**Foundation Pharmacist Programme Application Process for Stage 1: Checklist for Applicants**

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| **Step** | **Description** | | **Complete** |
| 1 | Start Foundation Pharmacist role in a Trust within Kent, Surrey and Sussex:  Undertake the in-house induction that incorporates the KSS Foundation Pharmacist pre-requisites learning outcomes. | |  |
| 2 | Read the Foundation Pharmacist Handbook available on the HEE LASE website:  <https://www.lasepharmacy.hee.nhs.uk/foundation-programme/programme-details/building-the-foundation-pharmacist-portfolio/> | |  |
| 3 | Familiarise yourself with the acronyms available on the website:  <https://www.lasepharmacy.hee.nhs.uk/foundation-programme/programme-details/acronyms/> | |  |
| 4 | Find out from the Educational Programme Director who your allocated Educational Supervisor is: | |  |
| * Have a first meeting to discuss expectations | |  |
| * Sign the learning agreement (available on the application page   <https://www.lasepharmacy.hee.nhs.uk/foundation-programme/application-process-1/> | |  |
| 5 | Familiarise yourself with the supervised learning event (SLE) tools: | |  |
| 6 | Complete Training for the Medication-related Consultation Framework (MRCF) <https://educatorhub.e-lfh.org.uk/>[[1]](#footnote-1) *(please register to the site first)* | |  |
| 7 | Watch Training video for Case Based Discussion (CBD)  <http://jpbsoutheast.org/assessment-tools/jpb-assessment-tools-dvd/index.html> | |  |
| 8 | Watch Training video for Mini-Clinical Evaluation Exercise (MiniCEX)  <http://jpbsoutheast.org/assessment-tools/jpb-assessment-tools-dvd/index.html> | |  |
| 9 | Undertake the following SLEs: | |  |
| * MRCF | |  |
| * CBD | |  |
| * MiniCEX | |  |
| 10 | Discuss the completed SLEs with your ES. | |  |
| 11 | Complete the training on MiniTAB (MSF) | <https://educatorhub.e-lfh.org.uk/> *(please register to the site first)*1 |  |
| 12 | Complete the training on RITA |  |
| 13 | Complete the Foundation Pharmacist Calculation Pre-requisite workbook | |  |
| 14 | Meet with the EPD to discuss the Foundation Pharmacist Programme Educational Programme Director Pre-Application Check Form (FS1) | |  |
| 15 | Complete the application form.  <https://www.lasepharmacy.hee.nhs.uk/foundation-programme/application-process-1/fs1-application-form.shtml>  You will need to upload:  Learning Agreement □ Foundation Pharmacist Programme Educational Programme Director Pre-Application Check Form (FS1)□  Applications close on **Last working day in November at 5pm** | |  |

\*Optional

**Frequently asked questions:**

**When is the official start date of the programme if I am accepted?**

The work place element of the programme starts each year on the 1st January, however you should begin working towards completing the syllabus and building your portfolio as soon as you are accepted onto the course.

**How will I hear if I am accepted onto the programme?**

Your educational programme director will be informed who has been accepted onto the programme. You will also receive a welcome email from HEE LASE Pharmacy with information on e-Portfolio login details.

**What if I am unable to fulfil the pre-requisite learning outcomes prior to completing the application form?**

The EPD will discuss which areas are outstanding if you have not completed the pre-requisite learning outcomes. If this is substantial they will put an action in place to ensure you complete them before the first academic learning set. Failure to do so may lead to trainees falling behind and will hinder learning within the programme.

**Which members of staff are suitable to undertake the supervised learning events with me?**

You should liaise with your educational supervisor, as they may want to undertake your first SLE’s with you, or they may delegate the task to another member of staff.

Current foundation stage 1 trainees are not able to assess potential applicants, Stage 2 trainees can. Once you are accepted onto the course only pharmacists who have completed the course can assess you.

**Why do I need to discuss the completed supervised learning events with my Educational Supervisor (ES) before I apply if I am not officially on the course?**

The purpose of supervised learning events is to form your learning – therefore your ES is pivotal in reviewing you learning holistically and guiding you in areas you are performing well in and areas you need to develop further. Throughout the programme your ES will review SLE’s and other evidence to ensure you are on track with the programme and are a safe and effective practitioner. Your ES is responsible for signing that you are fulfilling the requirements of the RPS Foundation Pharmacy Framework necessary to complete this programme.

**In which circumstances are trainees not enrolled onto the programme?**

Trainees not yet in post within the trust are not eligible to start the programme. Trainees who have significant developmental needs required to practice safety within their role are not eligible i.e. are having difficulties completing pre-requisite learning outcomes.

**How do I upload the learning agreement and EPD pre-application check form onto the form?**

All the forms to be attached to the application must be available electronically e.g. Word, PDF etc.

Please ensure that if you scan a document *all the pages are included on the file* before uploading it onto the form (you should be able to scan a document in as a PDF).

On the application form it will ask you to browse the find the documents, so files can be uploaded from memory sticks or hard drives.

**Can I decide what learning set I can attend?**

Due to high demand for the programme and service demands many trainees will not be able to choose which learning sets they attend. If you have specific requirements which restricts the learning set you can attend you must discuss this with your Educational Programme Director.

**Can the SLEs undertaken for the application be used for my portfolio?**

Yes, they should be included in your portfolio as your baseline SLE’s.

1. If you do not have an e-Learning for Health account you can register on The Educator Hub at [https://educatorhub.e-lfh.org.uk](https://educatorhub.e-lfh.org.uk/). Once registered, you can enrol on the ***Educator Training Resource*** programme by selecting **My Account > Enrolment** and selecting the programme (i.e. Educator Training Resource). You can then access the programme immediately in the **My e-Learning** section. The pharmacy training resources can be accessed by clicking on **04 – Enhanced Learning Through Assessment** within the Educator Training Resource. Scroll down to the bottom of the list for the pharmacy modules. [↑](#footnote-ref-1)