

Department of Life Sciences

Postgraduate Clinical Pharmacy Courses

SL500136: Advanced Clinical Assessment

Information for Applicants

Please note that the requirements and paperwork for the Advanced Clinical Assessment may differ slightly from the instructions specified in the online application system guidance (which is generic for all University programmes). Where differences exist, please ensure that you follow the requirements noted in this document.

You need to complete the following forms for your application to be considered:

- The Online Application Form (only external applicants who are not currently on an AP3T course)
- This Essential Information Form (all applicants including current AP3T students)

Applications

The Advanced Clinical Assessment (ACA) unit at the University of Bath is specifically designed for prescribing pharmacists taking the next step into advanced clinical roles.

We accept students who are self-funding, employer-sponsored or funded through national funding bodies such as NHS England.

Entry Requirements

- Applicants must be registered with the General Pharmaceutical Council (GPhC) or Pharmaceutical Society of Northern Ireland (PSNI) as a pharmacist.
- Applicants must be annotated on the GPhC or PSNI register as an Independent Prescriber or be about to attain annotation following successful completion of an accredited Independent Prescribing unit.
- Applicants must be able to take a comprehensive medical history from a patient.
- Applicants must be working in a clinical setting where they will be able to both observe and carry out hands-on clinical examinations on a range of patients with suitable supervision throughout the duration of the unit.
- Applicants must have up to date Basic Life Support (BLS) training.
- Applicants must have up to date Safeguarding level 2 Adults and Children training.

If your first language is not English, and you have not graduated from an undergraduate degree programme from a UK University, then you will need to provide details of your performance in either the TOEFL or IELTS tests. If you do not have any of the above, it may be necessary to carry out a telephone interview to ascertain your level of English.

University regulations require that we see the original copy of your undergraduate degree certificate (this can be in lieu of your undergraduate degree transcript) – please upload a copy to your online application. We may require you to bring the original to a face-to-face workshop, but we will inform you of this nearer the time.

Admissions for Pharmacists working/planning to work in the NHS

If you are working in or plan to work in the NHS, we follow the NHS Values Based Recruitment Guidance. We strongly believe in the NHS values and will be looking for them in our applicants.

All applicants will be assessed on individual merit, as well as their understanding and practice of NHS values in pharmacy. This assessment may take a variety of forms, including an interview. We strongly encourage all applicants to read the NHS Constitution before attending the interview. Read the NHS Constitution at <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

Outcome of the Admissions Decision

All candidates will be notified of the decision of the University as soon as possible in advance of the start of the unit. Please note that all elements of the application must be submitted on time for you to be considered for a place on the programme. If the demand for places is greater than the number of places available, then the admissions panel will review applications following agreed selection criteria. Priority is given to those enrolled on a larger programme of study with us such as a Diploma or MSc.

Professional and Academic References

We require two references to support your application, ideally one would be work-based (for example a line manager) and the second would have an academic focus (for example a university tutor from previous postgraduate or undergraduate studies, or a professional who has knowledge of your academic abilities. If you are unsure who would be suitable, please contact us to discuss. Please note that CPPE has an organisational policy to refuse reference requests.

Your **professional/employer referee** must be someone who can provide a statement about your professional competencies as an Independent Prescriber along with an assessment of your ability to undertake the unit. It cannot be the same person as your academic referee.

It is your responsibility to check that your references have been completed and uploaded by your referee, you are able to check if a reference has been uploaded on your application tracker under 'View list of documents you have already uploaded'.

Completing the Online Application Form

Personal Details: You must provide a daytime contact number and email address you check regularly to help us to contact you quickly. Please do **not** give a shared mailbox address.

Funding Arrangements: Indicate how you intend to fund your study.

Your Education: Provide information of your formal education achievements and of any relevant training courses that you may have undertaken in recent years.

Professional Experience: Provide information about your current and previous relevant employment and details of your GPhC/PSNI Registration.

Your English Language Proficiency: If your first language is not English, and you have not graduated from an undergraduate degree programme from a UK University, then you will need to complete this section and provide details of your performance in either the TOEFL or IELTS tests. If you do not have any of the above, it may be necessary to carry out a telephone interview to ascertain your level of English.

Equality of Opportunity: We need to monitor our equal opportunities policy and ask that you complete this section of the form.

Why Bath? Indicate how you heard about this programme and what influenced you to study at Bath.

Disability Support: We welcome applications from people with disabilities and/or long-term health conditions, which can include but is not limited to specific learning difficulties (e.g. dyslexia), mobility or sensory impairments and mental health conditions, and consider their applications on the same academic basis as those from other applicants. If you have a disability/long term health condition, you are strongly encouraged to contact the Disability Advice Team on **01225 385538** or email disabilityadvice@bath.ac.uk

Criminal Convictions: We are required to collect this information

Declaration: You must complete this mandatory declaration.

Structure of the Programme

The Advanced Clinical Assessment Unit (ACA) is intensive, and students should expect to devote at least 8-10 hours a week to study and relevant workplace learning/ experience.

- Unit Workshops

Running over 24 weeks, the programme has several taught and facilitated components which are provided through the **mandatory workshop days**. Face-to-face workshops will take place on the [University of Bath campus](#) and online workshops will take place over Zoom. Please refer to the University of Bath's Advanced Clinical Assessment webpage for information about workshop dates for each cohort. **Please ensure that you are able to commit to attend all workshop dates prior to application.** We cannot offer alternative learning to make up for missed workshops and sessions are not recorded.

Workshops involve a variety of elements including: lecture-based sessions, practical demonstrations, case-based discussions, supervised practice time with actors, and role-play.

- Practice-based learning

Learning in clinical practice is an essential component of the Advanced Clinical Assessment unit. Students must be assured they will be able to secure sufficient clinical time for work-based skills development **before** committing to the unit. As a rough guide, you are required to undertake 25 hours of clinical activity either observing a suitably qualified professional* or being appropriately supervised yourself. These hours are in addition to those required for completing the online portfolio, which includes a variety of practice-based tasks, allowing demonstration of development in knowledge, reasoning and reflection skills.

*A 'suitably qualified professional' most commonly refers to a GP, Consultant or Registrar (and may be your designated clinical supervisor). However, the student (or supervisor) may nominate another healthcare professional, if that individual has a suitable level of skills and experience in both clinical examination and clinical reasoning.

During the ACA unit, we ask that each student develops a primary 'Individual Examination Guide', which is applicable to their own clinical area. This examination guide will underpin a number of the portfolio tasks. We ask that the primary examination guide is for one of the major systems (cardiovascular, respiratory, or abdominal), as these examinations are transferrable to a wide range of clinical settings. A secondary examination guide is required at a later point in the course, which can involve a more specialist focus. In addition to describing your current area of clinical practice, we ask that you propose the clinical areas for you primary and secondary examination guides during the application process (see below, page 6). If you have any questions about this, please don't hesitate to contact the ACA team- we're always happy to discuss!

- Assessment

The programme is assessed through multiple methods including: objective structured clinical examination (OSCE), an online portfolio of practice-based learning, clinical activity log (minimum of 25 hours), case presentation, online multiple-choice paper and Clinical Supervisor sign-off. Students have the opportunity to receive extensive formative feedback from the programme team.

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Essential Information Form

Please complete all sections of this form and upload to your online application

Part 1: Declarations

You must disclose any current or pending formal investigations into your practice **or** any pending issues that may affect your ability to practice. Please use this box to notify us of any such issues. We will then contact you in confidence to request further details. This information will not be communicated to the wider Programme Team unless it is deemed necessary to support your studies.

I have an issue to discuss. We will arrange a confidential discussion with a unit lead or Director of Studies.

I do not have any issues to declare.

Additional student statements (tick all that apply)

I believe have the professional competence to undertake the Advanced Clinical Assessment unit

I have the support of my employing organisation to complete the unit and there is support for me to spend time to observe, develop and practice hands on examination skills with appropriate supervision

AND/OR

I will be spending some or all of my clinical hours within an organisation in which I am **not** employed and have approval of the organisation to train in their setting (we recommend having an honorary contract)

I **do not** have a personal relationship with my proposed Clinical Supervisor (e.g. family member, close friend etc.)

I have sufficient indemnity arrangements to cover my clinical activities to be undertaken in this unit

Part 2: Clinical Learning Environment

Clinical Area of Focus

To successfully complete the Advanced Clinical Assessment unit, you must be practicing in an appropriate clinical environment. We recommend that you have a relatively defined, narrow area of practice when commencing your assessment training, so that you can clearly evidence your competence. We then teach transferable skills that you can use in other areas, with appropriate support and supervision. Please identify a primary and secondary focus for your examination skills. These areas will underpin your individual examination guides and a number of the portfolio tasks. Please see page 3 above for more information.

Primary focus for examination skills (ideally cardiovascular, respiratory, or abdominal):

Secondary focus for examination skills:

Please describe your current clinical area and how you have developed clinical knowledge and expertise in this area to date. Please describe how the above areas of focus are applicable to developing your clinical role (no more than 300 words):

Environment required for practice-based learning

You must be confident that you have support from your employer to gain the required workplace learning opportunities either within your working hours or via an alternative route (e.g. completing hours in another clinical service). Please be aware that working in a very specialised clinical environment *alone* is unlikely to be sufficient as students need to observe and carry out a variety of generalist clinical examinations.

Please briefly describe the clinical environments where your learning will be based (e.g. hospital outpatient clinics including specialty or primary care consultations in GP settings etc.) Please include information on the likely patient group(s) you will be working with (no more than 150 words):

I will be able to both observe and undertake a range of hands-on clinical examination skills under supervision for the duration of the unit. I understand that this must include **25 hours of documented clinical activity in addition to the hours required for completing portfolio tasks** (minimum 5 x observations and 6 x supervised consultations).

Name of Employer

Employer contact email address (e.g. line manager)

Clinical Supervisor Form

As part of the University's Quality Assurance processes, we are required to formally appoint all supervisors as visiting practitioners of the University of Bath. The University must ensure that the supervisor is suitably experienced and qualified to complete this role and that they are in good standing with their professional regulator.

Name of Clinical Supervisor

Contact email address

Your proposed supervisor must complete the following form:

<https://app.onlinesurveys.jisc.ac.uk/s/bathreg/university-of-bath-pharmacy-appointment-survey-v1>

There is a PDF document of all the questions that are on this form available on the website so potential supervisors can review the questions in advance.

IMPORTANT: Failure of your supervisor to complete this form in a timely manner may jeopardise your application, which will be treated as incomplete

Part 3: Funding Information

Please note that the funding information/confirmation of sponsorship provided with your application is insufficient to enable an invoice to be raised for your tuition fees. You **must** provide full invoicing details for the Trust/organisation holding any funding that you have secured, including a named contact with email address from within that organisation.

Where a bursary has been funded by NHS England, you must provide the details of **the organisation holding that funding**. As stated in the Terms and Conditions of registration, students are ultimately responsible for their own fees and, in the case that we are unable to successfully invoice a sponsor, fees will be reverted to you to pay personally.

Section 2: Financial Sponsor and Billing Information

Name of organisation holding the budget to provide financial support	
Billing address	
Telephone number for financial enquiries	
Email for invoice submission or payment queries <i>Generic email address if possible</i>	
VAT registration number	

Pharmacy Contact for Funding Enquiries

Contact Name	
Role	
Telephone number	
Email	

Purchase Order Information

Purchase Order or Reference Number	
Total amount to be invoiced to financial sponsor	
Total amount to be invoiced to student <i>Please only include sums to be paid directly to the University, do not include salary recovery payments here</i>	

Financial Declaration

I confirm that the information above is correct to the best of my knowledge and belief. I understand that any offer of a place that I may receive from the University will be based upon the information given in this form. In submitting this form I accept that if I am found to have given false or incorrect information any outstanding tuition fees must be paid by me personally.

When you have completed this form please upload to your online application. This document forms an important part of the application and if it is incomplete, it may delay the processing of the application, and potentially mean an offer cannot be made during this application round