

Minimum requirements of portfolio contents for Foundation Stage Two

The portfolio should contain evidence that the foundation pharmacist can demonstrate the skills and behaviours (as stated in the Foundation Pharmacist Framework) and has the breadth of knowledge (as defined by the module learning outcomes), and to work safely and effectively as a foundation pharmacist.

A portfolio must be constructed for each module of the programme and must include:

1. *Experience in Practice and personal information*

- i. Personal Statement: This is a short (no more than one side of A4) statement that covers why you want to undertake the programme and what you hope to personally achieve from it.*
- ii. Signed learning agreements; from the beginning of the course. These should be re-signed and submitted if there is a change in educational supervisor.*
- iii. An up to date curriculum Vitae should be included on starting the programme.*
- iv. Current job description*
- v. Annual Trust Appraisals; should be included within the portfolio.*

*If current and relevant these can be taken from the Foundation stage 1 portfolio for those pharmacists who have continued from Stage 1 of the programme or a JPB certificate.

2. *Professional development*

Foundation pharmacists are expected to undertake at least the minimum number of each type of evidence stated below within each module of stage 2 of the programme.

- i. Foundation Pharmacy Framework Mapping Matrix
- ii. Supervised Learning events
 - A. CBD – 2
 - B. MRCF – 1
- iii. Contribution to care continuous log
- iv. Contribution to care interventions
 - A. 4 Extended Interventions
 - B. Presentation delivered in Learning set 3
- v. 4 Continuous Professional Development entries directed as per module learning outcomes
- vi. All Additional Evidence

3. *Module Specific Tasks*

- i. Academic Task (NB: these may have been submitted via moodle, but should also be in your portfolio for completeness)
- ii. Portfolio tasks

4. *Assessment of practice*

- i. Meeting records (with both Educational Supervisor and Practice Supervisors)
- ii. MiniTAB report
- iii. 2 Record of In-service Training Appraisal (RITA)

Specific information on the professional development and assessment of practice section of the portfolio can be found on the HEE LASE Website: <https://www.lasepharmacy.hee.nhs.uk>

All foundation pharmacists should ensure that they meet their employer's information governance requirements when compiling portfolios and using patient and staff information on any form. This will primarily mean removing **all** patient and staff identifiable data from their portfolios. This includes addresses, dates of birth, hospital numbers and signatures on drug charts.

Any breach in information governance policy within a portfolio will lead to automatic failure.