(Re)accreditation/recognition of a pharmacy support staff training course(s), part 3 apprenticeship (England) standard and National Occupational Standards, 2022/23 academic year

**Submission template v1.0**

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**Please update contents table before submitting to the GPhC (right click update field).**

## This template

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| Please use this templateto demonstrate how your course(s) and institution will meet (or continue to meet) the [Requirements for the education and training of pharmacy support staff – October 2020](https://www.pharmacyregulation.org/education/approval-courses/accreditation-guidance)in relation to your support staff course offering(s).The technical knowledge and skills content of the course/qualification must be derived from, and mapped to, an appropriate national framework for pharmacy knowledge and skills recognised in the UK. **Completing this template**This document has been populated with the Institute for Apprenticeships and Technical Education Standard (England) for Pharmacy Services Assistant (England) and the 26 recognised National Occupational Standards (NOS) specific to pharmacy. This document should be completed where a provider or qualification has been developed to meet the apprenticeship standard **but also has ‘value added’****[[1]](#footnote-1) NOS content.** For sections 1-6, please identify the mandatory apprenticeship knowledge, skills and behaviours (KSB) as part of your submission. Please note, sections 1-6 are mandatory and must be completed to meet the apprenticeship standard. Should the whole NOS not be used due to overlap or repartition please identify any components of a NOS that are not included. If the role requirements are wider than the listed pharmacy suite NOS, providers will need to map to another NOS using the same format. **NOS units that have not been used in the design of the course/qualification should be deleted from this template.**Please note that the NOS PHARM identifier codes are hyperlinked to the most up to date versions available on the Skills for Health website. If the course/qualification uses NOS from outside of the PHARM suite, please include a hyperlink in the same format.**This part 3 submission document should be complemented by a curriculum mapping document included as an appendix.** **There must be one part 3 submission per course/qualification.** |

## Support and further information

If you have any questions when preparing your submission, please contact the GPhC’s Education (Quality Assurance) team ateducation@pharmacyregulation.org

The GPhC is committed to compliance with the General Data Protection Regulation (GDPR), details for our privacy policy can be found on our [website](https://www.pharmacyregulation.org/privacy-policy).

**Please delete this section/page before submitting to the GPhC.**

# Background course/qualification information:

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| --- |
| **Academic year:** 2022/23 |
| **Name of course provider/awarding organisation:**  |
| **Name of course/qualification:**  |

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| --- |
| **Part 3: Role-specific learning outcomes (Apprenticeship standard)** |
| **Section 1: Dispensing and supply of medicines and medicinal products** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **Outcome met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| **Section 2: Team work** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **Outcome met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| **Section 3: Communication, pharmacy law and ethics** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **Outcome met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| **Section 4: Person centred care** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **Outcome met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| **Section 5: Health and safety in the workplace** |
| **How does the course/qualification support the trainee to achieve this outcome and where the learning outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **Outcome met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| **Section 6: Preparation for the End Point Assessment (EPA)** |
| **Describe the assessment process used to confirm the candidate's readiness for formative assessments throughout and how this is communicated to the employer to support gateway decision** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **Outcome met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |

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| Part 3: Role-specific learning outcomes (National Occupational Standards)**Please note, the NOS unique identifiers are hyperlinked to the relevant NOS standard.**  |
| [PHARM01](https://tools.skillsforhealth.org.uk/competence/show/html/id/4196/) - Assist with the provision of a pharmacy service |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| [PHARM02](https://tools.skillsforhealth.org.uk/competence/show/html/id/4197/) - Provide an effective and responsive pharmacy service |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| [PHARM03](https://tools.skillsforhealth.org.uk/competence/show/html/id/4198/) - Respond to pharmaceutical queries and requests for information |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| [PHARM04](https://tools.skillsforhealth.org.uk/competence/show/html/id/4199/) - Provide advice on non-prescribed medicines and products |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| [PHARM07](https://tools.skillsforhealth.org.uk/competence/show/html/id/4200/) - Receive prescriptions |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| [PHARM08](https://tools.skillsforhealth.org.uk/competence/show/html/id/4201/) - Confirm prescription validity |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| [PHARM09](https://tools.skillsforhealth.org.uk/competence/show/html/id/4202/) - Assemble prescribed items |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM10](https://tools.skillsforhealth.org.uk/competence/show/html/id/4203/) - Issue prescribed items |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM11](https://tools.skillsforhealth.org.uk/competence/show/html/id/4204/) - Prepare extemporaneous medicines |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM12](https://tools.skillsforhealth.org.uk/competence/show/html/id/4205/) - Order pharmaceutical stock |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM13](https://tools.skillsforhealth.org.uk/competence/show/html/id/4206/) - Receive pharmaceutical stock |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM14](https://tools.skillsforhealth.org.uk/competence/show/html/id/4207/) - Maintain pharmaceutical stock |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM15](https://tools.skillsforhealth.org.uk/competence/show/html/id/4208/) - Supply pharmaceutical stock |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM17](https://tools.skillsforhealth.org.uk/competence/show/html/id/4209/) - Manufacture and assemble medicinal products |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM19](https://tools.skillsforhealth.org.uk/competence/show/html/id/4210/) - Prepare aseptic products |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM20](https://tools.skillsforhealth.org.uk/competence/show/html/id/4211/) - Prepare documentation and materials for the manufacture and assembly of medicinal products |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM21](https://tools.skillsforhealth.org.uk/competence/show/html/id/4212/) - Prepare documentation and materials for the production of aseptic products |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM23](https://tools.skillsforhealth.org.uk/competence/show/html/id/4213/) - Check documentation and materials prior to the preparation of aseptic products |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
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| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM24](https://tools.skillsforhealth.org.uk/competence/show/html/id/4214/) - Provide an effective pharmacy collection and delivery service |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
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| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM25](https://tools.skillsforhealth.org.uk/competence/show/html/id/4215/) - Supply dressings and appliances |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM26](https://tools.skillsforhealth.org.uk/competence/show/html/id/4216/) - Process pharmacy information for appropriate reimbursement and remuneration |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| [PHARM28](https://tools.skillsforhealth.org.uk/competence/show/html/id/4217/) - Undertake the final accuracy check of dispensed medicines and products |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM29](https://tools.skillsforhealth.org.uk/competence/show/html/id/4218/) - Retrieve and reconcile information about an individual’s medicines |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM31](https://tools.skillsforhealth.org.uk/competence/show/html/id/4219/) - Confirm the suitability of an individual's medicines for use and ensure sufficient supply |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM32](https://tools.skillsforhealth.org.uk/competence/show/html/id/4220/) - Assist in the issuing of prescribed items |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [PHARM33](https://tools.skillsforhealth.org.uk/competence/show/html/id/4221/) - Order medicines and products for individuals |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [**PHARM34**](https://tools.skillsforhealth.org.uk/competence-details/html/4665/) - Contribute to the management of medication audit and review |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
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| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
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| **Accreditation/recognition team’s commentary:**X |
| [**PHARM35**](https://tools.skillsforhealth.org.uk/competence-details/html/4666/) - Contribute to the non-clinical medication review |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| [**PHARM36**](https://tools.skillsforhealth.org.uk/competence-details/html/4667/) - Support the prescription administration process |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |

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| Additional technical outcomes not covered by the pharmacy suite of NOS’s **(delete section if not applicable)**  |
| **XXX** |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **How and where does the course/qualification assess the trainee’s achievement of this NOS outcome at the stated competency level?** |
| **Provider’s commentary**Please type your commentary hereX(expand as necessary) |
| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |
| **XX** |
| **How does the course/qualification support the trainee to achieve this NOS outcome and where the outcome is taught?** |
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| **GPhC accreditation/recognition team use only:** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| **Accreditation/recognition team’s commentary:**X |

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| Submitting your documentation to the GPhC**You must send the following electronically via email or through a secure link:*** A **Word** and a **PDF** version of your submission document
* A **PDF** version of each item of documentary evidence

 **@**envelope**education@pharmacyregulation.org**Please ensure that the documentation arrives with the GPhC’s Education team on, or before, the submission deadline. **The deadline for submission of documentation is normally six or seven weeks in advance of the event; however, you will be notified of your exact deadline date when we confirm the date of your event.** |

**Please delete this section/page before submitting to the GPhC. Please remember to update the contents page before submission to the GPhC.**

1. Value added refers to a course or qualification that goes above the minimum requirements of the apprenticeship standard. [↑](#footnote-ref-1)