about abuse and misuse and when to refer. This may involve shadowing and being mentored on practices specific to your workplace.	4	3,6,8		
8	Workplace Activity	Find out about the counselling and safety procedures for high risk drugs e.g. methotrexate	1	1,6,8		
8	Workplace Activity	Find out about different CDs, their ordering, receiving, prescription requirements, register entries and running balances.	3	1,3		
8	Workplace Activity	Find out how to dispose of CDs including dealing with patient returns	1	1,3		
8	Workplace Activity	Find out about the patient counselling requirements for CDs including issues with travelling or driving.	1	1,2,3,6		
8	Workplace Activity	Research health promotion advice for patients with regard to exercise and weight management to aid mobility	2	2,6		
8	Workplace Activity	Visit a specialist services for managing chronic pain, such as a pain clinic	2	9		
8	Portfolio	Commence patient case study skills Part 1 Patient 1.	3	1,2,3	Pt. Facing - 09/01	4
8	Portfolio	Commence patient case study skills Part 1. Patient 2.	3	1,2,3	Pt. Facing - 09/02	4
8	Portfolio	Commence interactions assessment	1	1	Pt. Facing - 09/03	8
8	Portfolio	Produce a report on ADRs and interactions identified from 09/03	5	1,7	Pt. Facing - 09/04	12
8	Portfolio	Complete OSCE on the musculoskeletal system (module 5)	1	1	OSCE - 09/05	1
9	Portfolio	WTS review of performance in Period 9 and upload to portfolio	0		WTS EoPR P09	1
9	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and reviews	0	7		
9	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
9	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
9	E-Learning	Complete module 6 e-learning	14	1,2,3,4,5,6,7,8,9,10		
9	E-Learning	Watch expert patient video on living with chronic bowel disease	1	1,2		
9	E-Learning	Achieve 70% or more in the GI and renal system test	1	1		
9	Virtual Classroom	Attend virtual classroom on Acute Kidney Injury	1	1,6		
9	Workplace Activity	Read workplace SOPs on supplying appliances such as catheters and stomas etc.	1	3,9		
9	Workplace Activity	Focus on prescriptions, medication and treatments for patients with gastrointestinal or renal disorders. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6,9		
9	Workplace Activity	Check dose adjustments for patients with renal impairment	2	1,6,9		
9	Workplace Activity	Find out about the supply of catheters and stomas	1	1,7,9		
9	Workplace Activity	Supply OTC medicines for minor ailments (if appropriate) and find out how to deal with laxative abuse / misuse.	3	1,2,8		
9	Workplace Activity	Research health promotion advice for patients concerning signs of bowel and prostate cancer	2	6,7,9,10		
9	Workplace Activity	Understand the workplace procedures for handling sensitive information such as erectile dysfunction treatment	1	2,6		
9	Portfolio	Complete OSCE on GI and renal system (module 6)	1	1,2	OSCE - 10/01	1
10	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7		
10	Portfolio	Complete a CPD entry in periods 10-12	1	7	00/06	3
10	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
10	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
10	E-Learning	Complete module 7 e-learning	14	1,2,3,4,5,6,7,8,9,10		
10	E-Learning	Achieve 70% or more in the Cardiovascular system test	1	1,6		
10	Virtual Classroom	Attend virtual classroom on medicines optimisation	1	1,6		
10	Workplace Activity	Read workplace SOPs on blood pressure testing and cholesterol checks (if appropriate)	1	6,9		
10	Workplace Activity	Focus on prescriptions, medication and treatments for patients with cardiovascular disease. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6		
10	Workplace Activity	Practise patient counselling for medicines used to treat cardiovascular disease, including interactions. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6		
10	Workplace Activity	Understand and where appropriate receive training on, services to identify cardiovascular risks such as blood pressure testing and cholesterol checks.	1	9		
10	Workplace Activity	Recognise patient safety issues for those on high risk medicines and how to monitor therapeutic levels.	2	1,8,10		
10	Workplace Activity	Research health promotion advice for patients to prevent cardiovascular disease	2	6		
10	Portfolio	Complete OSCE on the Cardiovascular system (module 7)	1	1,2,3	OSCE - 11/01	1
10	Welfare Review	Pastoral discussion with Buttercups Reviewer	0			
11	Portfolio	WTS review of performance in Period 11 and upload to portfolio	0		WTS EoPR P11	1
11	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7		
11	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
11	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
11	Workplace Activity	Prepare for 6-monthly appraisal by gathering multisource feedback	1	7		
11	Portfolio	Commence public health campaign assessment	2	1,2,7	12/01	5
11	Portfolio	Commence patient communication assessment	2	1,2,7	Pt. Facing - 12/02 (abc)	1
11	E-Learning	Complete module 8 learning	14	1,2,3,4,5,6,7,8,9,10		
11	E-Learning	Watch teaching video on inhaler technique	1	6,7		
11	E-Learning	Watch expert patient video on COPD	1	2,6		
11	E-Learning	Achieve 70% or more in the respiratory system test	1	1		
11	Virtual Classroom	Attend virtual classroom on treatment guidelines	1	1,8		
11	Workplace Activity	Read workplace SOPs on inhaler techniques, winter health and vaccinations (if appropriate)	1	6		
11	Workplace Activity	Focus on prescriptions, medication and treatments for patients with respiratory disease. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6		
11	Workplace Activity	Supply OTC medicines for colds and allergies (if appropriate) and find out about interactions of OTC medicines used in these treatments.	2	1,6		
11	Workplace Activity	Understand the different types of devices in inhalers and how they are used	2	1		
11	Workplace Activity	Practise inhaler techniques and counselling of patients with inhalers	2	1,6		

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
11	Workplace Activity	Provide health promotion advice for patients to support winter / summer health and vaccination schedules to support those patients susceptible to respiratory infections	2	2,6		
11	Workplace Activity	Shadow staff providing medicines management and reviews of treatment for respiratory disorders for example asthma clinics	2	2,3,6		
11	Workplace Activity	Supply nebulisers and oxygen to patients and understand the emergency supply procedures for patients with respiratory diseases	1	1,6,9		
11	Workplace Activity	Practise providing advice to paediatric patients and their carers, including advice on anaphylaxis.	2	1,2,10		
11	Portfolio	Complete OSCE on respiratory system (module 8)	1	1,2,7	OSCE - 13/01	1
11	Portfolio	Commence patient case study skills Part 2	1	1,2,3	Pt. Facing - 13/02	4
11	Portfolio	Commence patient case study skills Part 2	1	1,2,3	Pt. Facing - 13/03	4
11	Portfolio	Practise your counselling of a patient on a range of medicines and devices. Patient 1.	1	1,2,7	Pt. Facing - 13/04	4
11	Portfolio	Practise your counselling of a patient on a range of medicines and devices. Patient 2.	1	1,2,7	Pt. Facing - 13/05	4
11	Portfolio	Practise your counselling of a patient on a range of medicines and devices. Patient 3.	1	1,2,7	Pt. Facing - 13/06	4
11	Portfolio	WTS 6 monthly appraisal and review of learning objectives and upload to e-portfolio	0		Appraisal 2	1
12	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and 6 monthly review.	0	7		
12	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
12	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
12	E-Learning	Complete module 9 learning	14	1,2,3,4,5,6,7,8,9,10		
12	E-Learning	Sign up to be a dementia friend	1	2,6		
12	E-Learning	Watch expert patient video on depression	1	1,2		
12	E-Learning	Achieve 70% or more in the Central Nervous System test	1	1		
12	Virtual Classroom	Attend virtual classroom on safeguarding	1	1,2,6,8		
12	Workplace Activity	Read workplace SOPs on safeguarding and dealing with vulnerable patients	1	6,8		
12	Workplace Activity	Focus on prescriptions, medication and treatments for patients with Central Nervous System (CNS) conditions. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6		
12	Workplace Activity	Deal with patients with mental health issues, including signposting	2	2,6,9		
12	Workplace Activity	Practise safe processes for reducing the harm to patients when supplying CNS medicines	2	1,3,8		
12	Workplace Activity	Providing health promotion advice for patients to support minor CNS illnesses such as migraine or nausea, understand when to refer.	2	2,6		
12	Workplace Activity	Shadow staff providing support to patients with addiction to substances	2	2,6,7		
12	Workplace Activity	Understand mental health first aid in the workplace and be able to identify vulnerable patients / colleagues	2	2,10		
12	Workplace Activity	Practise providing advice to support workers to assist with the care of patients. This may involve shadowing and being mentored on practices specific to your workplace.	2	2,6		
12	Portfolio	Complete OSCE on the Central Nervous System (module 9)	1	1,2	OSCE - 14/01	1
12	E-Learning	Complete learning module on final accuracy checking	2	1	ACPT	
12	Workplace Activity	Review the organisational SOP for final accuracy checking and spend time shadowing someone completing the final accuracy check on prescriptions	4	1	ACPT	
13	Portfolio	WTS review of performance in Period 13 and upload to portfolio	0		WTS EoPR P13	1
13	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7		
13	Portfolio	Complete a reflective account on something that has not gone well in periods 13-23	1	7	00/07	8
13	Portfolio	Complete a CPD entry in periods 13-15	1	7	00/08	3
13	Portfolio	Complete a peer discussion	1	7	00/09	8
13	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
13	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
13	E-Learning	Complete module 10 learning	14	1,2,3,4,5,6,7,8,9,10		
13	E-Learning	Watch expert patient video on Addison's disease and diabetes	1	1,2		
13	E-Learning	Achieve 70% or more in the Endocrine System test	1	1		
13	Virtual Classroom	Attend virtual classroom on steroids used as medicines	1	1,6		
13	Workplace Activity	Read workplace SOPs on emergency hormonal contraception supply and patient counselling for steroids and diabetic medicines	1	1,3,6		
13	Workplace Activity	Focus on prescriptions, medication and treatments for patients with endocrine conditions. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6		
13	Workplace Activity	Dispense a range of anti-diabetic medicines and review process for reducing the risks to patients of incorrect supply / usage	4	1,5,6,8		
13	Workplace Activity	Practise patient counselling on long-term endocrine disorders and patient monitoring of medications i.e. steroid cards / glucose monitoring. This may involve shadowing and being mentored on practices specific to your workplace.	4	6,8		

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
13	Workplace Activity	Research advice on the use of contraception, including emergency hormonal contraception and patent counselling on pessaries / vaginal gels	2	6		
13	Workplace Activity	Shadow staff providing sexual health services and find out where to signpost patients	3	9		
13	Workplace Activity	Understand which situations to apply to Gillick competency or Fraser guidelines	1	2		
13	Portfolio	Complete OSCE on the Endocrine System (module 10)	1	1,2,3	OSCE - 15/01	1
13	Portfolio	Watch welfare video and complete assessment	1	8	SG/04	1
13	Portfolio	Complete a professional discussion on OSCEs completed so far	0		PD/01	1
13	Portfolio	Create our own accuracy checking protocol ready to start practising this role	2	1,3,7,8	ACPT/02	1
14	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7		
14	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
14	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
14	E-Learning	Complete module 11 learning	14	1,2,3,4,5,6,7,8,9,10		
14	E-Learning	Achieve 70% or more in the infectious diseases test	1	1		
14	Virtual Classroom	Attend virtual classroom on patient safety with antimicrobials	1	1,2,6,9		
14	Workplace Activity	Read workplace SOPs on antibiotic prescribing policies	1	3,8		
14	Workplace Activity	Focus on prescriptions, medication and treatments for patients with infections. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6		
14	Workplace Activity	Dispense a range of antimicrobial medicines and understand the national and local guidelines for prescribing. This may involve shadowing and being mentored on practices specific to your workplace.	4	1,9		
14	Workplace Activity	Practise patient counselling for patients using antimicrobials	4	2,6		
14	Workplace Activity	Practise safe processes for maintaining the cold chain with items such as vaccines	2	3		
14	Workplace Activity	Support public health campaigns and be aware of the action to take in the event of a pandemic	2	6,9		
14	Workplace Activity	Understand the signs and symptoms of infections that warrant a referral	1	6,10		
14	Portfolio	Complete OSCE on infectious diseases (module 11)	1	1,2,3	OSCE - 17/01	1
14	Portfolio	Commence patient case study skills Part 3	2.5	1,2,3	Pt. Facing - 17/02	4
14	Portfolio	Commence patient case study skills Part 3	2.5	1,2,3	Pt. Facing - 17/03	4
14	Portfolio	Practise being observed counselling a patient on a range of medicines and devices. Patient 1.	1	1,2,7	Pt. Facing - 17/04	4
14	Portfolio	Practise being observed counselling a patient on a range of medicines and devices. Patient 2.	1	1,2,7	Pt. Facing - 17/05	4
14	Portfolio	Practise being observed counselling a patient on a range of medicines and devices. Patient 3.	1	1,2,7	Pt. Facing - 17/06	4
14	Portfolio	Complete project on antimicrobial stewardship	3	1,2,3,7	Disp - 17/07 (abc)	1
14	Portfolio	Complete the activity workbook within chapter 1 of the ACPT course	2	1,5	ACPT/01	1
14	Welfare Review	Pastoral discussion with Buttercups Reviewer	0			
15	Portfolio	WTS review of performance in Period 15 and upload to portfolio	0		WTS EoPR P15	1
15	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and reviews.	0	7		
15	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
15	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
15	E-Learning	Complete module 12 learning, including Macmillan e-learning module	16	1,2,6,7,9,10		
15	E-Learning	Achieve 70% or more in the malignant disease test	1	1		
15	Virtual Classroom	Attend virtual classroom on new cancer treatments on the horizon	1	1,2,9		
15	Workplace Activity	Read workplace SOPs on dealing with patients with malignant disease and safe handling of cytotoxic	1	3,6,8		
15	Workplace Activity	Focus on prescriptions, medication and treatments for patients with malignant diseases. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6,9		
15	Workplace Activity	Recognise palliative care prescriptions and how to support patients and their families	2	2,6		
15	Workplace Activity	Practise patient counselling for patients on chemotherapy treatments and provide advice on how to manage their conditions	4	2,6		
15	Workplace Activity	Be aware of the support groups and charities available to support patients with malignant diseases	1	2,9		
15	Workplace Activity	Support public health campaigns, screening programmes and self-checks for early detection of cancers	2	6		
15	Workplace Activity	Work confidentiality with the multidisciplinary team to support patients with malignant diseases	3	4		
15	Portfolio	Complete OSCE on malignant diseases (module 12)	1	1,2	OSCE - 18/01	1
15	Portfolio	Complete the activity workbook within chapter 2 of the ACPT course	2	1,3,5,7,8	ACPT/03	1
15	Portfolio	Complete your ACPT facilitator testimony	0		ACPT/04	
16	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7		
16	Portfolio	Complete a CPD entry in periods 16-18	1	7	00/10	3

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
16	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
16	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
16	E-Learning	Complete module 13 learning	14	1,2,3,4,5,6,7,8,9,10		
16	E-Learning	Watch expert patient videos on anxiety caused by visible conditions	1	1,2		
16	E-Learning	Achieve 70% or more in the sensory organs test	1	1		
16	Virtual Classroom	Attend virtual classroom on wound care and first aid revision	1	1,10		
16	Workplace Activity	Read workplace SOPs on the use of medicines for the eye, ear, throat and nose and skin.	1	3,6		
16	Workplace Activity	Focus on prescriptions, medication and treatments for patients with sensory organ conditions. This may involve shadowing and being mentored on practices specific to your workplace.	2	1,2,6		
16	Workplace Activity	Understand how to support patients with sensory impairments	2	2		
16	Workplace Activity	Practise patient counselling for patients using of eye, ear, throat or nasal medicines	4	2,6		
16	Workplace Activity	Practise patient counselling and support to be given to patients with skin conditions	2	2,6		
16	Workplace Activity	Shadow staff in specialist teams to support patients with sensory organ conditions	3	2,6		
16	Portfolio	Complete OSCE on conditions of the sensory organs (module 13)	1	1,2	OSCE - 19/01	1
16	Portfolio	Complete professional discussion on patient case study portfolio completed so far	0		PD/02	1
16	Portfolio	Practise accuracy checking other's work using your organisational SOP for accuracy checking and create a log of evidence to demonstrate accuracy. Part 1.	6	1,3,5,7	ACPT/05	1
16	Workplace Activity	Prepare for 6-monthly appraisal by gathering multisource feedback	1	7		
17	Portfolio	WTS review of performance in Period 17 and upload to portfolio	0		WTS EoPR P17	1
17	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7		
17	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
17	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
17	E-Learning	Complete any outstanding portfolio tasks	0	7		
17	E-Learning	Achieve 70% or more on First Aid test	1	10		
17	E-Learning	Complete module 14 learning	10	4,5,7,8		
17	Virtual Classroom	Attend virtual classroom on clinical governance	1	3,5		
17	Workplace Activity	Read workplace SOPs on audit and governance	1	3,5		
17	Portfolio	Take part in safeguarding current affairs debate	1	8	SG/05	1
17	Portfolio	WTS 6 monthly appraisal and review of learning objectives and upload to e-portfolio	0		Appraisal 3	1
17	Portfolio	Practise accuracy checking other's work using your organisational SOP for accuracy checking and create a log of evidence to demonstrate accuracy. Part 2.	12	1,3,5,7	ACPT/06	1
18	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and 6 monthly review.	0	7		
18	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
18	Welfare Review	Pastoral discussion with Buttercups Reviewer	0			
18	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
18	Workplace Activity	Practise completing a pharmacy audit	2	3,5		
18	Workplace Activity	Apply clinical governance procedures to your everyday role	3	3,5		
18	Workplace Activity	Prepare to deliver a training session to your colleagues	3	4		
18	Workplace Activity	Understand error management systems in your workplace and how to complete root cause analysis of errors	1	8		
18	Workplace Activity	Shadow staff dealing with serious complaints	3	3,8		
18	Workplace Activity	Demonstrate confidence to raise issues within the workplace	2	2,7		
18	Portfolio	Commence audit on medicines safety assessment	2	1,2,3,7	21/02	3
18	Portfolio	Complete responding to a complaint observations assessment	3	1,3,7	21/01 (abc)	1
18	Portfolio	Practise accuracy checking other's work using your organisational SOP for accuracy checking and create a log of evidence to demonstrate accuracy. Part 3.	12	1,3,5,7	ACPT/07	1
19	Portfolio	WTS review of performance in Period 19 and upload to portfolio	0		WTS EoPR P19	1
19	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities	0	7		
19	Portfolio	Complete a CPD account in period 19-21	1	7	00/11	3
19	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	

Period	Activity Type	Activity	OTJ hours	Duties	Portfolio Ref	Periods to Complete
19	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
19	E-Learning	Complete module 15 learning	10	4,5,7		
19	Virtual Classroom	Attend virtual classroom on leadership	1	5,7		
19	Workplace Activity	Lead a team meeting	2	4		
19	Workplace Activity	Practise coaching skills	3	4		
19	Workplace Activity	Understand how to deal with conflict between staff members	4	4,7		
19	Workplace Activity	Provide feedback to a colleague	1	4,7		
19	Workplace Activity	Learn how to manage unplanned situations	4	4,5		
19	Portfolio	Complete an professional decision making OSCE followed by a professional discussion on your performance with an EDI/ safeguarding/safe and legal supply of medicines issues	1	1,	22/01 (ab)	2
19	Portfolio	Practise managing the workplace team for an agreed period of time (day / week etc)	4	1,2,3,7	22/02	2
20	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities.	0	7		
20	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
20	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
20	Workplace Activity	Revision of clinical topics ready for Final Assessment Case Study Discussion	0	1,2,6		
20	E-Learning	Complete any outstanding portfolio tasks	0	7		
20	Workplace Activity	Complete any outstanding workplace learning tasks	2	7		
20	Virtual Classroom	Virtual Classroom on Final Assessment	1	7		
20	Portfolio	Complete Quality Improvement Plan report	2	5	23/01	1
20	Portfolio	Prepare portfolio presentation for Final Assessment	0	7	GW/01	2*
20	Portfolio	Complete the assessments for certification of ACPT	0	1,3,5,7	ACPT/08	1
20	Portfolio	Complete a professional discussion on ACPT	0	1,3,5,7	ACPT/09	1
20	Portfolio	Workplace aseptic validation achieved	0		25/Asep	1
21	1-2-1 Buttercups Contact	Review, act on feedback and complete additional learning as provided by Buttercups Tutor on all activities and reviews	0	7		
21	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	
21	Buttercups led activities	Tasks to be confirmed by Tutor if applicable	0		Stretch and Challenge	
21	Portfolio	WTS final appraisal and review of learning objectives and upload to e-portfolio	0		Appraisal 4	1
21	Portfolio	Complete your gateway preparation task	1	7	GW/02	
21	Workplace Activity	Revision of clinical topics ready for Final Assessment Case Study Discussion	0	1,2,6		
21	Buttercups led activities	Complete Final Assessment with Buttercups	0			
21	Workplace Activity	Complete any outstanding workplace learning tasks	0	7		
			760.25			