

Quality Assurance

Masters, Postgraduate Diploma, Postgraduate Certificate in Advanced Practice

Programme Specification: Postgraduate

Information for students: the programme specification is the definitive document summarising the structure and content of your degree programme. It is reviewed and updated every year as part of Keele’s Curriculum Annual Review and Development process. The document aims to clarify to potential and current students what you can expect from the study of the subject over the course of your programme.

This programme specification applies to students from January 2018.

Names of programme(s) and award title(s)	Postgraduate Certificate in Advanced Practice Postgraduate Diploma in Advanced Practice MSc Advanced Practice Postgraduate Diploma in Advanced Practice (Independent Prescribing) MSc Advanced Practice (Independent Prescribing)
Mode of study	Part time The programme is offered part-time by distance learning over 1-5 years. The Programme is flexible in that it allows you to finish your studies at one of 3 postgraduate levels for the award of Certificate (C), Diploma (D) or Masters (M). You can also study individual elements of the programme as stand-alone short courses. This allows you maximum flexibility to accumulate credits towards an award (see section 8 and Appendix 2).
Framework of Higher Education Qualification (FHEQ) level of final award	Level 7
Duration:	1-5 years part time

Details of professional, statutory and regulatory body (PSRB) (If appropriate):

<http://www.keele.ac.uk/ga/professionalstatutoryregulatorybodies/>

Not applicable, except for the Independent Prescribing Preparatory Course for Pharmacists that is accredited by the General Pharmaceutical Council. Further Information is available on our website:

<https://www.keele.ac.uk/pgtcourses/independentprescribing/> (accessed 30/4/18)

External Examiner(s) names: <http://www.keele.ac.uk/ga/externalexaminers/>

1. What is the philosophy of the Programme?

The Centre for Professional Development and Lifelong Learning (CPD4ALL) has a reputation for providing stimulating courses to pharmacists and other healthcare professionals. We offer a flexible, multidisciplinary approach that ensures our courses encompass a broad range of skills and are responsive to the changing healthcare environment. We are closely in touch, through our advisors and networks, with NHS development and service needs. We are recognised nationally as a centre of excellence for postgraduate education delivered by distance learning. Our programmes are highly acclaimed by students, employers, purchasers and external course assessors or their structure, content and end value in relation to service, professional and career development. We are happy to put you in touch with our former students for their independent view.

The government's *Transformation Agenda* to improve efficiency in the NHS opens up an abundance of opportunities for pharmacists and other healthcare professionals to advance their practice to become advanced specialists or advanced generalists working as part of a multidisciplinary team to deliver patient care. The *Carter Report* and the *Five Year Forward View* are driving these changes in all areas of the NHS. The Advanced Practice programme is designed to allow pharmacists and other healthcare professionals the choice and flexibility in their progression to Postgraduate Certificate, Postgraduate Diploma and Master's awards to meet their specific professional development needs and advance their practice in the area of their choice whilst focussing on the skills required to develop strong working relationships with a multidisciplinary team. Pharmacists may incorporate the Independent Prescribing Preparatory Course into the award at Postgraduate Diploma and Masters level.

Educational Aims

Keele's Postgraduate Advanced Practice Programme aims to:

- Equip you with the clinical and professional knowledge base and skills that you have identified as necessary to fulfil and advance your practice
- Provide you with a learning programme that meets your personal professional development needs and that will help you apply your knowledge and skills in daily practice
- Encourage you to develop the self-discipline of private study, self-directed learning and reflective practice that will be continued beyond Keele's Programme in your Continuing Professional Development (CPD).

In addition, you will develop valuable practical skills including written and oral communication, and the ability to design a project, collect, analyse and interpret data.

Intended Learning Outcomes

Learning outcomes describe what you should know and be able to do if you make full use of the opportunities for learning that we provide to develop and demonstrate knowledge and understanding, and skills.

By studying on Keele's Postgraduate Advanced Practice Programme:

A You will obtain knowledge and understanding and develop your skills in accordance with the specific learning outcomes that are defined in the modules that you choose. The learning outcomes are compatible with study at

Masters level as defined by the Quality Assurance Agency for Higher Education and have been mapped to the Royal Pharmaceutical Society's Foundation and Advanced Pharmacy Frameworks.

You will find more details of individual module learning outcomes on the School of Pharmacy's postgraduate website: <https://www.keele.ac.uk/pharmacy/pg/> and in the relevant Course Handbook. Details of modules offered by other Schools within the Faculty of Medicine and Health Sciences and other Keele Faculties can be found on the University Website (<http://www.keele.ac.uk/depts/aa/postgraduate/courses.html>).

B You will develop the 'thinking' skills that will enable you to:

B1 Problem solve in practical situations relating to your practice (C,D,M)

B2 Apply your knowledge base and understanding to 'real life' situations (C,D,M)

B3 Plan, conduct and report on an investigation (C,D)

B4 Critically analyse published literature (C,D,M)

B5 Relate theory in published literature to real issues in practice (C,D,M)

B6 Develop a comprehensive understanding and critical awareness of a chosen field of your professional practice, through research and enquiry (M)

C You will develop the practical skills that will enable you to:

C1 Communicate efficiently and effectively with patients, other healthcare professionals and colleagues (C,D,M)

C2 Interpret data, including patient-specific data, to help evaluate and optimise patient care and make appropriate decisions (C,D,M)

C3 Collect and interpret data collected as a result of an investigation (C,D,M)

C4 Identify published literature relevant to your studies (C,D,M)

C5 Cite relevant published evidence to support your written work (C,D,M)

C6 Select appropriate audit/research methods (C,D,M)

C7 Plan and conduct an independent learning project through research and enquiry that will inform the development of your professional practice/services (M)

C8 Produce a structured project report (M)

D You will develop the key life/transferrable skills that will enable you to:

D1 Generally communicate efficiently and effectively both in writing and orally (C,D,M)

D2 Express key concepts and theories in 'your own words' (C,D,M)

D3 Problem solve in a variety of theoretical and practical situations (C,D,M)

D4 Work effectively on your own (C,D,M)

D5 Work effectively as part of a team (C,D,M)

D6 Use IT appropriately (C,D,M)

D7 Manage your time effectively (C,D,M)

D8 Evaluate/reflect on your own practice and performance (C,D,M)

Keele Graduate Attributes

Engagement with this programme will enable you to further develop your intellectual, personal and professional capabilities. At Keele, we call these our ten Graduate Attributes and they include independent thinking, synthesizing information, creative problem solving, communicating clearly, and appreciating the social, environmental and global implications of your studies and activities. Whilst you will undoubtedly have already developed these skills and abilities to varying degrees, such existing capabilities can always be deepened and enriched. Our educational programme and learning environment is designed to help you to develop further as a well-rounded postgraduate who is capable of making a positive and valued contribution in a complex and rapidly changing world, whichever spheres of life you engage in during and after your studies at Keele.

Please refer to the programme webpages for a statement of how you can achieve the Keele Graduate Attributes through full engagement in the programme and other educational opportunities at Keele. Further information about the Keele Graduate Attributes can be found here: <http://www.keele.ac.uk/journey/>

2. How is the Programme taught?

You will study on this Programme using a variety of learning tools. For the Certificate(C) and Diploma (D) elements of the Programme, the principal delivery medium to enable you to acquire knowledge is the on-line distance learning (DL) modules produced by Centre for Professional Development and Lifelong Learning, School of Pharmacy. These modules have been carefully designed to incorporate activities that will develop your understanding of particular issues and concepts, application of knowledge to practice, and help you to reflect on your current practice. They also encourage further, self-directed learning for your continued professional development (CPD). Face-to-face (f-2-f) study days, and/or collaborative computer-mediated learning, complement the on-line DL element. The principal purpose of the study days is to provide a forum for presenting your case presentation assessments or to present material which cannot adequately be delivered by the distance learning method. Study days also provide an opportunity for you to network and share ideas with other course participants. The collaborative computer-mediated learning also provides this opportunity. Case presentations develop skills in oral communication, presentation, team working, application of knowledge to practice and problem solving.

You may also choose to study modules from other Schools within the Faculty of Medicine and Health Sciences and other Keele Faculties that meet your individual learning needs and are identified and agreed with your Tutor.

For the Masters (M) element of the Programme, knowledge and skills are acquired through f-2-f or on-line workshops, presentations, group-work with other students and tutors. Your personal tutor provides direction and additional tuition to help you to design and conduct your Researching Professional Practice Project.

If you choose to study the Independent Prescribing Preparatory Course for Pharmacists as part of this programme, you will be required to attend seven face-to-face study days at Keele during the six month course. More information can be found on our website: <https://www.keele.ac.uk/pgtcourses/independentprescribing/>

Your learning will be supported by our experienced team of course managers and administrators. More information about members of the team can be found in the staff biographies section of the School of Pharmacy website: <https://www.keele.ac.uk/pharmacy/staff/>. You will also be supported by a network of tutors who have undergone a 'Teach the Teachers' training programme.

3. What is the Structure of the Programme?

The 30 credit 'Advanced Leadership and Change Management' module is core for all award pathways. You may then choose from a rolling programme of modules to complete your award. This is a flexible pathway that allows you to choose modules from our CPD Plus modules (choice of 10, 15, 20 and 30 credits) to meet your needs. CPD Plus modules allow you to negotiate the learning outcomes of the module with your Keele tutor, within the requirements that are necessary for a 15, 20 or 30 credit module. The allocation of study time is 150 hours per 15 credit module. A total of 60 credits are required to achieve the Certificate award, 120 credits for the Diploma and 180 credits for the MSc. You may choose to incorporate the Independent Prescribing Preparatory Course for Pharmacists into the Diploma or MSc award (60 credits). Appendix 1 shows the structure of the programme. The list of modules available can be found in appendix 2. You will find further information about all of the modules available for this programme on the University's website: <https://www.keele.ac.uk/pharmacy/pg/> (accessed 30/4/18)

Achievement of the Masters award requires completion of the professional MSc year. The professional MSc year consists of three compulsory modules: Introduction to Research Methods (15 credits), Research in Practice (15 credits) and the Researching Professional Practice Project (30 credits). If students have chosen to study the *Introduction to Research Methods* module as part of their Diploma Course, this module will be replaced with the *Advanced Practice Development* module in the MSc year.

You will study most elements of the Programme at a distance, in your own home or your workplace. For the Certificate and Diploma courses, you may be required to attend one study day each year. Depending on your choice of modules you might also attend some additional study days at the University and/or participate in collaborative computer-mediated workshops which replace the need for some of the face-to-face interaction. If you choose to study the Independent Prescribing Preparatory Course for Pharmacists you will be required to attend seven face to face study days at Keele.

Learning Outcome	Module in which this is delivered	Principal forms of assessment (of the Learning Outcome) used
B1 Problem solve in practical relating to your practice (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development	Problem solving questions Case discussion Case Presentation Reflective portfolio
B2 Apply your knowledge base and understanding to 'real life' situations (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development	Problem solving questions Case discussion Case Presentation Reflective portfolio
B3 Plan, conduct and report on an investigation (C,D)	All modules shown in Appendix 2.	Audit Project Assignment
B4 Critically analyse published literature (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development Research in Practice Researching Professional Practice	Problem solving questions Case discussion Case Presentation Project assignment Project protocol Researching Professional Practice Report
B5 Relate theory in published literature to real issues in practice (C, D,M)	All modules shown in Appendix 2. Advanced Practice	Problem solving questions Case discussion Case Presentation Project assignment

	Development Researching Professional Practice	Reflective Portfolio Researching Professional Practice Report
B6 Develop a comprehensive understanding and critical awareness of a chosen field of your professional practice (M)	Advanced Practice Development Research in Practice Researching Professional Practice	Reflective Portfolio Researching Professional Practice Report
C1 Communicate efficiently and effectively with patients, other healthcare professionals and colleagues (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development	Problem solving questions Case discussion Case Presentation Reflective portfolio
C2 Interpret data, including patient-specific data, to help evaluate and optimise patient care, and make appropriate decisions (C,D, M)	All modules shown in Appendix 2. Advanced Practice Development Introduction to Research Methods Researching Professional Practice	Problem solving questions Case discussion Case Presentation Reflective portfolio Project assignment Audit Researching Professional Practice Report
C3 Collect and interpret data collected as a result of an investigation (C,D, M)	All modules shown in Appendix 2. Introduction to Research Methods Researching Professional Practice	Project assignment Audit Researching Professional Practice Report
C4 Identify published literature relevant to your studies (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development Research in Practice Researching Professional Practice	Problem solving questions Case discussion Case Presentation Reflective portfolio Project assignment Audit Project Protocol Researching Professional Practice Report
C5 Cite relevant published evidence to support your written work (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development Introduction to Research	Problem solving questions Case discussion Case Presentation Reflective portfolio Project assignment Audit Project Protocol

	Methods Research in Practice Researching Professional Practice	Researching Professional Practice Report
C6 Select appropriate audit/research methods (C,D,M)	All modules shown in Appendix 2. Introduction to Research Methods Research in Practice Researching Professional Practice	Audit Project assignment Project Protocol Researching Professional Practice Report
C7 Plan and conduct an independent learning project through research and enquiry that will inform the development of your professional practice/services (M)	Research in Practice Researching your Practice	Project Protocol Researching Professional Practice Report
C8 Produce a structured project report (M)	Researching your Practice	Researching Professional Practice Report
D1 Generally communicate efficiently and effectively both in writing and orally (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development Introduction to Research Methods Research in Practice Researching Professional Practice	All methods of assessment
D2 Express key concepts and theories in 'your own words' (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development Introduction to Research Methods Research in Practice Researching Professional Practice	All methods of assessment
D3 Problem solve in a variety of theoretical and practical situations (C,D,M)	All modules shown in Appendix 2. Advanced Practice Development Introduction to Research	Problem solving questions Reflective Portfolio

	<p>Methods</p> <p>Research in Practice</p> <p>Researching Professional Practice</p>	
D4 Work effectively on your own (C,D,M)	<p>All modules shown in Appendix 2.</p> <p>Advanced Practice Development</p> <p>Introduction to Research Methods</p> <p>Research in Practice</p> <p>Researching Professional Practice</p>	All methods of assessment
D5 Work effectively as part of a team (C,D,M)	<p>All modules shown in Appendix 2.</p> <p>Advanced Practice Development</p>	Reflective portfolio
D6 Use IT appropriately (C,D,M)	<p>All modules shown in Appendix 2.</p> <p>Advanced Practice Development</p> <p>Introduction to Research Methods</p> <p>Research in Practice</p> <p>Researching Professional Practice</p>	All methods of assessment
D7 Manage your time effectively (C,D,M)	<p>All modules shown in Appendix 2.</p> <p>Advanced Practice Development</p> <p>Introduction to Research Methods</p> <p>Research in Practice</p> <p>Researching Professional Practice</p>	All methods of assessment
D8 Evaluate/reflect on your own practice and performance (C,D,M)	<p>All modules shown in Appendix 2.</p> <p>Advanced Practice Development</p>	Reflective Portfolio

4. How is the Programme assessed?

Assessment is entirely by coursework for the Certificate, Diploma and MSc courses. A variety of assessment methods are used and will also depend on the modules you choose to study. Most modules (C,D) include 'real life' cases which will assess your knowledge, problem solving skills, and data interpretation skills in relation to application of knowledge to practice, patient care and medicines management. Case Presentation and Case Discussion assignments are also elements of the assessment strategy for some modules. Objective Structured Clinical Examinations (OSCEs) are a professional accreditation requirement for the Independent Prescribing Preparatory course/module.

Project Assignments, Audits and a Quality Improvement Project (C,D), Project Protocol development (M) and the Researching Professional Practice Report (M) assess 'thinking' and practical skills, and your ability to plan, conduct and report on an investigation. They assess your ability to critically appraise the literature and relate published theory to everyday practice.

Your Reflective Portfolio (completed on the majority of modules in Appendix 2) also assesses your ability to relate theory to practice, and self-evaluation of, and reflection on, your own performance and CPD needs.

The nature of the assessments develops your written communication skills. Practical skills and key life/transferable skills are assessed within the methods described above.

Each method of assessment is supported by clear criteria for marking; these are explained in the relevant Course Handbooks. The minimum pass mark is 50%.

The summative assessment is supported by a variety of formative assessment activities that include on-line discussions, formative feedback on elements of the reflective portfolio, contributions to study days and feedback on draft proposals.

5. What are the typical admission requirements for the programme?

To gain admission to the Certificate and Diploma courses, and the stand-alone short courses, you must be registered with the General Pharmaceutical Council (GPhC) or equivalent for pharmacists working overseas and be practising either full-time or part-time. We recommend that the course is particularly suitable for practitioners who have been registered for at least three years, and who are working in a role where they have the opportunity to use and develop advanced practice skills, but this is at the discretion of the Programme Manager and discussion with individual applicants.

The Programme is also open to other health professionals, at the discretion of the programme manager, and is particularly suitable for medical and non-medical prescribers. Candidates will normally have studied to at least degree level and have relevant work experience. If candidates have not studied to degree level, they must have at least five years of relevant experience.

Normally, only applicants with the minimum of a second class undergraduate degree classification will be accepted onto the Programme. Exceptions will be considered on a case-by-case basis. The University reserves the right to interview prospective students and take up academic references. The final decision in any case rests with the University. Candidates are also admitted on the basis of perceived and potential competence to complete the programme.

Progression each year is dependent on your satisfactory performance in the previous year. For the MSc year, you may be able to gain direct entry if you have an 'equivalent' postgraduate diploma from another UK University. Module exemption on the basis of APEL and APL will be at the discretion of the Programme Manager/Director of Postgraduate Studies. The University's APEL policy can be found at <https://www.keele.ac.uk/qa/programmesandmodules/accreditationofpriorlearning/> (accessed 30/4/18)

English language proficiency requirement

If English is not your first language, you must either:

Hold a degree from an institution where English was the language of instruction. This must have been obtained in the two year period prior to starting the course.

OR

Pass the Academic IELTS - an average of 7.0 with a minimum of 6.5 in all sub-tests is required

Please note that the IELTS exam must be no more than two years old at the start of the course for which you have applied.

6. How are students supported on the programme?

- The relevant Course Handbook will provide you with key information and guidance on structure, content and assessment.
- Pastoral and Academic support including decisions on module choices and feedback on assessments will be provided by your academic tutor and the Programme Manager. You will also have access to an Independent Advisor in line with University Postgraduate Taught Student Support Guidance.
- You will have open access to the Programme Manager and Programme Administrator by telephone and e-mail at all times on weekdays during normal working hours. You will be provided with contact details for your Programme Manager and Programme Administrator at the start of the course.
- You will have access to the Programme Manager, Course Tutors and other students during study days and in collaborative on-line workshops.
- If you choose to study the Independent Prescribing Preparatory Course for Pharmacists you will be required to identify a Designated Medical Practitioner (DMP) to mentor you through the programme.
- You will have access to our own School of Pharmacy's IT support team as well as Keele's Computing Services
- You will have access to other Students, Course/Programme Tutors and course materials within the School's virtual learning environment – Keele Learning Environment
- You will have access to Keele's Library on campus and via the internet.
- Details of your academic tutor and independent adviser will be provided in the course handbook.

7. Learning Resources

You will study most elements of the Programme at a distance, in your own home or your workplace. Most modules are delivered through self-study materials which comprise both traditional text based resources and a range of electronic resources that can be accessed through Keele Learning Environment (KLE). KLE is also used to enhance student support during the course and provide a forum for exchange of ideas and discussion of issues that arise. You will have access to support in using the KLE from the Pharmacy IT support staff. Depending on your choice of modules you might also attend some study days at the University and/or participate in collaborative computer-mediated workshops or Webinars which replace the need from some face-to-face interaction.

Keele University Library has many resources for your subject, both on campus and on-line. Further information can be found at:

<https://www.keele.ac.uk/library/> (accessed on 30/4/18) To access on-line library services you will need a Keele username and password, which you will be provided with upon registration on the programme.

In the Master's year, you will need to attend an on-line workshop and meet on-line with your tutor where necessary. You will study the on-line modules and conduct your project, at a distance, with the support of a Keele-based Tutor.

8. Other learning opportunities

Pathway to Diploma and MSc awards that include Independent Prescribing

This is a flexible pathway that allows pharmacists to incorporate the Independent Prescribing Preparatory Course for Pharmacists within the Advanced Practice Diploma and MSc academic awards. You can achieve this by either first completing one of the Certificate courses described earlier and then the IP Course, or vice versa, to gain the Diploma in Advanced Practice (Independent Prescribing). The 3 modules leading to the MSc are compulsory. Full details of the IP course are available from our website:

<http://www.keele.ac.uk/pharmacy/pg/courses/independentprescribing/> (accessed on 30/4/18)

Assessments for the alternative pathways are compatible with the fixed route option Certificate/Diploma pathway.

CPD Plus modules (See Appendix 2) are all available as stand-alone short courses that can be started at various times during the year.

9. Quality management and enhancement

The programme manager is responsible for the day to day management of the programme and reports to the Director of Postgraduate Studies. The programme manager is supported by the other postgraduate programme managers, teaching fellows and academic clinical educators, within the Centre for Professional Development and Lifelong Learning, School of Pharmacy, and a network of tutors.

To ensure that the Advanced Practice Programme maintains the highest possible standards and ensures the effective management and continuous enhancement of the quality of learning and teaching, the programme employs the following procedures:

- Advanced Practice Programme Course Committee Meeting – annual
- Advanced Practice Programme Board of Examiners’ meeting - annual
- External Examiner Report – annual
- CPD4ALL Academic Team Meetings - every 6-8 weeks
- CPD4ALL Team Meetings – three times a year
- Programme Manager/Module leader meetings – when required
- Student Feedback - annual evaluation of programme (usually completed via on-line questionnaire)
- Module Evaluation Questionnaires - annual for each module
- Study Day Evaluation Questionnaires - after each study day
- Evaluation of online activities – after each delivery
- School of Pharmacy Learning and Teaching Committee (monthly)
- Keele Academic Development Programme for staff

10. The principles of programme design

The Advanced Practice Programme is continually developing and receives input from practising pharmacists to ensure it is up-to-date and highly relevant to your practice. Other stakeholders also provide feedback to the programme including the Health Education England (West Midlands), Chief Pharmacists, Community Pharmacy Organisations, Clinical Tutors and current and former students.

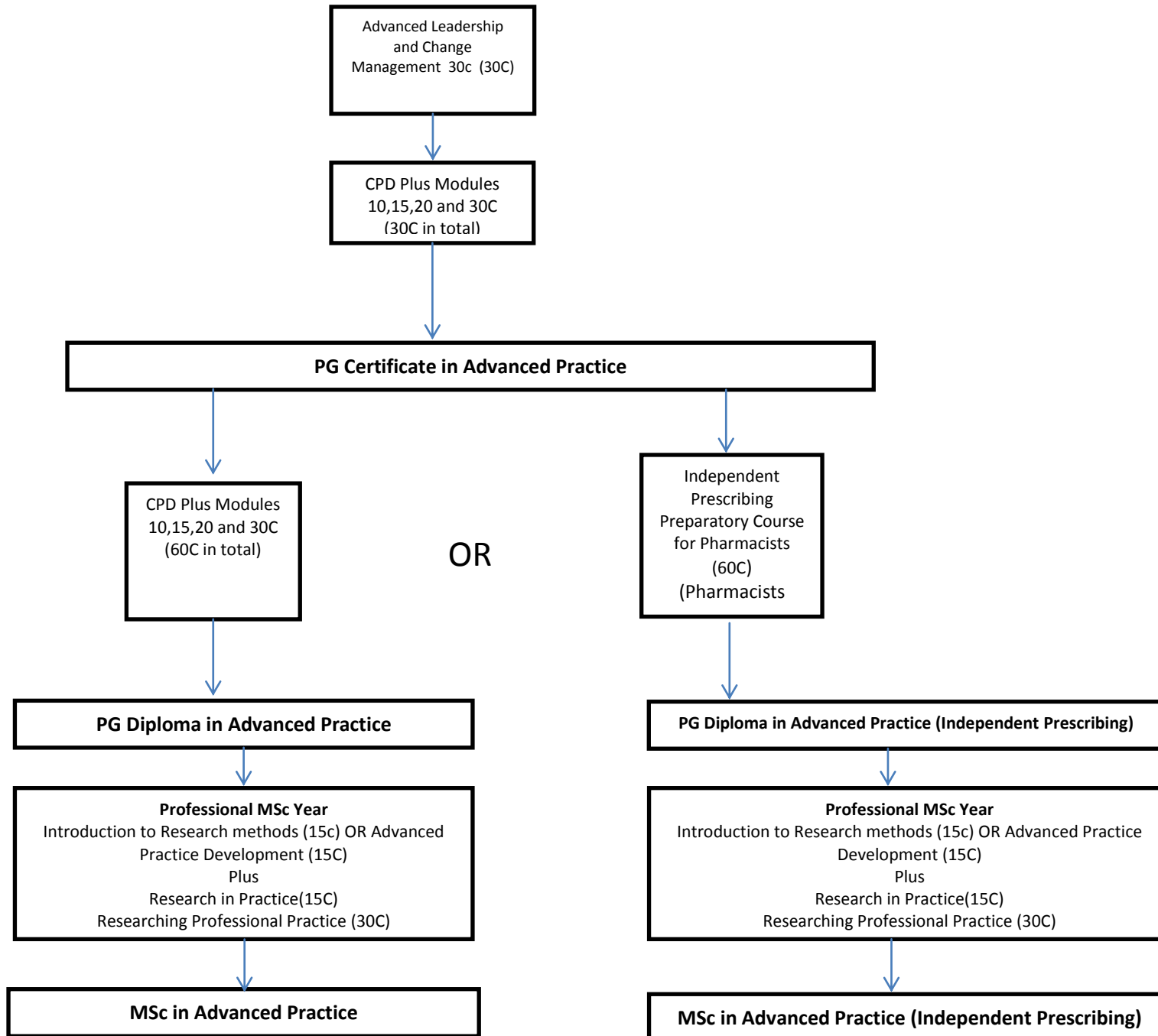
The Advanced Practice Programme has been designed and developed with reference to, and in accordance with the guidance set out in the following documents:

- Quality Assurance Agency for Higher Education. Code of Practice for the Assurance of Academic Quality and Standards in Higher Education. Section 2: Collaborative Provision and Flexible and Distributed Learning (including e-learning) - amplified version October 2010.
- The Framework for Higher Education Qualifications in England, Wales and Northern Ireland, Quality Assurance Agency for Higher Education 2008

11. Programme Version History

Version History	Date	CHANGES / NOTES
Date first created	June 2017	Revised with name and structure change
Revision history	April 2018	Removal of BWR 30 credit and replacement with Advanced Leadership and Change Management 30 credits
Date approved by FLTC	May 2018	

Appendix 1 Advanced Practice Programme Pathways



Appendix 2 Table of Pharmacy Modules Available (all modules are available to study as stand-alone modules)

Modules suitable for all sectors (available as 10, 15, 20 and 30 credits)	Modules particularly suitable for those working in secondary care (available as 10, 15, 20 and 30 credits)	Modules particularly suitable for those working in primary care (including community pharmacy) (available as 10, 15, 20 and 30 credits)
Cardiovascular Disease 1	Critical Care and Parenteral Nutrition	Introduction to Public Health
Cardiovascular Disease 2	Hepatic Disease	Sexual Health
Central Nervous System	Patient Centred Care and Medicines Optimisation	Travel Health
Child Health	Malignant Disease	Women's Health
Education Theory and Practice for Health Professionals	Renal Disease	Introduction to Working in General Practice
Endocrine Disease	Surgical	
Evaluating Practice		
Gastrointestinal Disease		
HIV and AIDS		
Infections		
Joint and Bone Disease		
Mental Health		
Monitoring Therapy		
Quality in Healthcare and Evidence Based Practice		
Respiratory Disease		
Rational Prescribing and Medicines Optimisation		
Independent Prescribing Preparatory Course for Pharmacists (60 credits)		
Introduction to Research Methods (15 credits)		
Advanced Practice Development (15 credits)		