

Training Programmes for the Upskilling of Pharmacy Technicians

2023

Introduction

The School of Applied Science (SAS) in Nanyang Polytechnic (NYP) has worked closely with the Ministry of Health (MOH) and representatives from various healthcare institutions to develop several programmes aimed to upskill the Pharmacy Technicians workforce.





01

**Advanced Diploma in
Pharmaceutical
Sciences (ADipPS)**

02

**Single Module Offer
(Part of ADipPS)**

03

Audit Management 1

04

Audit Management 2



01 Advanced Diploma in Pharmaceutical Sciences (ADipPS)

ADipPS (2023 Intake)

Duration

18-months long
15 May'23 to 25 Oct'24



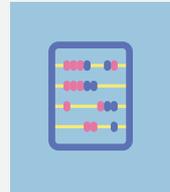
Schedule

- Alternate Wednesdays
- Full day: 9am to 6pm
- Half day: 9am to 1pm

Refer to course schedule send in registration email.

Registration Opening

Ongoing till 23 Feb 2023

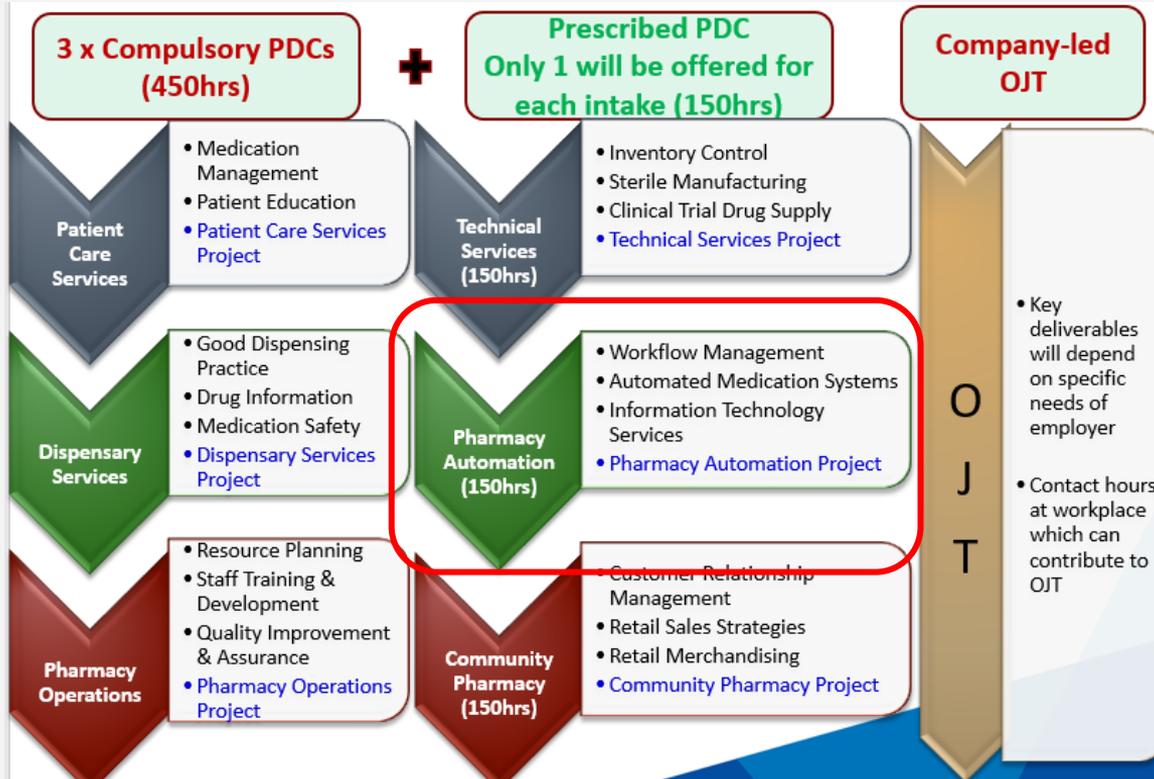


Course Fees*

| | Sg'rean | PR | Foreigner |
|---------------|---------|---------|-----------|
| WSP – Rate** | \$2,528 | \$6,843 | N.A |
| Public - Rate | \$2,013 | \$5,444 | \$13,608 |

***WSP-rate applicable for Singaporean or PR who have graduated/ORD-ed ≤ 60 months from May 2023.*

ADipPS Course Structure



- 600-Hours :-
 - E-learning: 156 hrs
 - Face-to-face: 264 hrs
 - Project: 180 hrs

- Prescribed elective offered for 2023 Intake: Pharmacy Automation

ADipPS Entry Requirements

Queue-1 (Q1)

Participants with diploma in Pharmaceutical Sciences or equivalent (relevant diploma courses)

Queue-2 (Q2)a

Participants with a non-relevant diploma + CPTC[#] + 2-years relevant working experience^{##}

Queue-2 (Q2)b

Participants with O'level/ A'level/ Nitec/ Higher Nitec + CPTC[#] + 5-years relevant working experience + A pass in NYP Validation Exam

[#] Certified Pharmacy Technician Course

^{##} Worked in a pharmacy as a pharmacy assistant / pharmacy technician

Incentives for Company with WSP-eligible Participants

| | |
|---|---|
| <p>Mentors/ Trainers Grant</p> | <p>\$5,000 per Participant.</p> |
| <p>On-the-Job Training ("OJT") Blueprint Development Grant</p> | <p>\$5,000 per blueprint <u>per unique job role</u>. Participating Company cannot claim for subsequent Participants who share the same job role.</p> |
| <p>OJT Blueprint Assessment Grant</p> | <p>\$500 for off-site assessment / \$1,000 for on-site assessment by a NACE Centre</p> |
| <p>Administrative Grant</p> | <p>\$2,000 per Participant.</p> |
| <p>Additional OJT Grant, as requested by Participating Company</p> | <p>\$15 per hour, capped at \$5,000 per Participant.</p> <p>This funding support will be provided only if the additional OJT hours are over and above the scope of the OJT component within the CET qualification offered by NYP or WSQ qualification planned under the SkillsFuture Work-Study Programme, and is requested by Participating Company.</p> <p>This additional OJT requested by Participating Company must be relevant to the job roles of the Participants. NYP reserves the right to reject, within reason, the additional OJT grant requested by Participating Company.</p> |

Overall cap of \$15,000 per SC or PR Participant



02

**Single Module
Offer (Part of
ADipPS)**

Single Module Offer (Part of ADipPS)

- All modules (except project modules) of ADipPS offered.
- The intent is for deepening of skills for individuals who needs it for work and yet not identified as someone who would be suitable for the whole AdipPS.

No individual can take all single modules of the AdipPS and be conferred the Advanced Diploma without fulfilling 420 hours of OJT.

Single Module Offer (Part of ADipPS)

Duration

Ranges from 4 - 10 weeks depending on module.



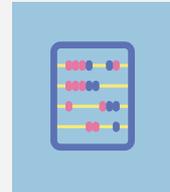
Schedule

Same as ADipPs

- Alternate Wednesdays
- Full day: 9am to 6pm
- Half day: 9am to 1pm

Registration Opening

1-2 months before the start of the Post-Diploma Certificate.

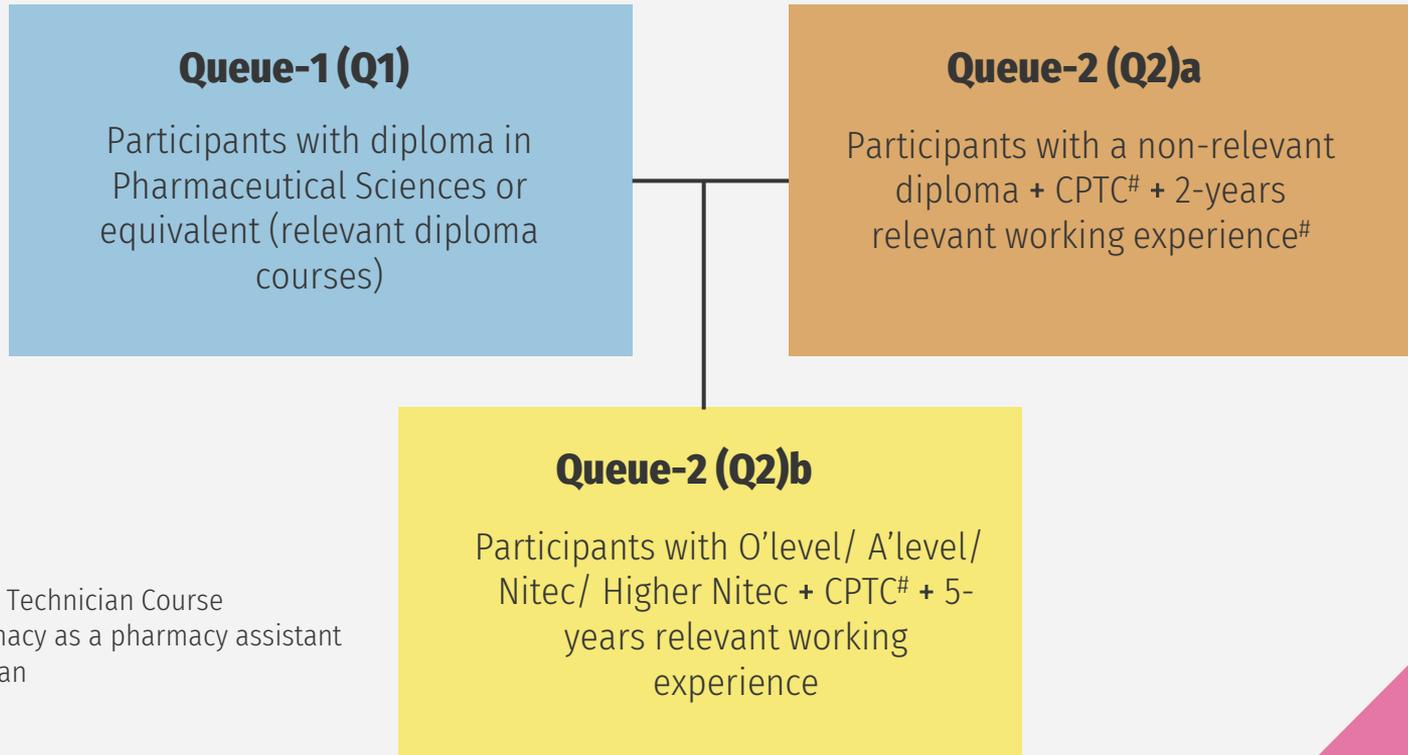


Course Fees*

| | SC <40yo | SC ≥40yo | Unsubsidised |
|--------|----------|----------|--------------|
| 30-hrs | \$101 | \$68 | \$681 |
| 45-hrs | \$151 | \$101 | \$1021 |
| 60-hrs | \$202 | \$135 | \$1361 |

*Course Fees based on 2023 intake rounded up to nearest \$.

Single Module Offer (Part of ADipPS) Entry Requirements



Certified Pharmacy Technician Course

Worked in a pharmacy as a pharmacy assistant / pharmacy technician

Single Module Offer (Part of ADipPS)

- After completing the individual modules, should the individual decide to join the full AdipPS program within the next 3 intake (3 years), he/she will be exempted from that module, **provided that the module content has not changed in that 3-year period**
- In order to be conferred the AdipPS, that individual will need to:
 - Meet minimum entry requirement for ADipPS
 - Pass remaining modules (including project modules) and
 - Fulfil 420 hours of OJT.

Course Fee = Full Course Fee based on citizenship – Fee(s) paid for single module taken



03 & 04

**Audit
Management
1 & 2**

Audit Management 1

- This module provides a conceptual and applied introduction to healthcare audit, with the focus on medication management. Learners will be able to conduct audits, such as audits on pharmacy operations to enhance medication and patient safety.
- Learning Outcomes:
 1. Apply principles of quality systems management to develop effective and relevant audit and its associated processes
 2. Adopt appropriate audit method to conduct audit on medication management system to ensure that the regulatory requirements are met.
 3. Perform risk assessment for audit process
 4. Validate audit findings in accordance to organisational and/or regulatory requirements
 5. Document audit findings and review on the necessity to implement post-audit corrective and preventive actions and/or quality initiatives and improvements to optimise work processes and resources

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Audit Management 1 (2023 Intake)

Duration

30-hours

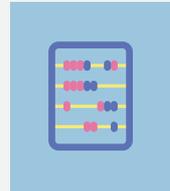


Tentative Schedule

- Alternate Fridays on :-
14/4/23, 28/4/23, 12/5/23
22/9/23, 6/10/23, 20/10/23
- Full day: 9am to 6pm

Registration Opening

Ongoing till 15/3/23
Mid-Aug'23



Course Fees (excluding GST)

| SC \geq 40yo | SC <40yo / PR | Unsubsidised |
|----------------|------------------|--------------|
| \$65 | \$195 | \$650 |

Audit Management 1 - Entry Requirement

- Minimum GCE O'Level/A Level/Nitec/Higher Nitec
- Completed module in Quality Improvement and Assurance (QIA).
- Currently working in pharmacy setting as Pharmacy Technician / Pharmacist.

Audit Management 2

- This module is a continuation from Audit Management I which learners have prior knowledge in conducting audits on medication management systems to improve medication and patient safety. In this module, learners will learn methods to implement post-audit corrective and preventive actions as well as quality initiatives and improvements. In addition, learners will acquire skills to optimise work process and resources based on audit findings.

Audit Management 2

- Learning Outcomes:
 1. Review and evaluate audit using the appropriate methodologies
 2. Lead team to conduct audit according to organisational, regulatory and ethical procedures
 3. Provide Feedback in relation to quality system accountability and practices within organisation
 4. Develop post-audit corrective and preventive actions and/or improvement plan based on audit findings to optimise work processes and resources
 5. Maintain quality documentation to meet quality standards and guidelines that is in accordance to organisational and/or practice requirements

Audit Management 2 (2023 Intake)

Duration

30-hours

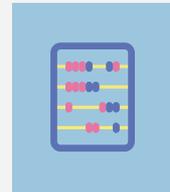


Tentative Schedule

- Alternate Fridays on :-
30/6/23, 14/7/23, 28/7/23
TBC
- Full day: 9am to 6pm

Registration Opening

Ongoing till 31/5/23
TBC



Course Fees (excluding GST)

| SC \geq 40yo | SC <40yo / PR | Unsubsidised |
|----------------|------------------|--------------|
| \$65 | \$195 | \$650 |

Audit Management 2 - Entry Requirement

- Minimum GCE O'Level/A Level/Nitec/Higher Nitec
- Completed module in Quality Improvement and Assurance (QIA) and Audit Management 1
- Currently working in pharmacy setting as Pharmacy Technician / Pharmacist.

Criteria for Exemption from QIA

1. Participated in an audit process in the organisation
 2. Familiar with the improvement cycle
 3. Familiar with Quality improvement tools, e.g., RCA, FMEA. Lean process tools box
 4. Familiar with the Lean Process management and its respective tools
- Do note that **exemptions from QIA** will be on a **case-by-case basis**,
 - NYP will assess to see if the QIA-equivalent courses have at least 75% alignment with the learning outcomes of QIA before seeking exemption approval from Registrar Office.
 - For exemptions to apply, candidate will need to submit the following :-
 1. Official certificate of QIA-equivalent courses
 2. Syllabus of the QIA-equivalent courses.

Criteria for Exemption from AM1

Candidates must have:-

1. Basic knowledge of quality tools.
2. Basic understanding of the principles of the quality system:
 - Requirement of JCI and ISO 14001, 45001
 - Personal Data Protection Act
 - Healthcare Service Act
 - Good Pharmacy Practice Guideline
 - Sterile Pharmaceutical Service
3. Participated in an audit project and be involved with the following:-
 - Adopt appropriate audit methods to conduct audit on the medication management system
 - Risk assessment
 - Validate audit findings as per organisational and/or regulatory requirements
 - Document audit findings and review on the necessity to implement post-audit corrective and preventive actions and/or quality initiatives and improvements to optimise work processes and resources.

Criteria for Exemption from AM1

- Do note that **exemptions from QIA** will be on a **case-by-case basis**,
- For exemptions to apply, candidate will need to submit the following :-

Candidates must have:-

1. Basic knowledge of quality tools.
2. Basic understanding of the principles of the quality system:
 - Requirement of JCI and ISO 14001, 45001
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3. Participated in an audit project and be involved with the following:-
 - Adopt appropriate audit methods to conduct audit on the medication management system
 - Risk assessment
 - Validate audit findings as per organisational and/or regulatory requirements
 - Document audit findings and review on the necessity to implement post-audit corrective and preventive actions and/or quality initiatives and improvements to optimise work processes and resources.

Proof of relevant course completion

Letter from the pharmacy manager to state the tasks that participant was involved in in the audit project.

Certification



Validity period for recognition is 3 years

Thank You !

Do you have any questions?

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6550 1594 (Whatsapp-call)

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