# workplace agreement

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| TAB_col_white_backgroundMSc/Diploma in Clinical Pharmacy, Division of Pharmacy and Optometry.**Workplace Agreement**  |
| This form details an agreement between the training workplace and the MSc programme team of the key aspects of working together. It clarifies the expectations of the workplace training provider 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. |
| Name of the workplace training provider:       |
| Name and role of person completing this agreement:       |
| Names of students enrolled on to the MSc/Diploma in Clinical Pharmacy:       |
| As a workplace we will:1. Confirm that there are sufficient resources and capacity to support the student learning within the workplace. This includes having suitable workplace tutors in place. You will contact the University as soon as possible in the event that a student does not have a named workplace tutor i.e. long term absence, maternity leave, resignation from post etc.
2. Read and understand the tutor requirements and outlined in the Workplace Tutor Handbook
3. Make arrangements for workplace tutors to attend the face-to-face Induction session arranged by the University
4. Make arrangements for workplace tutors to attend two online University meetings (one at the end of each semester). These will be remotely facilitated by webinar
5. Allow sufficient time for workplace tutors and students to meet for eight Progress Meetings per year as a minimum, at the scheduled times
6. Allow sufficient time for workplace tutors and students to meet for at least two case-based discussions per semester
7. Identify and allocate sufficient time for at least two observations of practice per year
8. Support the students’ attainment of RPS Foundation Practice certification
9. Try to resolve any concerns raised, or escalate to the University if it is beyond the scope of the learning relationship.
10. Support the students’ assessment requirements, having fully understood the assessment criteria
11. Support the student in negotiating time away from the workplace for study days and assessments
12. Allow students to be exposed to a sufficient range of clinical services that are patient focussed
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|  **Signed:****Date:** |