

### Foundation Stage 2 Portfolio Building Timeline

Throughout the KSS Foundation Pharmacist Programme all pharmacists are required to build a portfolio of evidence of application of knowledge to practice, through the use of supervised learning events and documentation of contribution to care. Below is an example of timeline of activities that are required in each module within stage 2 of the programme. There is a minimum requirement for specific activities and assessments of practice must occur at specific time points e.g. RITAs and MiniTABs as set by HEE LASE.

Within both of the stage 2 modules the majority of the portfolio evidence must be collated prior to the submission at the end of month 5. Only those items in the month 6 column can be omitted when the portfolio is submitted, but must be taken to the portfolio assessment.

Evidence	Minimum requirement	Month 1	Month 2	Month 3	Month 4	Month 5	Portfolio Submission	Month 6
		April / October	May / November	June / December	July / January	August / February		September / March
<b>Case Based Discussion</b>	2	A minimum of one must be completed by month 5 submission						1*
<b>Medicines Related Consultation framework</b>	1	To be completed by month 5 submission						
<b>Miscellaneous Evidence<sup>+</sup></b>	n/a	✓	✓	✓	✓	✓		✓
<b>Log of interventions</b>	Continuous	✓	✓	✓	✓	✓		✓
<b>Extended Interventions</b> + 1 presentation (for LS3)	4	A minimum of 3 to be completed by month 5 submission						1*
<b>CPD (4 directed)</b>	4	1	1	1	1			
<b>Module specific portfolio tasks</b>	2	Both portfolio Activities to be completed by month 5 submission						
<b>MiniTAB</b>	1		Active					
<b>RITA</b>	2			RITA				RITA
<b>Academic Task</b> Change Management / Therapeutic Review	1	Continuous						
<b>Educational Supervisor meetings</b>	Every 4 weeks	✓	✓	✓	✓	✓		✓
<b>Learning set timing</b>	4	LS1	LS2		LS3			Assessment

*\*where possible these tasks should be done prior the portfolio submission*

*+ Foundation pharmacists are encouraged to be creative with evidence to demonstrate they can meet the requirements of the practice learning outcomes.*

Educational supervisors will request evidence on a regular basis to review the progression of the foundation pharmacist. The foundation pharmacist should review their own progression against the RPS Foundation Pharmacy Framework at several points throughout the programme, before starting the course and preferably before RITA. In addition the foundation pharmacist should work towards mapping evidence against the RPS Foundation Pharmacy Framework.

The first RITA at the 3 month stage is **vital** to assess the foundation pharmacist progress through the module. If this RITA is unsatisfactory, HEE LASE and the university must be informed immediately and depending on circumstances, a TRAS deferral may be necessary. The second RITA at the end of the module should be a final 'sign-off'.