# workplace tutor agreement

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| TAB_col_white_background  MSc/Diploma in Clinical Pharmacy, Division of Pharmacy and Optometry.  **Workplace Tutor Agreement** |
| This form details an agreement between the workplace tutor and the MSc programme team of the key aspects of working together. It clarifies the expectations of tutors during the MSc/Diploma in Clinical Pharmacy. It should be electronically signed and the student must upload this form to Blackboard by 12 noon on Friday of week 1, semester 1. |
| I, agree to the following: |
| As a workplace tutor for the MSc in Clinical Pharmacy, I will:   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. Attend the face-to-face Induction session arranged by the University 4. Attend two online University meetings (one at the end of each semester). These will be remotely facilitated by webinar 5. Meet with the learner to agree the Learning Contract, as part of Progress Meeting 1 6. Allocate sufficient time to meet for eight Progress Meetings per year as a minimum, at the scheduled times (see Two-Year Planner) 7. Identify and allocate sufficient time for at least two case-based discussions per semester. I will offer you honest, constructive feedback 8. Identify and allocate sufficient time for at least two observations of practice per year. I will offer you honest, constructive feedback 9. Support the students’ attainment of RPS Foundation Practice certification 10. Support the student to make informed choices for optional units in year two 11. Try to resolve any concerns raised, or escalate to the University if it is beyond the scope of the learning relationship. I agree to escalate concerns about a student in difficulty as soon as possible to the programme team 12. Support the students’ assessment requirements, having fully understood the assessment criteria 13. Support the student in negotiating time away from the workplace for study days and assessments 14. Ensure I remain competent as a workplace tutor through CPD activities where necessary 15. Welcome feedback to develop myself as a tutor |
| **Signed (Tutor):**  **Date:** |