# The learning contract

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| TAB_col_white_background  MSc/Diploma in Clinical Pharmacy, Division of Pharmacy and Optometry.  **Learning Contract** | |
| This form details an agreement between the student and workplace tutor of the key aspects of working together. It clarifies the expectations of both parties during the MSc/Diploma in Clinical Pharmacy. It should be discussed, negotiated, and electronically signed by both parties. The student must upload this form to Blackboard by 12 noon on Friday of week 1, semester 1. | |
| I, *[****insert student name****]* and, *[****insert tutor name****]*, make the following commitments to each other: | |
| **Student Commitments:** | **Tutor Commitments:** |
| 1. Read and understand the programme requirements as outlined in the Programme Handbook 2. Understand the Learning Outcomes required by the programme (skills, knowledge and behaviours) and dedicate time to achieve these, as outlined in the Programme Handbook 3. Will schedule Progress Meeting’s in week 0, 6, 10 and 13 each semester, giving the tutor sufficient time to plan the appropriate time together, and upload copies of the meeting minutes to Blackboard 4. Will schedule case-based discussions ahead of formative care plan submissions due in weeks 4 and 8. I will include the discussion form with these submissions in Blackboard 5. Will schedule at least two observations of practice (DOPS, CSA or PCA) per year. I will include these assessment forms with the non-clinical units as requested 6. I will work towards RPS Foundation Practice certification 7. I will select optional units for year two when requested by the University 8. I will raise any concerns at an early stage 9. I will be a self-directed learner and manage my study time effectively 10. I will submit all summative assessments by the due date. In the rare event that this is not possible I will seek advice early from the University 11. I will attend my allocated study days, arranging timetables and rota commitments appropriately. In the rare event this is not possible I will seek advice early from the University 12. I recognise the programme offers me CPD opportunities which I will continue to record 13. I will accept feedback in the way in which it is intended and use this to develop my skills, knowledge and behaviours | 1. Read and understand the tutor requirements and outlined in the Workplace Tutor Handbook 2. Understand the Learning Outcomes required by the programme (skills, knowledge and behaviours) and support the student to achieve these, as outlined in the Workplace Tutor Handbook 3. Will allocate sufficient time to meet for eight Progress Meetings per year as a minimum 4. Will identify and allocate sufficient time for at least two case-based discussions per semester. I will offer you honest, constructive feedback 5. Will identify and allocate sufficient time for at least two observations of practice per year. I will offer you honest, constructive feedback 6. I will support the students’ attainment of RPS Foundation Practice certification 7. I will support the student to make informed choices for optional units in year two 8. I will try to resolve any concerns raised, or escalate to the University if it is beyond the scope of the learning relationship 9. I will support the students self-directed learning needs and work with you to identify these. I will help identify learning opportunities for you 10. I will support the students’ assessment requirements, having fully understood the assessment criteria 11. I will support the student in negotiating time away from the workplace for study days 12. I will ensure I remain competent as a workplace tutor through CPD activities where necessary 13. I will be approachable and provide help, including referring you to more appropriate sources of help 14. I will welcome feedback to develop myself as a tutor |
| Additional, agreed commitments:  1.  2.  3. | |
| **Signed (Student):**  **Date:** | **Signed (Tutor):**  **Date:** |