**Pharmacist Vocational Training Programme Foundation Framework: Checklist for enquiries/ queries undertaken in Element 2**

This checklist is intended as a tool to support trainers/ tutors, when checking whether enquiries/ queries undertaken by trainees out with Medicines Information (for element 2), have been approached appropriately.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments**  |
| **Background information** |
| Who the enquirer is i.e. designation/role is clear |  |  |  |
| There is a clear and unambiguous question |  |  |  |
| Is the reason for the question clear?This should always be established to ensure appropriate advice given |  |  |  |
| Background information present as appropriate (refer to Scottish/UKMI Enquiry Answering Guidelines) |  |  |  |
| **Research** |
| Have the key relevant resources been accessed? **See Scottish/ UKMi Enquiry Answering Guidelines** (k**e**y resources used should be documented in the MI template) |  |  |  |
| **Answer** |
| Does the answer actually answer the original question? |  |  |  |
| Is answer understandable, well-structured, and use appropriate language for the enquirer? |  |  |  |
| Has practical advice appropriate to the needs of the enquirer been given? |  |  |  |
| Is the level of detail sufficient? |  |  |  |
| Were any other alternatives or options considered, if appropriate? |  |  |  |
| If considering side effects or interactions, have cautions and contra-indications also been considered? |  |  |  |
| If enquiry involves a suspected adverse drug reaction (ADR), is there documentation of whether or not a Yellow Card has been submitted and is there a recommendation for enquirer to submit one if appropriate? |  |  |  |
| If the answer runs to several paragraphs, is there a clear succinct summary? |  |  |  |

When reviewing the template for submission, the following should be considered -

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| Have all personal data re patient or enquirer been excluded? |  |  |  |
| Have all relevant competencies been ticked? |  |  |  |
| Have summaries of the question and answer been completed?  |  |  |  |
| Have all the other sections been completed in the NES template? |  |  |  |
| Does the reflection make clear where the information was found to answer the question? |  |  |  |
| Does the reflection include key learning points from undertaking the enquiry and relevant feedback from tutor/trainer? |  |  |  |

**Checking tips**

* This checklist is intended for use alongside the Scottish Medicines Information Enquiry Answering Guidelines/ UKMI Enquiry Answering Guidelines, SVTS/ local training plans and other relevant guidance, as appropriate (see below).
* If you are familiar with the subject matter within your own area of expertise, you may not need to check the content of the resources used. If you are less familiar with the subject of the enquiry, you will probably want to access the resources used to ensure they have been interpreted correctly by the Foundation Pharmacist.
* It is not necessary for trainees to use all references listed in the Enquiry Answering Guidelines, if the query is answerable from a few. Note that a minimum of 2 resources should always be used.

**Additional Guidance**

Scottish Enquiry Answering Guidelines – Available at [www.asmip.nhs.scot](http://www.asmip.nhs.scot).

UKMI “Enquiry Answering Guidelines” ­­-via <https://future.nhs.uk/UKMedsInfoNetwk/>

UKMI “Limitations of Common Information Sources” - via <https://future.nhs.uk/UKMedsInfoNetwk/>

UKMI “Guidance Notes for Ranking Enquiries” (enquiry levels) – via <https://future.nhs.uk/UKMedsInfoNetwk/>

UKMI “How to Use Pharmaceutical Industry Medical Information Services”– via <https://future.nhs.uk/UKMedsInfoNetwk/>

**Local Medicines Information training plans**

Add relevant links here/delete as appropriate