

## Portfolio and Candidate Checklist General Information (1)

**Candidate** ..... **Mentor** .....

Evidence	Complete/ Not complete	Comment
<p><b>Entry qualifications – application form</b></p> <ul style="list-style-type: none"> <li>○ Professional qualification certificate</li> <li>○ Two years post qualification experience</li> <li>○ A regular role</li> <li>○ A mentor</li> <li>○ Approval of all criteria by MI Manager</li> </ul>		
<p><b>Title page – complete with own name and Trust name</b></p>		
<p><b>Summary of achievements (p2)</b></p>		
<p><b>C.V.s</b></p> <ul style="list-style-type: none"> <li>○ Candidate</li> <li>○ Mentor</li> </ul>		
<p><b>Pre-course work</b></p> <ul style="list-style-type: none"> <li>○ <b>Policies and procedures</b> Relevant procedures in portfolio, (with actions appropriate to Technician highlighted</li> <li>Working knowledge of procedures log (p4)</li> <li>○ <b>Practical tasks</b> Objective evidence of completion of tasks is in portfolio + Task log (p5)</li> <li><b>1.</b> Local MI dept structure diagram</li> <li><b>2.</b> Local, regional, national networks</li> <li><b>3.</b> Potential customers/enquirers</li> <li><b>4.</b> Specialist info and advisory services</li> <li><b>5.</b> Key resources</li> <li><b>6.</b> Legal &amp; ethical issues</li> <li><b>7.</b> Relevant chapters of UKMi workbook completed and countersigned</li> <li><b>8.</b> Visit to Regional MI Centre</li> </ul>		
<p><b>Induction Course</b> Certificate of attendance is in portfolio</p>		
<p><b>Skills Assessment</b></p> <p>Objective evidence of discussion of the results of self-assessment of skills (p6) is in portfolio. Details of development of skills (p7) are in portfolio.</p>		

## Portfolio and Candidate Checklist General Competencies

Candidate .....

Evidence	Complete/ Not complete	Comment
<p><b>Practice Enquiries</b></p> <p>General Competencies log sheet (p8) is in portfolio</p> <ul style="list-style-type: none"> <li>○ Practice enquiries are clearly identified on log sheet</li> <li>○ Minimum of 5 occasions for <u>each</u> competency (NB. If <math>\geq</math> 2years experience max of 4 may be retrospective)</li> <li>○ Information on enquiry sheets corresponds to checklist</li> </ul>		
<p><b>Assessed Enquiries</b></p> <p>General Competencies log sheet (p8) is in portfolio</p> <ul style="list-style-type: none"> <li>○ Assessed enquiries are clearly identified on log sheet</li> <li>○ Minimum of 5 occasions for <u>each</u> competency</li> <li>○ Feedback documented (p17)</li> <li>○ Dates on enquiry sheets correspond to assessments</li> <li>○ Information on enquiry sheets corresponds to checklist</li> </ul>		
<p><b>Supplementary evidence form (p18)</b></p> <p>Where competencies were not covered during assessments, supplementary statements are included. These have been marked for accuracy by assessor/mentor.</p>		
<p><b>Completed Enquiry sheets</b></p> <p>Photocopies of enquiries answered to demonstrate competence, referenced to competency sheets</p>		

## Portfolio and Candidate Checklist Specific Competencies

Candidate .....

Enquiry type:

Identification of Pharmaceuticals	Availability of medicines
Pharmaceutical - Formulation	Pharmaceutical - Stability
Interactions	Adverse drug reactions
Complementary medicine - Herbal	Travel medicine – without vaccines
Travel medicine – with vaccines	Member of Public

Evidence	Complete/ Not complete	Comment
<p><b>Practice Enquiries</b></p> <ul style="list-style-type: none"> <li>○ Practice enquiries are clearly identified on log sheet</li> <li>○ Minimum of 5 occasions for <u>each</u> competency (NB. If <math>\geq 2</math> years experience max of 4 may be retrospective)</li> <li>○ Information on enquiry sheets corresponds to checklist</li> </ul>		
<p><b>Assessed Enquiries</b></p> <ul style="list-style-type: none"> <li>○ Assessed enquiries are clearly identified on log sheet</li> <li>○ Minimum of 5 occasions for <u>each</u> competency</li> <li>○ Feedback is documented (p17)</li> <li>○ Dates on enquiry sheets correspond to assessments</li> <li>○ Information on enquiry sheets corresponds to checklist</li> </ul>		
<p><b>Supplementary evidence form (p18)</b></p> <p>Where competencies were not covered during assessments, supplementary statements are included. These have been marked for accuracy by assessor/mentor.</p>		
<p><b>Completed Enquiry sheets</b></p> <p>Photocopies of enquiries answered to demonstrate competence, referenced to competency sheets</p>		

## Portfolio and Candidate Checklist General Information (2)

Candidate .....

Mentor .....

Evidence	Complete/ Not complete	Comment
Are all criteria for all enquiry types and sub-types covered?		
<p><b>Member of Public Enquiries</b></p> <ul style="list-style-type: none"> <li>○ 5 Level One assessed enquiries (including feedback) clearly documented on MOP log sheet</li> <li>○ 5 anonymised enquiries</li> </ul>		
<p><b>Verification of supporting pharmacists</b></p> <p>Completed log sheet.</p>		
<p><b>Reviews with Mentor</b></p> <p>Copy of reviews in portfolio (minimum of 5)</p>		
<p><b>Letter to Course Team</b></p> <p>Support of application for assessment/accreditation</p>		
<p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>○ <b>Interview</b> All criteria met</li> <li>○ <b>Portfolio</b> All criteria met</li> </ul>		
<p><b>Certificate issued</b></p>		
<p><b>Due for re-accreditation</b></p>		

Portfolio Assessed by: .....

Date: .....

Comments: