

Interim Foundation Pharmacist Programme (IFPP)

Educational Supervisor’s guide: preparing for and completing the IFPP end of programme review

We are now approaching the end of the IFPP. This guide details how you can prepare for and complete the end of programme review process with your learner and complete the final programme sign off.

1. Preparing for the end of programme review meeting with your learner

Arrange a date and time with your learner to have the end of programme review meeting. This should be arranged in advance to give you and your learner sufficient time to prepare. To ensure quality reflection and discussions are undertaken during the meeting, a minimum of 2 hours uninterrupted time is required. You will also need access to your learner’s e-portfolio during the meeting.

Before the end of programme review meeting your learner should:

- a) Check their e-portfolio dashboard to identify outstanding actions to focus on or IFPP mandatory elements to complete (see table 1).
- b) Plan any remaining assessments with you or a practice supervisor.
- c) Reflect on their progress during the IFPP by completing section 1 of the end of programme review form. The form can be downloaded from the [HEE IFPP website](#).
- d) Complete their final learning needs analysis (LNA) to generate their prioritised actions in their e-portfolio.
- e) Start to complete their Personal Development Plan (PDP) using the actions generated by their final learning needs analysis (LNA).

Further guidance for your learners on preparing for their end of programme review can be found at the [HEE IFPP website](#).

The end of programme review is a key step for your learner’s professional development journey, creating an opportunity for them to discuss their goals and aspirations. To utilise this opportunity effectively for you and your learner, we recommend that you take time to review your learner’s e-portfolio prior to the end of programme review meeting to check:

- their progress made towards achieving the IFPP mandatory elements (see table 1)
- they have completed any outstanding mandatory elements and uploaded these to their e-portfolio
- their progress made towards meeting the IFPP learning outcomes (LOs) by reviewing their evidence mapped in their e-portfolio.

Table 1: IFPP mandatory elements

Items
Two learning needs analyses (LNA) - including one at the end of the IFPP
Four supervised learning events (SLE) - ideally one of each, but if not possible any four SLEs
One 360-degree feedback
One peer assessment tool (PAT) case submission
Two reflective summaries

Note: although we encourage all learners to try to complete all the mandatory elements of the programme, we are aware that, due to time constraints and other work commitments, some learners may not be able to do this. Given the unique challenges learners have faced during the pandemic, learners can still complete the end of programme review despite not having completed all mandatory elements (see table 2 below).

Reflect on your learner's progress and development throughout the programme.

Some questions/areas you may want to consider in advance of the review meeting include:

- What has gone well?
- What could have gone better?
- The range of evidence such as SLE types used and mapping of evidence against the IFPP learning outcomes.
- Which of the learner's prioritised LOs have not been met or fully met? (This will help with the development of the learner's PDP).

You may also want to consider:

- How the Covid-19 pandemic has impacted on your learner's development?
- Has your learner taken full advantage of all the learning opportunities available to them?
- How has your learner applied their learning in practice to improve patient outcomes?
- Has the learner faced any other challenges over the last 12 months which could have affected their journey on the IFPP programme?

We recommend that you complete the [IFPP Microlearning: Constructive feedback](#) prior to the end of programme review meeting with your learner (if not previously completed).

2. End of programme review meeting

The review meeting should focus on your learner's highlights/achievements, progress made against the IFPP learning outcomes, areas for further development and next steps. During the review meeting you should complete section 2 of the learner's end of programme review form.

In section 2 of the end of programme review form you are asked to:

- Complete some reflective questions with your learner (as above).
- In collaboration with your learner, review and finalise their PDP to generate 3-5 appropriate learning objectives. A copy of the IFPP end of programme PDP form can be downloaded at the [HEE IFPP website](#).

You are also asked to declare whether your learner has:

- demonstrated progression against the IFPP learning outcomes since they started the programme
- an updated personal development plan with 3-5 appropriate learning objectives.

HEE IFPP Statement of Development Award

To acknowledge the challenges and pressures learners have faced during the pandemic, which may have resulted in some learners struggling to meet the mandatory elements of the programme, a Gold, Silver and Bronze award system has been developed. The HEE IFPP Statement of Development award will be determined by how many of the mandatory elements your learner has completed (see table 2). Please note, your learner needs to have passed the GPhC registration assessment to obtain a Statement of Development award.

Table 2: HEE IFPP Statement of Development Awards

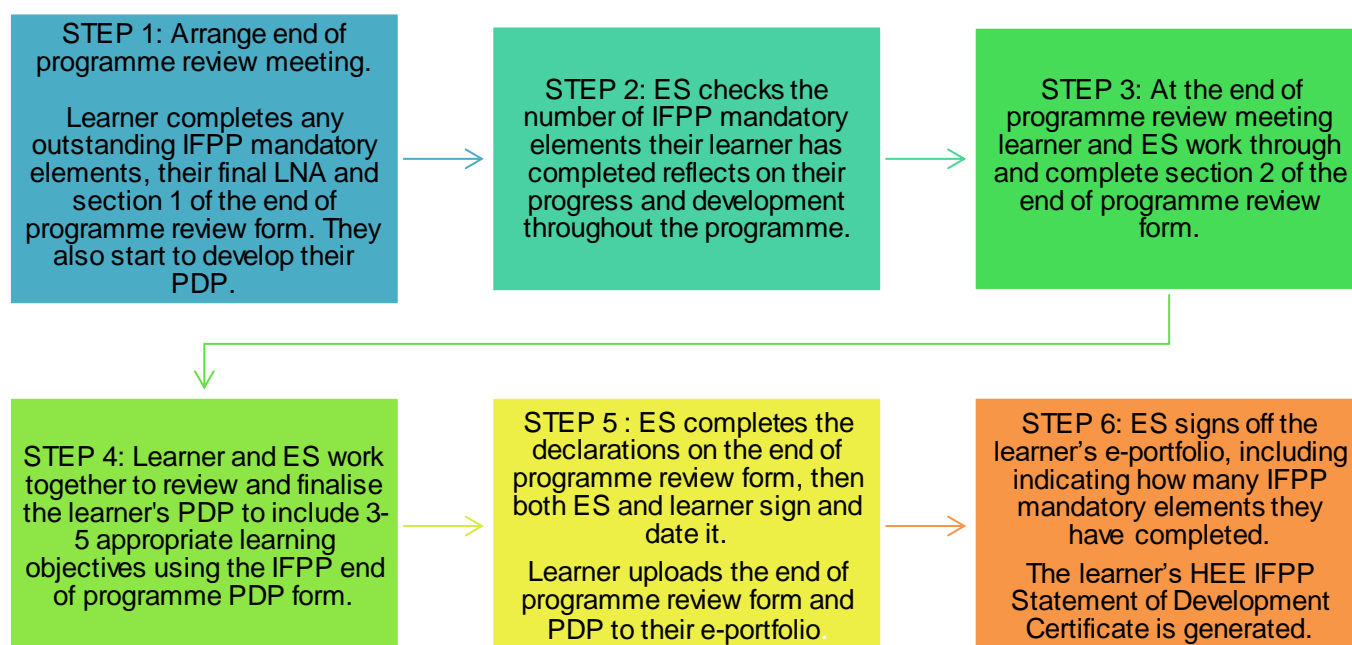
Number of IFPP mandatory elements completed	GPhC registration assessment passed	The learner has demonstrated progression against the IFPP LOs	PDP declaration	Award
8-10	Y	Y	Y	Gold
5-7	Y	Y	Y	Silver
<5	Y	Y	Y	Bronze

HEE IFPP Statement of Development Certificate

The final steps to sign off your learner's e-portfolio generate their IFPP HEE Statement of Development Certificate are:

- You and your learner sign and date the completed end of programme review form (this may be done electronically)
- Your learner uploads their signed and date completed end of programme review form and PDP to their e-portfolio.
- You then complete the final sign off in your learner's e-portfolio and indicate how many IFPP mandatory elements they have completed.
- Your learner's IFPP HEE Statement of Development Certificate at the award level they have achieved will then be generated.

A brief summary of the steps in the end of programme process are outlined in the figure below.



We hope you find this resource helpful to prepare for your learner's end of programme review.

For further support, email the IFPP team at fpp@hee.nhs.uk For enquiries regarding the IFPP e-portfolio please contact the RPS helpline on 0207 572 2737 (Mon-Fri, 9am-5pm) or email: ProvReg@rpharms.com