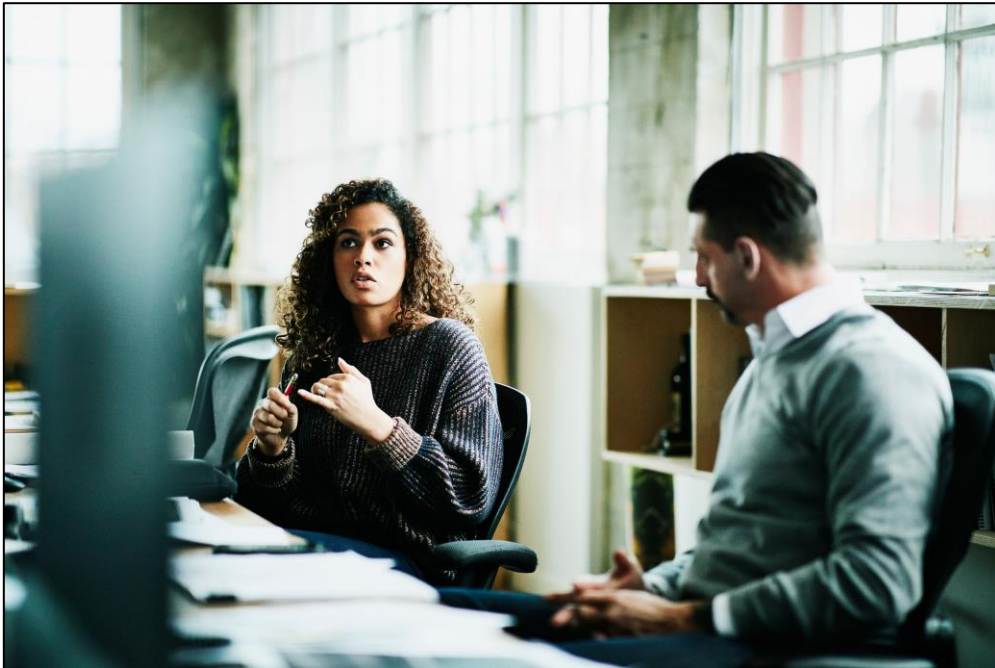


## **Interim Foundation Pharmacist Programme (IFPP)**

### **End of programme review – preparation guidance for learners**



#### **Introduction**

Firstly, congratulations in getting this far! The last 18 months have been extremely challenging, and we appreciate that you have had a unique experience. You will have received feedback about your performance in real-time throughout the programme. As you come to the end of the IFPP, your end of programme review with your educational supervisor (ES) will be an opportunity to review your performance against the IFPP curriculum and learning outcomes and develop your personal development plan (PDP).

Your end of programme review meeting should take approximately 2 hours and should be planned with your ES in advance. The meeting can be held remotely or face to face. If you are meeting face to face, try and find a suitable place to conduct the meeting so you and your ES will not be interrupted.

The meeting is intended to celebrate your progress during the IFPP and plan your next steps. Talk about what you have achieved since your initial learning needs analysis (LNA) and what is outstanding. Please try not to be disheartened if you haven't managed to complete everything. Remember this is a journey for your development and everyone's situation is different. During the meeting you will develop a new PDP with your ES to help you plan the next steps in your learning and development.

Preparation is key to a successful end of programme review meeting. The following suggested timescale has been developed to help you to prepare.

### Timescale

Minus 3 weeks	Minus 1-2 weeks	During your end of programme review meeting
Book your end of programme review meeting with your ES.	Reflect on your progress during the IFPP by completing section 1 of the end of programme review form - available for download at the <a href="#">HEE IFPP website</a> .	Ensure that you have access to a computer and your e-portfolio at the time of the meeting.
Check your e-portfolio dashboard to identify outstanding actions to focus on or IFPP mandatory elements to complete.	Complete your final learning needs analysis (LNA) to generate your prioritised actions in your e-portfolio.	Your ES will complete section 2 of the end of programme review form with you and help you to finalise your PDP.
Plan and complete any remaining assessments your ES or practice supervisors.	Start to complete your Personal Development Plan (PDP) using the actions generated by your final learning needs analysis (LNA). The IFPP end of programme PDP form can be downloaded at the <a href="#">HEE IFPP website</a> .	Your ES will confirm your HEE Statement of Development award level.
	<b>Optional:</b> Complete the <a href="#">IFPP Microlearning: Constructive feedback</a> .	<b>After your end of programme review meeting</b>
	<b>Optional:</b> Complete the <a href="#">CPPE appraisal guide</a> .	After the meeting you should upload your completed, signed and dated end of programme review form and updated PDP to your e-portfolio and inform your ES when you have done this.
		Your ES will then sign off your e-portfolio, including indicating how many IFPP mandatory elements you have completed. Your HEE IFPP Statement of Development Certificate will then be generated.

We hope you find this resource helpful to prepare for and get the most from your IFPP end of programme review.

For further support, email the IFPP team at [fpp@hee.nhs.uk](mailto: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](mailto:ProvReg@rpharms.com)