

A Competency Framework for Pharmacy Practitioners: General Level

Practitioner name:.....Date of GLF completion:

Assessor name:.....Designation e.g. Practice Tutor.....

Information on completion

Practitioners should complete a self-assessment prior to completing the summary form below. Assessment against all four clusters should be completed every 12 months as a minimum by an assessor such as a Practice Tutor or line manager. Those undertaking formal Post Graduate education must complete GLF assessments in accordance with the requirements of the relevant academic institution. Where local guidance exists, more frequent completion of the GLF may be required.

Summary of GLF Appraisal

For Practitioner to complete with respect to their confidence: Please indicate how you feel you are performing in the following areas by marking the appropriate circle:

Delivery of Patient Care Competencies	<input type="radio"/> Not confident	<input type="radio"/> Satisfactory but not confident	<input type="radio"/> Confident in some cases but would like more experience	<input type="radio"/> Fully confident in most cases
Personal Competencies	<input type="radio"/> Not confident	<input type="radio"/> Satisfactory but not confident	<input type="radio"/> Confident in some cases but would like more experience	<input type="radio"/> Fully confident in most cases
Problem Solving Competencies	<input type="radio"/> Not confident	<input type="radio"/> Satisfactory but not confident	<input type="radio"/> Confident in some cases but would like more experience	<input type="radio"/> Fully confident in most cases
Management and Organisation Competencies	<input type="radio"/> Not confident	<input type="radio"/> Satisfactory but not confident	<input type="radio"/> Confident in some cases but would like more experience	<input type="radio"/> Fully confident in most cases

For Practice Tutor to complete: Please indicate how you feel the practitioner is performing in each of the following areas; scores 1-3 are below expectations, with 1 being significantly below, 4-6 are meets expectations and 7-9 are above expectations, with 9 being significantly above. The judgement you make relates to which stage of training the practitioner has reached and whether they meet expectations for that stage.

Delivery of Patient Care Competencies	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 Below expectations	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 Meets expectations	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 Above expectations
Personal Competencies	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 Below expectations	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 Meets expectations	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 Above expectations
Problem Solving Competencies	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 Below expectations	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 Meets expectations	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 Above expectations
Management and Organisation Competencies	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 Below expectations	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 Meets expectations	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 Above expectations

Practitioner's signature.....

Date.....

Practice Tutor's Signature.....

Date.....

GLF Delivery of Patient Care Competencies

1.Patient Consultation					
1.1	<i>Uses appropriate questioning to obtain relevant information from the patient</i>				
Patient Assessment	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments:					
1.2	<i>Pharmaceutical or health problems are appropriately referred</i>				
Consultation or referral	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments:					
1.3	<i>Documents consultation where appropriate in the patient's records</i>				
Recording Consultations	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments:					
1.4	<i>Satisfactorily obtains patient consent if appropriate</i>				
Patient Consent	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments:					
2.Need for the drug					
2.1	<i>Retrieval of relevant and available information</i>				
Relevant Patient Background	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments:					
2.2	<i>Documents an accurate and comprehensive drug history when required</i>				
Drug History	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments:					

3.Selection of drug

3.1,2,3	<i>Drug-drug interactions are identified (demonstrates knowledge of interactions and mechanism)</i>				
Drug-drug interactions	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Drug-drug interactions are appropriately prioritised (according to clinical significance)</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Appropriate action is taken</i>				
Consistently	Usually	Sometimes	Rarely	U/C	
Comments					
3.4,5,6	<i>Drug-patient interactions are identified (Patient related issues that preclude/require the use of particular drug or drugs e.g. warfarin in elderly patient at risk of falls)</i>				
Drug-patient interactions	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Drug-patient interactions are appropriately prioritised</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Appropriate action is taken</i>				
Consistently	Usually	Sometimes	Rarely	U/C	
Comments					
3.7,8,9	<i>Drug-disease interactions are identified (e.g. NSAIDs in heart failure)</i>				
Drug-disease interactions	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Drug-disease interactions are appropriately prioritised</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Appropriate action is taken</i>				
Consistently	Usually	Sometimes	Rarely	U/C	
Comments					

4. Drug Specific Issues

4.1	<i>Appropriate dose is ensured</i>				
Ensures appropriate dose	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C

Comments

4.2,3	<i>Appropriate route is ensured</i>				
Selection of dosing regimen	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Appropriate timing of dose is ensured</i>				
	Consistently	Usually	Sometimes	Rarely	U/C

Comments

4.4,5	<i>Appropriate formulation is ensured</i>				
Selection of formulation and concentration	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Appropriate concentration is ensured</i>				
	Consistently	Usually	Sometimes	Rarely	U/C

Comments

5. Provision of drug product

5.1	<i>Ensures the prescriber's intentions are clear</i>				
The prescription is clear	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C

Comments

5.2	<i>Legality of prescription is ensured</i>				
The prescription is legal	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C

Comments

5.3,4	<i>The correct medicine is dispensed</i>				
Supply of the medicine	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>The medicine is dispensed in a timely manner</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
6. Medicines information and patient education					
6.1	<i>Provides lifestyle advice appropriately</i>				
Public Health	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
6.2	<i>Takes into account the patient's individual circumstances</i>				
Health Needs	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
6.3	<i>Patient need for information is accurately identified</i>				
Need for information is identified	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
6.4	<i>Accurate and appropriate medicines information is communicated</i>				
Medicines information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
6.5	<i>Appropriate information is provided</i>				
Provision of written information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

7. Monitoring drug therapy

7.1	<i>Medicines management problems are identified</i>				
Identification of medicines management problems	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
7.2	<i>Medicines management problems are accurately prioritised</i>				
Prioritisation of medicines management problems	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
7.3	<i>Current clinical guidelines are applied as appropriate</i>				
Use of Guidelines	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
7.4	<i>Appropriate action is taken to resolve or refer medicines management problems</i>				
Resolution of medicines management problems	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
7.5	<i>Appropriate documentation of the intervention is completed</i>				
Records of contributions	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
8. Evaluation of outcomes					
8.1	<i>Outcomes of contributions are appropriately assessed</i>				
Assessing outcomes of contributions	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

Delivery of Patient Care – General Reflection

Practitioner name:.....Date of completion:.....

Practitioner to complete:

What aspects of your performance in the DPC competencies are you especially pleased with?

What aspects of your performance in the DPC competencies do you think you need to further develop/improve?

What do action do you need to take in the next 4 to 6 months in order to make progress on the DPC competencies?

General Reflections:

GLF – Personal Competencies

1. Organisation					
1.1	<i>Prioritises work appropriately</i>				
Prioritisation	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
1.2					
Punctuality	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
1.3	<i>Demonstrates appropriate initiative</i>				
Initiative	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
1.4	<i>Uses time efficiently</i>				
Efficiency	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2. Effective Communication Skills					
2.1	<i>Uses clear, precise and appropriate communication</i>				
Patient and Carer	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.2	<i>Uses clear, precise and appropriate communication</i>				
Medical Staff	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.3	<i>Uses clear, precise and appropriate communication</i>				

U/C = Unable to comment

Nurses					
	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.4	<i>Uses clear, precise and appropriate communication</i>				
Other Healthcare Professionals	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.5	<i>Uses clear, precise and appropriate communication</i>				
Other Health Staff	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.6	<i>Uses clear, precise and appropriate communication</i>				
Immediate Pharmacy Team	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.7	<i>Uses clear, precise and appropriate communication</i>				
Mentor/Tutor	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.8	<i>Uses clear, precise and appropriate communication</i>				
Employing Organisation	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C = Unable to comment

2.9	<i>Uses clear, precise and appropriate communication</i>				
Linked Organisations	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3. Teamwork					
3.1	<i>Recognises the value of other staff</i>				
Pharmacy Team	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Works effectively as part of a team</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3.2,3	<i>Recognises the value of other members of the healthcare team</i>				
Multi-disciplinary Team	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Uses appropriate channels to refer patients to other members of the healthcare team</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3.4	<i>Recognises the roles of non-clinical staff within the organisation</i>				
Organisational Team	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4. Professionalism					
4.1	<i>Maintains confidentiality</i>				
Confidentiality	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C = Unable to comment

4.2	<i>Recognises limitations</i>				
Recognition of limitation	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4.3	<i>Documents legally required information</i>				
Quality and accuracy of documentation	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4.4	<i>Can describe the legislation that affects patient care</i>				
Legislation	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4.5	<i>Takes responsibility for own actions</i>				
Responsibility for own action	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4.6	<i>Inspires confidence</i>				
Confidence	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4.7	<i>Takes responsibility for patient care</i>				
Responsibility for patient care	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C = Unable to comment

4.8,9,10,11	<i>Maintains a CPD record</i>				
CPD	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Reflects on performance</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Identifies CPD learning needs</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Evaluates learning</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C = Unable to comment

Personal competencies – General Reflection

Practitioner name:.....Date of completion:.....

Practitioner to complete:

What aspects of your performance in the Personal competencies are you especially pleased with?

What aspects of your performance in the Personal competencies do you think you need to further develop/improve?

What do action do you need to take in the next 4 to 6 months in order to make progress on the Personal competencies?

General Reflections:

GLF – Problem Solving Competencies

1. Gathering information					
1.1	<i>Accesses information from appropriate information sources</i>				
Accesses information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
1.2	<i>Summarises key points from information gathered</i>				
Summarises information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
1.3	<i>Keeps information needed on a day to day basis up to date</i>				
Up to date information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2. Knowledge					
2.1	<i>Demonstrates knowledge of pathophysiology</i>				
Pathophysiology	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.2	<i>Can discuss how medicines work</i>				
Pharmacology	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2.3	<i>Demonstrates ability to describe the major side effects of drugs</i>				
Side effects	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C = Unable to comment

2.4	<i>Demonstrates ability to describe the mechanisms of interactions</i>				
Interactions	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3. Analysing information					
3.1	<i>Demonstrates ability to evaluate information gathered</i>				
Evaluates information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3.2	<i>Can identify problems</i>				
Problem identification	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3.3					
Appraises options	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3.4	<i>Demonstrates clear decision making</i>				
Decision making	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3.5	<i>Demonstrates a logical process to problem solving</i>				
Logical approach	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C = Unable to comment

4. Providing information					
4.1					
Provides accurate information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4.2					
Provides relevant information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4.3					
Provides timely information	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
5. Follow up					
5.1					
Ensures resolution of problem	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C = Unable to comment

Problem Solving – General Reflection

Practitioner Name:.....Date of completion:.....

Practitioner to complete:

What aspects of your performance in the PS competencies are you especially pleased with?

What aspects of your performance in the PS competencies do you think you need to further develop/improve?

What do action do you need to take in the next 4 to 6 months in order to make progress on the PS competencies?

General Reflections:

GLF – Management and Organization Competencies

1. Clinical Governance					
1.1	<i>Demonstrates the application of clinical governance issues</i>				
Clinical Governance issues	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
1.2	<i>Uses relevant and up to date procedures for practice</i>				
Standard Operating Procedures	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
1.3	<i>Implements legal and professional requirements for safe systems of work</i>				
Working Environment	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
1.4	<i>Documents critical incidents</i>				
Risk Management	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Forwards critical incident reports to the appropriate organisations</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
2. Service provision					
2.1	<i>Looks to improve the quality of the pharmacy service</i>				
Quality of Service	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

2.2	<i>Describes the key drivers for national and local service development</i>				
Service Development	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Identifies and refers the need for new services</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3. Budget setting and reimbursement					
3.1	<i>Uses relevant resources to ensure appropriate and accurate reimbursement</i>				
Service Reimbursement	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Claims reimbursement appropriately for services provided</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
3.2	<i>Can interpret how prescribing affects prescribing budgets</i>				
Prescribing budgets	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4. Organisations					
4.1	<i>Can describe the structure of the employing organisation</i>				
Organisational structure	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
4.2	<i>Can describe the key organisations that affect service delivery</i>				
Linked Organisation	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C Unable to comment

4.3	<i>Follows local and national guidance when working with the pharmaceutical industry</i>				
Pharmaceutical Industry	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
5. Training					
5.1	<i>Ensures staff are competent to undertake the tasks allocated to them</i>				
Staff	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
5.2	<i>Actively participates in training other healthcare professionals</i>				
Other healthcare professionals	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
6. Staff Management					
6.1	<i>Carries out staff appraisals on a regular basis</i>				
Performance management	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
6.2	<i>Supports staff in their development</i>				
Staff development	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
6.3	<i>Correctly applies employment issues</i>				
Employment issues	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					

U/C Unable to comment

7. Procurement

7.1	<i>Can describe how pharmaceuticals can be sourced</i>				
Pharmaceutical	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	<i>Sources pharmaceuticals in a timely manner</i>				
	Consistently	Usually	Sometimes	Rarely	U/C
Comments					
7.2	<i>Resolves supply problems</i>				
Supply problems	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	Comments				
7.3	<i>Ensures stock is managed</i>				
Stock management	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	Comments				
7.4	<i>Ensures stock purchased maximises cost effectiveness</i>				
Cost effectiveness	85-100%	51-84%	25-50%	0-24%	
	Consistently	Usually	Sometimes	Rarely	U/C
	Comments				

Management and Organisation – General Reflection

Practitioner name:..... Date of completion:.....

Practitioner to complete:

What aspects of your performance in the M&O competencies are you especially pleased with?

What aspects of your performance in the M&O competencies do you think you need to further develop/improve?

What do action do you need to take in the next 4 to 6 months in order to make progress on the M&O competencies?

General Reflections:

General Level Framework Action Plan

Practitioner name:.....

Agreed GLF action plan for the next months

Practice Tutor to complete:		
Date of discussion with practitioner regarding GLF:		
Agreed actions:		
What action? State to which cluster(s) action applies	When will this happen?	Who will do it?
1.		
2.		
3.		
4.		
5.		
6.		
General Comments:		

Practitioner signature:

Date:

Practice Tutor signature:

Date: