

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Roles, Responsibilities and Personal Development in Pharmaceutical Technical Services

Unit Reference Number: R/650/7510

Level: Two (2)

Credit Value: Four (4)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to recognise and act within regulatory, legal and ethical standards applicable to Pharmaceutical Technical Services	1.1 Outline the role of the General Pharmaceutical Council in relation to own role
	1.2 Outline the key regulatory, legal and ethical standards and guidance that relate to own role
	1.3 Summarise key workplace policies within Pharmaceutical Technical Services
	1.4 Identify codes of conduct and ethical practice requirements relevant to the role
	1.5 Demonstrate how to act in accordance with regulatory, legal and ethical standards applicable to Pharmaceutical Technical Services
2. Know the responsibilities of the Pharmaceutical Technical Services and wider healthcare teams	2.1 Outline the key roles and responsibilities of the pharmacy, healthcare and technical services team
	2.2 Explain the importance of following Standard Operating Procedures (SOPs) , including working within the limits of your role
	2.3 Demonstrate working independently within the limits of your authority
	2.4 Demonstrate following the key Standard Operating Procedures (SOPs) that relate to own role

	2.5 Explain where to go for help and advice about work related concerns
	2.6 Explain own responsibility in relation to raising concerns and following whistleblowing procedures
3. Know how to develop own practice	3.1 Explain the importance of continuing personal development for own role within Pharmaceutical Technical Services
	3.2 Give examples of how to: <ul style="list-style-type: none"> a) Maintain and further develop own skills and knowledge b) Make use of reflection and feedback c) Support the team in the development of others
	3.3 Explain how the supervision and appraisal processes within your own organisation supports the development of your practice
	3.4 Reflect on your own performance to produce a personal development plan
	3.5 Contribute to the appraisal and supervision processes

Indicative Content

LO1	<p>AC 2.2 could include:</p> <p>Statutory regulation: premises; individual pharmacy professionals; data protection; confidentiality and information governance; safeguarding; Equality Act 2010</p> <p>Legislation: the Medicines Act 1968, Human Medicines Regulations 2012: Falsified Medicines Legislation; Medicines and Healthcare products Regulatory Agency (MHRA); European Medicines Agency (EMA); Licenses status (unlicensed medicines, licensed medicines, such as ML, MIA, specials, Section 10/Part 10 exemption requirements; Environmental and water regulations;</p> <p>Standards: Science Council values; organisational policies and procedures; Classification, Labelling and Packaging of substance and mixtures; Safe and secure handling of medicines; Pharmaceutical Council Standard for Pharmacy Professionals; Good Manufacturing Practices (GMP); Good Clinical Practice (GCP); Good Distribution Practice (GDP) Rules and Guidance for Pharmaceutical Manufacturers and Distributors (The Orange Guide); Radiation Protection Principles; Quality Assurance of Aseptic Preparation Services (QAAPS)</p> <p>Ethical standards may include: professional appearance and behaviour, whistleblowing; problems with unprofessional behaviour; limits of competence; protecting dignity; providing false information</p> <p>AC 1.3 should include both Standard Operating Procedures (SOPs) and standards and values set by your organisation</p>
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LO2	<p>AC 2.1 Key roles should include pharmacist; pharmacy technician; pharmacy support staff; other health care staff; multidisciplinary teams.</p> <p>AC 2.2, 2.3 and 2.4 Key SOPs should be relevant to individual trainee's role and organisation. The learner should refer to own organisation's code of conduct. This AC should be assessed holistically alongside other AC from the units making up the qualification.</p> <p>AC 2.5 could include HR; financial; role-specific</p> <p>AC 2.6 could include: Solving problems beyond their capability; speaking up about concerns; reporting acts that could be detrimental to individuals, colleagues, and yourself; whistleblowing; conflict within the team</p>
LO3	<p>AC 3.1 could include: CPD cycle for potential future progression; self- reflection; appraisals</p> <p>AC 3.2 could include: Continual Professional Development logs; behaviour logs; appraisals; self-reflection; mandatory training; contributing to team meetings; prepare for and participate in appraisals</p>