Re/accreditation/recognition of a pharmacy support staff training course(s), part 3, National Occupational Standards, 2021-22 academic year

**Submission template v1.1**

Contents

[Important please read the guidance below before completing the template 3](#_Toc80888278)

[Background programme information: 4](#_Toc80888279)

[**Part 3: Role-specific learning outcomes (National Occupational Standards)** 5](#_Toc80888280)

[PHARM01 - Assist with the provision of a pharmacy service 5](#_Toc80888281)

[PHARM02 - Provide an effective and responsive pharmacy service 5](#_Toc80888282)

[PHARM03 - Respond to pharmaceutical queries and requests for information 6](#_Toc80888283)

[PHARM04 - Provide advice on non-prescribed medicines and products 6](#_Toc80888284)

[PHARM07 - Receive prescriptions 7](#_Toc80888285)

[PHARM08 - Confirm prescription validity 7](#_Toc80888286)

[PHARM09 - Assemble prescribed items 7](#_Toc80888287)

[PHARM10 - Issue prescribed items 8](#_Toc80888288)

[PHARM11 - Prepare extemporaneous medicines 8](#_Toc80888289)

[PHARM12 - Order pharmaceutical stock 9](#_Toc80888290)

[PHARM13 - Receive pharmaceutical stock 9](#_Toc80888291)

[PHARM14 - Maintain pharmaceutical stock 10](#_Toc80888292)

[PHARM15 - Supply pharmaceutical stock 10](#_Toc80888293)

[PHARM17 - Manufacture and assemble medicinal products 11](#_Toc80888294)

[PHARM19 - Prepare aseptic products 11](#_Toc80888295)

[PHARM20 - Prepare documentation and materials for the manufacture and assembly of medicinal products 12](#_Toc80888296)

[PHARM21 - Prepare documentation and materials for the production of aseptic products 12](#_Toc80888297)

[PHARM23 - Check documentation and materials prior to the preparation of aseptic products 13](#_Toc80888298)

[PHARM24 - Provide an effective pharmacy collection and delivery service 13](#_Toc80888299)

[PHARM25 - Supply dressings and appliances 14](#_Toc80888300)

[PHARM26 - Process pharmacy information for appropriate reimbursement and remuneration 14](#_Toc80888301)

[PHARM28 - Undertake the final accuracy check of dispensed medicines and products 15](#_Toc80888302)

[PHARM29 - Retrieve and reconcile information about an individual’s medicines 15](#_Toc80888303)

[PHARM31 - Confirm the suitability of an individual's medicines for use and ensure sufficient supply 16](#_Toc80888304)

[PHARM32 - Assist in the issuing of prescribed items 16](#_Toc80888305)

[PHARM33 - Order medicines and products for individuals 17](#_Toc80888306)

[**Additional technical outcomes not covered by the pharmacy suite of NOS’s (delete section if not applicable)** 17](#_Toc80888307)

[Submitting your documentation to the GPhC 19](#_Toc80888308)

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

# Important please read the guidance below before completing the template

|  |
| --- |
| **This template should be used to 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 2021](https://www.pharmacyregulation.org/sites/default/files/document/gphcrequirements-for-the-education-and-training-of-pharmacy-support-staff-effective-october-2020_0.pdf) **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. This document has been populated with the 26 recognised National Occupational Standards (NOS) specific to pharmacy. This document should be completed where a course/qualification has been developed to meet NOS’s only. 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.****This part 3 submission document should be complemented by a curriculum mapping document included as an appendix.**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.**There must be one part 3 submission per course/qualification.****If you have any questions regarding your submission, please contact the GPhC’s Education (Quality Assurance) team at** education@pharmacyregulation.orgThe 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 programme information:

This template should be read in conjunction with the [Requirements for the education and training of pharmacy support staff – October 2021](https://www.pharmacyregulation.org/sites/default/files/document/gphcrequirements-for-the-education-and-training-of-pharmacy-support-staff-effective-october-2020_0.pdf)**.**

|  |
| --- |
| **Academic year:** 2021-22 |
|  |
| **Name of course provider/awarding organisation:**  |
|  |
| **Name of course:**  |
|  |

|  |
| --- |
| **Part 3: Role-specific learning outcomes (National Occupational Standards)** |
| [PHARM01](https://tools.skillsforhealth.org.uk/competence/show/html/id/4196/) - Assist with the provision of a pharmacy service |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM02](https://tools.skillsforhealth.org.uk/competence/show/html/id/4197/) - Provide an effective and responsive pharmacy service |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM03](https://tools.skillsforhealth.org.uk/competence/show/html/id/4198/) - Respond to pharmaceutical queries and requests for information |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM04](https://tools.skillsforhealth.org.uk/competence/show/html/id/4199/) - Provide advice on non-prescribed medicines and products |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM07](https://tools.skillsforhealth.org.uk/competence/show/html/id/4200/) - Receive prescriptions |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM08](https://tools.skillsforhealth.org.uk/competence/show/html/id/4201/) - Confirm prescription validity |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM09](https://tools.skillsforhealth.org.uk/competence/show/html/id/4202/) - Assemble prescribed items |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM10](https://tools.skillsforhealth.org.uk/competence/show/html/id/4203/) - Issue prescribed items |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM11](https://tools.skillsforhealth.org.uk/competence/show/html/id/4204/) - Prepare extemporaneous medicines |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM12](https://tools.skillsforhealth.org.uk/competence/show/html/id/4205/) - Order pharmaceutical stock |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM13](https://tools.skillsforhealth.org.uk/competence/show/html/id/4206/) - Receive pharmaceutical stock |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM14](https://tools.skillsforhealth.org.uk/competence/show/html/id/4207/) - Maintain pharmaceutical stock |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM15](https://tools.skillsforhealth.org.uk/competence/show/html/id/4208/) - Supply pharmaceutical stock |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM17](https://tools.skillsforhealth.org.uk/competence/show/html/id/4209/) - Manufacture and assemble medicinal products |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM19](https://tools.skillsforhealth.org.uk/competence/show/html/id/4210/) - Prepare aseptic products |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM20](https://tools.skillsforhealth.org.uk/competence/show/html/id/4211/) - Prepare documentation and materials for the manufacture and assembly of medicinal products |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM21](https://tools.skillsforhealth.org.uk/competence/show/html/id/4212/) - Prepare documentation and materials for the production of aseptic products |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM23](https://tools.skillsforhealth.org.uk/competence/show/html/id/4213/) - Check documentation and materials prior to the preparation of aseptic products |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM24](https://tools.skillsforhealth.org.uk/competence/show/html/id/4214/) - Provide an effective pharmacy collection and delivery service |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM25](https://tools.skillsforhealth.org.uk/competence/show/html/id/4215/) - Supply dressings and appliances |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM26](https://tools.skillsforhealth.org.uk/competence/show/html/id/4216/) - Process pharmacy information for appropriate reimbursement and remuneration |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM28](https://tools.skillsforhealth.org.uk/competence/show/html/id/4217/) - Undertake the final accuracy check of dispensed medicines and products |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM29](https://tools.skillsforhealth.org.uk/competence/show/html/id/4218/) - Retrieve and reconcile information about an individual’s medicines |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [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 and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM32](https://tools.skillsforhealth.org.uk/competence/show/html/id/4220/) - Assist in the issuing of prescribed items |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| [PHARM33](https://tools.skillsforhealth.org.uk/competence/show/html/id/4221/) - Order medicines and products for individuals |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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 use only.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |

|  |
| --- |
| Additional technical outcomes not covered by the pharmacy suite of NOS’s **(delete section if not applicable)**  |
| **XXX** |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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) |
| **Accreditation/recognition team’s commentary.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |
| **XX** |
| ***How and where does the course/qualification support trainees to achieve this NOS outcome?*** |
| **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) |
| **Accreditation/recognition team’s commentary.** **NOS met/will be met? Yes** [ ]  **No** [ ]  |
| For accreditation/recognition use only (to delete once commentary is added) |

|  |
| --- |
| Submitting your documentation to the GPhC**You must send the following electronically via email or 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.**