

Information for the learner

The learner should be a healthcare professional who is involved in the medicines reconciliation process and has been authorised to enter the training programme by an approved assessor.

Registering as a learner

- Once it has been decided that you should complete the training programme, you need to inform your assessor as they must register you onto the system
- Your assessor will either approve or deny your application
- Your assessor will then indicate whether you should undertake stage 1 or both stage 1 & 2 assessment You should agree with your assessor where in the programme you are authorised to begin, assessment or learning
- Your assessor will indicate whether or not you are required to submit reflective diary entries for assessment Your assessor will then provide you with your username and password which you will need to log on to the system

As the learner you are responsible for your own independent completion of the e-learning programme.

Pre-requisites to entering the scheme:

- There are some knowledge and skills competencies required for the role of medicines reconciliation that are not covered in this programme. These competencies are pre-requisites to entry into the programme
- It is the responsibility of you and your assessor to ensure that these pre-requisites are met before you are entered into the programme
- The pre-requisites are listed below:

Skills

Personal

- Effective communication skills
- Information gathering including questioning
- Appropriate interpersonal skills (patients/ward staff)

Professional

- Accurate transcription and documentation skills
- Awareness of ward issues (when relevant to role)
- Ability to follow procedures and safe systems of work

Knowledge

- Legal and Ethical issues including confidentiality and accountability

Stage 1:

- A broad familiarity with medication names and information sources where names are not recognised (usually BNF and a local formulary)

Stage 2:

- A more detailed knowledge of medication names including being able to translate common brand names to generic forms
- Familiarity with medications for which brand prescribing is appropriate

The programme

The programme is made up of the following:

- 4 learning modules
 - 1) Introduction to Medicines Reconciliation
 - 2) Medication History Taking
 - 3) Stage 1 Reconciliation - Verifying the Medication History
 - 4) Stage 2 Reconciliation - Reconciling the Medications Prescribed on Admission
- Reflective practice entries e-portfolio
 - ❖ Reflection is a thought process used to evaluate your performance, and what you have learned from a particular situation/experience or training
 - ❖ Reflection is not an essential part of the assessment but is available as a tool for you to evaluate what you have learned from both the training and from real life experiences
 - ❖ You can choose to submit reflective diary entries even if not required to do so by the supervisor.
 - ❖ You can print off your diary entries for the purposes of Continuing Professional Development (CPD), Knowledge and Skills Framework (KSF) and Personal Development Reviews (PDRs) etc.
 - ❖ Assessors can request that you submit entries into the reflection e-portfolio at the beginning of the programme or after unsuccessful attempts at the assessment as a tool for support
 - ❖ When writing reflective diary entries, it is important that you consider what you have actually learned from your experience. You should show evidence of consideration to questions such as:
 - How did I feel?
 - What went well and why?
 - How did it affect me and others?
 - What could have been the implications if I had done/not done something?
 - What would I do differently?
- Assessment
 - ❖ Assessment is divided into Stage 1 (verifying the medication history) and Stage 2 (reconciling the medications prescribed on admission with the medication history)
 - ❖ All learners should complete the Stage 1 assessment
 - ❖ Learners can then complete Stage 2 assessment if relevant to their role
 - ❖ Stage 1 assessment consists of 20 multiple choice questions selected at random
 - ❖ Stage 2 assessment consists of 10 multiple choice questions selected at random
 - ❖ Pass rate = 80%

- ❖ If you are experienced in the role of medicines reconciliation, with the authorisation of the supervisor/assessor you can enter the scheme at assessment without working through all of the knowledge modules, although every learner MUST complete module 1 as the background knowledge will be tested in the assessment
- ❖ If experienced in some areas of medicines reconciliation, you can select the other modules that you feel you need to work through
- ❖ Your assessor will be able to view how long you have spent working through the programme as this time is recorded on your learner record

Once you have completed the assessment, the assessor will receive confirmation of your result, they can then review the questions that you either answered incorrectly or with 'I don't know'.

Unsuccessful learners:

- If you fail the assessment, you will have the opportunity to retry after 24 hours.
- You are allowed up to a maximum of 3 attempts.
- The assessor will review the result and support you through the best course of action. You can either:
 - a) Work through the whole learning programme again
 - b) Work through the modules specific to the areas identified by the incorrect answers as those that you need to concentrate on
 or
 - c) Submit some reflective practice for review by the assessor to apply knowledge to real life situations

Certification:

- If you pass the assessment, your assessor will review any incorrect or unknown answers with you to ensure that you are aware of the correct answers before you are certificated
- If your assessor has requested reflective diary entries be submitted, they will review these
- Once your assessor is satisfied that you have successfully completed the scheme, they will then generate and sign the certificate
- You will then be entered onto the organisational database