

NHS England Foundation Trainee Pharmacist E-Portfolio

Learning Needs Analysis Quick Guide

Introduction

The Learning Needs Analysis (LNA) is a vital process within the Foundation Pharmacist Training Programme. It enables the trainee pharmacist and their Designated / Practice Supervisor to review the trainee's perceived level of learning / competence to date and formulate a plan for the next period of training, to ensure they are on track to develop against all the learning outcomes.

The LNA Form

The LNA has been designed to:

- Focus on the trainee's perceived competence (Millers triangle: Knows / Knows how / Shows how / Does)¹ against the General Pharmaceutical Council's Interim Learning outcomes.
- It highlights the level that trainee pharmacists are expected to demonstrate at the end of the Foundation Trainee Pharmacist Programme, for each learning outcome.
- It encourages trainee pharmacists to consider both their experience and evidence of competence for each learning outcome.
- Allows for reflection of all or some of the learning outcomes; there is an option to select "Not reviewed", which may be of use, when undertaking an LNA to plan for learning for short rotations with practice (ticketed) supervisors.
- There is space within the LNA to document action planning.
- Document actions within the form, arising from the reflection of LNA. Therefore, it is an LNA and Personal Development plan (PDP) combined.
- The actions feed straight into a trainee's action log on the E-portfolio.

¹ More information on Millers Triangle can be found in the Foundation Trainee Pharmacist Assessment Strategy

- As the trainee pharmacist progresses through the programme and learning outcomes are signed off in the E-portfolio by the DS, when undertaking subsequent LNAs, they will be indicated in the LNA form as “signed off”.

Process

The following outlines the process of how to use the LNA.

1. The LNA is to be started by the trainee pharmacist. They must:
 - Indicate their perceived level of competence against each learning outcome, taking into consideration whether they have sufficient evidence and experience to date.
 - Write reflections on their experiences and evidence in the comments section. It is good practice for trainee pharmacists to include reflections and evidence in this space.
 - Develop SMART Actions: Specific, Measurable, Achievable, Relevant, and Time-Bound
2. Once the self-assessment of all the learning outcomes and trainee reflections are complete, the trainee sends this to their Designated (by clicking the ‘Notify DS’ button) or ticketed supervisor (by completing the ‘Ticketed Supervisor’ details section) and should arrange a meeting with the supervisor to discuss the LNA.
3. The Designated or ticketed supervisor then reviews the trainee pharmacist’s self-assessment and reflections. Based on their review of evidence to date and discussions with the trainee, they can decide whether they agree or disagree with the trainee’s perception of their competence against the learning outcomes by clicking ‘Agree’ or ‘Disagree’ in the ‘Supervisor agreement’ column. This is an optional task for the DS and does not need to be completed in one sitting. The supervisor can click ‘Save’ and come back to this at another time if required.
4. If the supervisor does not agree they should:
 - Use the supervisors’ comments to document the reasoning as to why they do not agree with the trainee’s self-assessment
 - Place a task in the action box
 - The supervisor can use the supervisors’ comments to document the discussion.
5. When discussing the LNA in practice, they should plan for the next period of training, which will include agreeing actions developed by the trainee, amending and adding additional actions. The Designated Supervisor can amend actions taken by the

ticketed supervisor. If this is done, the Designated Supervisor should add into the comments section what they have amended and include their initials.

6. Once finalised the Designated Supervisor can sign off by clicking the 'Sign and Complete Record' button.
7. All the actions generated from the LNA can be found in the action log within the E-portfolio. Users are able to filter actions in the action log by source e.g., LNA.