

2017

PHARMACY

PROGRAMME HANDBOOK



NEW ZEALAND CERTIFICATE IN PHARMACY
(PHARMACY TECHNICIAN) (LEVEL 5)

Academy North Shore Campus

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Academy Hamilton Campus*

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*This programme is delivered from the New Zealand Management Academies (NZMA) Campus

Welcome

Academy New Zealand is one of New Zealand's most established private education providers and provides an extensive range of learning programmes at levels 1 - 7 on the New Zealand Qualifications Framework. It has been in operation for 30 years, with a consistent focus on achievement. On completion of any learning programme, Academy students will be awarded the appropriate NZQA Approved Qualifications, Unit Standards, New Zealand Certificates or Diploma, providing nationally recognised qualifications of the skills and standards achieved. We pride ourselves on our student achievements and we believe that it is Academy New Zealand's differences that make the difference.

Introduction to Staff

Sally Schnauer – Programme Leader & Tutor

As a pharmacist I have worked in community pharmacy both in New Zealand and in London and owned a pharmacy business for a period of time in Newmarket. I have worked at Academy New Zealand for 17 years and during this time I have been fortunate to see the growth and success of the pharmacy programmes. I have enjoyed my role as a pharmacy tutor inspiring students in a profession I love. As programme leader I contribute to the development of systems to ensure the pharmacy programme is consistent across all campuses and teaching occurs in an engaging, enthusiastic and professional way to enable students to achieve qualification success.

Annette Lucena - Tutor

I am a community pharmacist who has mainly worked in Auckland, but I have also worked in the UK in hospital pharmacy, in the 80's and again in the late 90's. I am involved with the Pharmaceutical Society intern pharmacist programme, and with the Pharmacy Council - in administration of pharmacist's professional development, and in the registration of new pharmacists. I have taught at Academy NZ for 15 years now, teaching both Pharmacy Assistants and Pharmacy Technicians. I find the teaching rewarding, and enjoy creating teaching resources and discovering new, and more interesting ways to teach.

Kelly Brewer - Tutor

I am a NZ Registered Pharmacist who graduated in 2000. Prior to working at the Academy I worked as a Retail and Hospital Pharmacist, including managerial roles over the Auckland area and overseas. I have also tutored at Auckland University Pharmacy School and as a Preceptor for Pharmacy Interns. I love all aspects of pharmacy but my real passion is teaching. I enjoy sharing all my community and industry experiences with the students. It is great seeing the progression of students becoming confident and successful Pharmacy Technicians.

Marwa Al-shdidi - Tutor

I am a qualified pharmacist. Prior to teaching at Academy, I worked as a community pharmacist for 11 years in both the North and South Island of New Zealand. I have also been involved in teaching and mentoring pharmacy intern students. I am passionate about teaching pharmacy technicians as I love seeing the students progress throughout the course and develop new skills, to become competent pharmacy technicians.

Ali Shikara - Tutor

I have been a registered pharmacist for 6 years. Mainly involved in community pharmacy with some education work for the Pharmaceutical Society of NZ. Having worked across Auckland in community pharmacy I have had a great deal of experience communicating to all types of customers and health professionals. I believe passion and enthusiasm is really what drives better healthcare, and I impart that to all my students.

Ban Al-Attar - Tutor

I come from a family of pharmacists and health professionals and graduated with Bachelor of Pharmacy from University of Auckland. I am passionate about community pharmacy and have been in this industry since I worked part-time as a shop assistant while I was still at high school. I have worked in various pharmacies around Auckland and the North Island and I enjoy passing on my knowledge and experiences to the students.

Ken Yu - Tutor

I have been a qualified pharmacist in New Zealand for 3 years now. I attended the University of Otago pharmacy school, graduating in 2013. Teaching and education has always been my passion, so I enjoy all aspects of my current role here at Academy NZ.

Penny Yip - Tutor

Pharmacy is my passion as I enjoy having a positive impact on my patients' life. Five years ago, I crossed over to the academic side of pharmacy. These days, I enjoy having a positive impact on my students' life, sharing my experiences with them, supporting and guiding them to reach their goals and share their success.

Juliet Page - Tutor

I am a pharmacist with 30 years pharmacy industry experience working as a pharmacist, alongside some work in retail pharmacy. I have been working at Academy New Zealand as a part time Pharmacy Technician tutor since mid 2011. I enjoy interacting with students, passing on the skills required to be a great pharmacy technician and seeing the student's success when they graduate. My particular interest is how the systems of the human body work and treatment of related disorders, along with natural medicine.

Fleur McGuire - Tutor

I have been a Pharmacist for almost 30 years and have worked in a hospital pharmacy in the UK and community pharmacy in Christchurch. I began tutoring on the Pharmacy Assistant courses at the Academy N.Z (CH-CH) and have been tutoring Pharmacy Technicians since 2010.

Kathryn Rzoska - Tutor

I have a background in community health and I currently work within the pharmacy industry as a Specialist Pharmacy Technician. I have enjoyed this role for the past 15 years. Five years ago I accepted the additional role of tutor at Academy New Zealand, teaching pharmacy technician students. I enjoy sharing my experience and skills with the next generation of pharmacy professionals.

Vanessa Ott - Tutor

I graduated from Otago University in 2012 with a Bachelor of Pharmacy. Over the last 5 years I have worked in various community pharmacies in both Wellington and Christchurch. I began teaching with the Academy in 2016 and have a passion for pharmacy processing.

Preston Pigneri - Tutor

It has been said that the best way to learn is to teach and that the influence of teaching knows no end. I am sure my teaching experience has been rewarding for students and myself alike. I started teaching while I was at university studying to be a pharmacist in 2012. I qualified as a pharmacist in 2015. At the beginning of 2016, I started work with Academy New Zealand on a full-time basis and I continue to work in the industry quite regularly as a locum pharmacist.

Gerallt Jones – Tutor

Originally from Wales, I took my degree at the University of Manchester. After qualifying, I worked in various roles across the UK, including Hospital and Community Pharmacy. During my time in New Zealand, as well as working in pharmacy, I have worked as a researcher for the government and have taught science and pharmacology on a nursing undergraduate degree program. I am passionate about teaching and am enjoying my current role as tutor on the Pharmacy Technician programme at the Hamilton campus.

Pharmacy Summary

Qualification: New Zealand Certificate in Pharmacy (Pharmacy Technician) (Level 5)
 New Zealand Certificate in Pharmacy (Community Pharmacy Assistant) (Level 4)
 New Zealand Certificate in Pharmacy (Introduction to Pharmacy Practice) (Level 3)

Credits: 180

Duration: 72 weeks (including 12 holiday weeks)

Tuition Fees: \$9,918 Domestic
 \$36,000 International

Course Related Costs: \$280 (Technician Tunic, NZ Pharmaceutical Schedule, Mimms New Ethical Text, Pharmacy healthcare handbook, Nurses Dictionary)

This qualification aims to provide the pharmacy sector with people who carry out a wide range of advanced pharmacy dispensing services, and support the provision of safe, patient-centred healthcare, under the supervision of a pharmacist. Embedded New Zealand Certificates in Pharmacy Level 3 and Level 4 are pre-requisites for the NZ Certificate in Pharmacy Technician Level 5. Academy NZ has integrated the delivery of the three certificates, as all the learning is crucial to operating as a competent Pharmacy Technician. This qualification covers the skills and knowledge required to work as a Pharmacy Technician. Core skills include professionalism and communication for patient centred healthcare in a pharmacy environment, working within pharmacy codes and standards and applying relevant legislation and regulations. The more advanced skills of calculations for dispensing and compounding, dispensing medications and providing advice on the use of dispensed medicines, dose forms, drug dosing, managing stock in a pharmacy (dispensary and retail), knowledge of anatomy and physiology to understand how medicines work, and give advice on medication for disorders of body systems are also covered.

Graduate Profile

An Academy New Zealand graduate has relevant and current subject knowledge, real-world skills to put knowledge into practice, and personal and professional qualities to make a difference. Graduates of this qualification will be able to:

- Work ethically and professionally as required by the pharmacy codes and standards
- Communicate and interact with pharmacy team members and customers/patients to ensure the provision of appropriate customer service
- Apply and work within all legislation relevant to their workplace
- Safely determine if it is appropriate to provide pharmacy related products and services or advice to customers/patients, and know when to refer to a pharmacist
- Carry out a range of support activities within the pharmacy
- Apply basic first aid
- Make accurate calculations and use appropriate information technology tools.
- Work ethically and professionally within the Pharmacy Council Code of Ethics as relevant to Pharmacy Technicians

- Use appropriate communication techniques to inform customers/patients on health related matters
- Apply and work within all legislation and regulations as appropriate to Pharmacy Technicians
- Dispense and reconstitute medicines under the direct supervision of a pharmacist
- Provide advice and guidance on the use of dispensed medicines including drug dosing and drug interactions
- Understand the use of medicines as they relate to the treatment of a range of common health disorders
- Manage dispensary stock and inventory using appropriate environmental and storage requirements
- Complete calculations as appropriate to dispensing.
- Communicate appropriately and interact effectively with other health care professionals and their staff
- Apply an advanced level of knowledge of human anatomy, physiology and medicines used in the treatment of health disorders
- Understand how medicines work and affect body systems
- Apply critical thinking and problem solving processes to achieve appropriate solutions in advanced dispensing techniques and/or optimising patient outcomes
- Manage inventory and facilitate supply arrangements as appropriate to the pharmacy and its specific community.

Graduate Destination

Graduates of this qualification will be able to progress to further training in other health related roles or to further study including a New Zealand Certificate in Pharmacy Technician (Level 6). Graduates of this qualification will have the knowledge, skills, attitudes and behaviors required to work in a range of dispensary related roles including those in community, hospital, industrial and education settings in pharmacy.

Calendar

Date	Event
30 January 2017	Auckland Anniversary
20 February 2017	Intake
14 April 2017	Public holiday – Good Friday
17 April 2017	Public holiday – Easter Monday
17 April – 21 April 2017	Holiday
25 April 2017	Public holiday – ANZAC Day
05 June 2017	Public holiday – Queen's Birthday
24 July 2017	Intake
21 August 2017	Intake (Hamilton only)
2 September – 6 October 2017	Holiday
23 October 2017	Public holiday – Labour Day
17 October 2017	Canterbury Anniversary Day

Holiday dates can vary.

Your Campus Manager will inform you of your programme holiday dates at orientation.

Work Placement

The Pharmacy Technician qualification requires that a minimum of 400 hours of work experience in a pharmacy be integrated into the programme. This is spread throughout the programme and includes a 6 week full time internship in a pharmacy dispensary to prepare students for employment - see programme schedule. (Pharmacist employers have indicated that part of this experience in the workplace is completed as an internship for a continuous period).

Course Outlines

Module One: Professionalism and Support (51 Credits)

In this module the student will gain a basic understanding of oral and written communication skills appropriate to a pharmacy including an awareness of cultural diversity and health literacy. They will gain knowledge of standard operating procedures, and the ability to self-manage. Students will understand and apply professional ethics for pharmacy. They will be able to assess and provide advice to customers/patients ensuring that it is safe to supply products and/or services to that customer/patient. They will be able to advise on the use of over the counter medicines. They will gain an understanding of calculations for use in pharmacy and apply this knowledge to a specialist programme such as Toniq or Lotts. Students will learn the stock control and inventory systems for a pharmacy and be able to manage these systems. Students will gain a full understanding of the wider aspects of a support role within a pharmacy from banking and cashing up to cleaning, answering the phone and mail services.

Professionalism and Support - PS100			
51 Credits	Work ethically and professionally as required by pharmacy codes and standards PS100.1 Level Credit 6 (L3 C3, L4 C3)	Use appropriate communication with pharmacy team and other health care professionals & their staff to ensure the provision of appropriate customer service to inform customer/patients on health related matters. PS100.2 Level 3 Credit 12 (L3 C7, L4 C2, L5 C3)	Make accurate calculations and use appropriate information technology tools (including Toniq and Lotts systems). PS100.3 Level 3 Credit 6
	Safely determine if it is appropriate to provide pharmacy related products and services or advice to customers/patients and provide advice and guidance on the use of over the counter medicines, know when to refer to a pharmacist. PS100.4 Level 3 Credit 13 (L3 C10, L4 C3)	Manage dispensary stock and inventory using appropriate environmental and storage requirements; and facilitate supply arrangements with others as appropriate to the pharmacy and its specific community PS100.5 Level 5 Credit 7 (L4 C2, L5 C5)	Carry out a range of support activities within the pharmacy PS100.6 Level 3 Credit 7

Module Two: Pharmacy Law and Dispensing Processes (45 Credits)

In this module the student will learn and apply the legislation, codes and standards which govern Pharmacy practise. They will learn how to handle hazardous goods. Students will dispense prescriptions and fill pharmaceutical orders under the supervision of a Pharmacist ensuring safe working practices and a top level of accuracy are maintained. Students will make weight and volume conversions, and perform calculations for compounding medications taking individual patients' cases into consideration.

Pharmacy Law and Dispensing Processes – PLDP100			
45 Credits	Apply and work within all legislation relevant to the workplace that is appropriate to Pharmacy role and environment	Dispense and reconstitute medicines under the direct supervision of a pharmacist.	Calculations for dispensing medicines and compounding
	PLD100.1 Level 4 Credit 10 (L3, C5, L4 C5)	PLD100.2 Level 4 Credit 30	PLD100.3 Level 4Credit 5

Module Three: Pharmacy Health (28 Credits)

In this module the student will gain a basic understanding of human anatomy and physiology, how the different body systems work and some basic disorders of these systems. Students will gain an understanding of over-the-counter medicines available in New Zealand, how these should be taken and when to refer customers to the Pharmacist or a doctor. Students will learn about minor health disorders and their treatment. Disorders include coughs and colds; skin disorders, acne, chilblains, bites and stings, dandruff and dermatitis; mouth and throat disorders; constipation and diarrhoea; fever; hemorrhoids; pain; indigestion; sleep disorders and minor injuries. They will develop the skills to be able to apply relevant legislation and standard operating procedures. Students will learn aspects of personal health care including baby care, care of the older person and continence care, and to advise clients on how to maintain optimal health. Students will also gain basic first aid skills.

Pharmacy Health – PH100			
28 Credits	An understanding of basic human anatomy, relating to common health disorders	Understand the use of medicines as they relate to the treatment of a range of common health disorders	Basic first Aid
	PH100.1 Level 4 Credit 4	PH100.2 Level 4 Credit 10	PH100.3 Level 3 Credit 2
	Demonstrate knowledge of pharmaceutical dose forms and accessories	Pathogens, infections and anti- infective therapy	Immune system and malignant disease and the medicines used in the treatment of disorders
	PH100.4 Level 4 Credit 4	PH100.5 Level 5 Credit 4	PH100.6 Level 5 Credit 4

Module Four: Advanced Dispensing Techniques (10 Credits)

In this module the student will learn how to read a prescription and ensure patients receive the correct dispensed medications. They will also learn about the different forms of compliance packaging, the uses and benefits of each, and will prepare prescriptions using compliance packaging ready for dispensing to customers/patients.

Advanced Dispensing Techniques – ADT100			
10 credits	Apply critical thinking and problem solving processes to achieve appropriate solutions in advanced dispensing techniques and/or optimising patient outcomes	Demonstrate knowledge of, and apply pharmacy procedures for, compliance packaging	
	ADT100.1 Level 5 Credit 8	ADT100.2 Level 4 Credit 2	

Module Five: Hospital Pharmacy (9 Credits)

In this module the student will learn the features of ward stock management, how to care for ward stock and how it is distributed in a specific hospital. They will also learn how to carry out the management of ward medicine within a hospital's expectations and standard operating procedures (SOPs). Students will learn the theory of compounding aseptic products and the differences between general compounding and aseptic compounding. Students will learn the theory of what parenteral nutrition is; the reasons for it and the different nutritional requirements of a variety of patients.

Hospital Pharmacy - HP100			
9 Credits	Ward management	Demonstrate knowledge of compounding aseptic products	Demonstrate knowledge of parenteral nutrition
	HP100.1 Level 5 Credit 3	HP100.2 Level 5 Credit 2	HP100.3 Level 5 Credit 4

Module Six: Anatomy and Physiology (37 Credits)

In this module the student will gain an advanced understanding of human anatomy and physiology, how the different body systems work and disorders that affect the systems. Body systems include the cardiovascular, central nervous, gastro-intestinal, endocrine, respiratory, reproductive, urinary tract, musculoskeletal, skin, immune, eye, ear, nose and oropharynx. Students will also gain an advanced understanding of drugs prescribed by medical practitioners to treat these disorders, how these should be taken, different dosing levels, potential side effects and interactions. They will develop the skills to be able to apply relevant legislation and standard operating procedures.

Anatomy and Physiology – AP100			
37 Credits	Apply an advanced level of knowledge of human anatomy, physiology and medicines used in the treatment of health disorders	Understand how medicines work and affect body systems including drug dosing and drug interactions.	
	AP100.1 Level 5 Credit 32	AP100.2 Level 4 Credit 5	

Week	Pharmacy Technician Level 5						
	Delivery	Assessment	Work Placement				
				31	Respiratory First Aid Guest Speaker - Respiratory	AP100AS2	Work Placement 2 days
1	Induction Pharmacy Structure Communication Ethics / Professionalism			32	Immune system Compounding		Work Placement 2 days
2	Over the counter products Over the counter (OTC) Legislation			33	Immune system Pathogens Compounding		Work Placement 2 days
3	Communication Professionalism OTC			34	Immune system Pathogens Compounding	PH100AS6	Work Placement 2 days
4	OTC			35	Pathogens Compounding / Lab	ADT100AS5 (ongoing)	Work Placement 2 days
5	OTC	PLDP100AS1 PS100AS1		36	Nervous system Endocrine System	PH100AS5	Work Placement 2 days
6	Retail Calcs OTC	PH100AS4		37	Nervous system Endocrine System - Diabetes	Re- Assessments	Work Placement 2 days
7	Retail Calcs OTC	PH100AS1		38	Nervous system – Epilepsy speaker Endocrine System Processing		Work Placement 2 days
8	Retail Calcs OTC						
9	Dose Forms OTC Products			39	Respiratory system Cardio system	AP100AS2 AP100AS4	Work Placement 2 days
10	Dose Forms OTC Products and complementary therapies Guest Speaker - Clinicians			40	Overview Respiratory system Cardio system		Work Placement 2 days
11	OTC Products Dose Forms Guest speaker Complementary therapies - Blackmores			41	Respiratory system Cardio system Processing	AP100AS1 AP100AS5	Work Placement 2 days
12	Dose Forms OTC Guest speaker - Brookfields	PS100AS3		42	Communication and Professionalism Hospital visit Ward management TPN Baxters speaker /Biomed visit		Work Placement 2 days
13	Support activities Workplace Interviews	PS100AS4		43	Ward management TPN Aseptic Stock	HP100AS2 HP100AS1	Work Placement 2 days
14	Support Activities	PS100AS5 PH100AS2 (ongoing)		44	Musculoskeletal / skin Digestive System	HP100AS3	Work Placement 2 days
15	Work Placement Debrief OTC Workshop		Work Placement 4 days – OTC	45	Musculoskeletal /Skin Digestive System		Work Placement 2 days
16	Work Placement Debrief Support activities		Work Placement 4 days – OTC	46	Musculoskeletal /Skin Digestive System Processing	AP100AS3 AP100AS7	Work Placement 2 days
17	Work Placement Debrief Retail Calculations		Work Placement 4 days – OTC	47	Ear / Eye / Oropharynx Reproductive System Urinary System		Work Placement 2 days
18	Communication and Professionalism Legislation Processing			48	Ear / Eye / Oropharynx Reproductive System Urinary System		Work Placement 2 days
19	Legislation Processing / Lab			49	Ear / Eye / Oropharynx Reproductive System Urinary System Processing	AP100AS8	Work Placement 2 days
20	Overview Legislation Processing	PLDP100AS1		50	Communication Professionalism	AP100AS6	Work Placement 2 days
21	Processing Dispensing calculations			51	Communication Professionalism Internship prep	AP100AS6 PS100AS2	
22	Processing Dispensing calculations			52			
23	Processing Dispensing calculations			53			
24	Compliance Processing Dispensing calculations			54			
25	Calculations / Lab Compliance Processing Dispensing calculations	ADT100AS2 PLDP100AS2		55			
26	WP debrief Individual Learning Plan		Work Placement 4 days	56			
27	WP debrief ILP		Work Placement 4 days	57			
28	Communication and professionalism Compliance Calculations Drug Dosing	PLDP100AS3	Work Placement 2 days	58			
29	Drug Dosing		Work Placement 2 days	59	Professionalism and Ethics	PS100AS1	
30	Drug Dosing		Work Placement 2 days	60	Pharmacy Support Role	PS100AS6	
					Assessment Completion		

Training Agreement for Work Placement

ACADEMY NEW ZEALAND

Training Agreement for Work Placement

(Use this form for work experience)

Student	
Name	
Address	
Phone	

Employer	
Company	
Contact Name	
Site Address	
Postal address	
Phone	

Tutor	
Name	
Phone	

Terms of Agreement

Training

- Training shall commence on/...../..... and shall be completed on/...../..... or at such time as agreed by all parties as reasonable to allow the student to gain the skills outlined in the attached training plan.
- Hours of work shall be:
- The majority of the student's day shall be spent in training in accordance with the requirements of the Training Plan.
- Any major changes to the Training Plan must be made in consultation with all three signatory parties.
- The employer will promptly inform the tutor of any matters that may affect the delivery of the agreed training. This may include an offer of employment to the student, whether it is casual, temporary or full time employment.

Support

- The person training or supervising the student will be available at all times to support the student and to answer any questions that the student may have.
- The tutor will support the student by contacting the student weekly, if on a long term placement a site visit to the workplace must be completed fortnightly.
- The employer shall be aware of and allow for monitoring visits by the tutor, such visits to be subject to prior arrangement between the employer and tutor.
- It is the responsibility of the employer to provide the student with an adequate level of support and supervision to enable the Training Plan to be achieved. This includes regular feedback on the student's performance. Towards the end of the work placement, the employer will be asked to complete an evaluation report on the student's performance. This will be discussed with the student and be kept as a part of their student file.
- It is the responsibility of the tutor to provide an appropriate level of support to the employer and student to enable the training plan to be achieved.
- The employer and student should seek assistance and advice of the tutor on any matters affecting the training relationship between the parties.

General conditions of employment

- Other than wages and allowances, all other conditions of employment contained in the relevant collective agreement, award or other general conditions of employment of the work site shall apply.
- The employer shall provide a clean and safe working environment. The employer is responsible to ensure the provision of all necessary safety equipment and first aid facilities and to comply with appropriate employment and safety legislation.
- The student must abide by the rules, practices and instructions issued by the employer, including provisions that relate to employment and safety legislation.

Sickness

- It is the student's responsibility to notify the employer and Academy as soon as practicable (before normal start time) if he/she will be unable to attend work.
- Where a student is absent on account of sickness for more than two days, the employer and/or Academy may request a medical certificate.

I hereby accept and agree to abide by the terms and conditions of this Training Agreement:

Student	Date
Employer	Date
Tutor	Date

Programme Regulations

Topic	Programme Regulations (note these are programme specific but are also supported by Academy NZ's QMS)
1. Entry requirements	<ul style="list-style-type: none"> Applicants should have appropriate year 12-13 academic achievement, hold a complementary tertiary qualification or be able to demonstrate equivalent skills and knowledge IELTS of 6.0 required for foreign language speakers International students must be 18 years old or over
2. Selection criteria, if applicable	All applicants will be given a pre-entry assessment to better inform consideration of each applicant. Enrolment places are on a first-come, first-served basis. When the programme reaches capacity students will be offered a place in the next available intake.
3. Credit for previous study and/or Recognition of prior learning	<ul style="list-style-type: none"> a. Cross-crediting N/A b. Credit transfer Automatic credit transfers for modules achieved that are part of the approved list of modules in this programme. c. Recognition of prior learning - RPL All applicants for recognition of prior learning (RPL) will be considered. d. Any limitations on credit awarded from cross-credit or RPL, and the reason for applying the limit No limitations.
4. Programme length and structure of the programme, including such details as:	<ul style="list-style-type: none"> a. Programme length 60 weeks b. Any pre- and co-requisites L4 – New Zealand Certificate in Pharmacy (Level 3) L5 – New Zealand Certificate in Pharmacy (Level 3) The Pharmacy Technician programme will be holistically taught with several topics being integrated throughout the programme, therefore the co-requisites are all modules that make up the programme: <ul style="list-style-type: none"> Professionalism and Support Pharmacy Law and Dispensing Processes Pharmacy Health Advanced Dispensing Techniques Hospital Pharmacy Anatomy and Physiology c. Practical and/or work-based requirements, and their integration into the programme The Pharmacy Technician programme requires a minimum of 400 hours (320 in a dispensary) of work placement in a pharmacy be integrated into the programme. This is spread throughout the programme and includes a 6 week full time internship in a pharmacy dispensary to prepare students for employment. d. Any alternative entry and/or exit points N/A e. Compulsory and optional/elective components All modules that make up the level five Pharmacy programme are compulsory..

5. Progression through the programme, including:	<ul style="list-style-type: none"> a. Normal progression through the programme The progression is ideally sequenced for natural progressive student learning. b. Maximum and minimum periods for completion The programme is set at 60 weeks c. Late entry policy Two week maximum d. Late completion allowable – post-course support provided Will be considered after programme finishes and on case-by-case basis. e. Any ability to repeat parts in a subsequent delivery/in-take Considered on a case-by-case basis.
6. Assessment	<ul style="list-style-type: none"> a. Provision for re-assessment Opportunity of three attempts for any one assessment by the end of the programme. Any subsequent attempts will be considered on a case-by-case basis. b. Appeals procedure Students who disagree with the results of their assessment must first discuss their assessment concerns with their Tutor to ensure that they fully understand the nature of the comments and marking attached to their assessment. Wherever possible, assessment concerns should be resolved at this point. If there is no resolution, student can proceed with the appeals procedure. c. If and how grades are derived from assessments Assessments will be awarded an 'achieved; or 'not-achieved' result. There are no final grade endorsements. d. Authenticity – Academic honesty Each assessment contains a student declaration where the student must verify the work is completed by them. e. Provision for impaired and/or aegrotat performance N/A f. Availability of assessment through te reo Maori N/A
7. Pass Requirements	<ul style="list-style-type: none"> a. Minimum standard/s of achievement, and All assessments must be completed in full with all answers correct for an achieved result. b. Any other requirements for the award of the qualification Minimum for 400 hours practical component (320 hours in a dispensary) c. If and how course grades are reflected in the qualification award (align to qualification's requirements for grade endorsements) There are no grade endorsements.
8. Procedures to identify & remedy impaired performance	Monthly student progress monthly meetings between Tutor and student.
9. Attendance and leave	Regular attendance is required.
10. Health and Safety Risk Management	All students will be made aware of all health and safety requirements when they are in attendance on the programme. Students must comply with all health and safety and risk management requirements and instructions of staff at all times.
11. Any other regulations	N/A