

Dispensing Academy (Technical Certificate Equivalent)

About the Academy

This Academy is designed primarily for dispensing assistants, who are interested in furthering their continuing professional development but who are not ready to commit to the full Level 3 course for pharmacy technicians.



These units allow dispensing assistants to continue to develop their skills and knowledge, which is good for them and especially good for patients. Academy members can use the help-line for more or less 24/7 assistance from our dedicated team of pharmacists as well as having access to the password protected website.

Membership of the Academy is free and gives the candidate access to a variety of correspondence courses issued in a unit form. Multiple choice questions and assignments are returned to Buttercups for assessment, or completed on-line. If the candidate chooses to complete a multiple choice assessment on-line, they will receive immediate feedback on completion of the test. All units can be purchased separately.

Candidates who progress to the full Level 3 course delivered by Buttercups can have their Academy work accredited. This must be undertaken prior to three years after completion.

Entry criteria: Qualified Dispensing Assistants

Qualification: Buttercups certificate for Continuing Education

Dispensing Academy (Technical Certificate Equivalent) Application for Membership

Student details:

First Name:	Last Name:
Title: Mr / Mrs / Miss / Ms	Gender: Male / Female
Email address:	Date of Birth:
Qualification gained as fully qualified dispenser (enclose a copy of your certificate):	

Company details:

Company name:	
Company address:	
Post code:	
Tel:	Fax:
Email address:	Working hours:

Invoice address – if different from above:

Company name:	
Invoicing address:	
Post code:	
Tel:	Fax:

Data protection consent:

Under UK and European Data Protection legislation, data from which living individuals can be identified are classed as 'personal data'. The handling of personal data has to comply with legal requirements covering such things as the way in which this information is acquired, how it is processed and the extent to which it is disclosed or transferred to others. Buttercups Training needs to store data about you and your course progress.

The data you provide on this form will be used by Buttercups Training for administrative and statistical purposes. By submitting your personal data you are giving your consent for it to be used for these purposes. It will be used in accordance with the relevant legislation, including the Data Protection Act 1998. If you have any questions about the use of the data collected here or other personal information, please contact Buttercups Training on 0115 937 4936.

Please fill in this form and return it to Buttercups Training to consent to us storing your data electronically.

I hereby give my consent to the storage of personal information about me and my course progress. I understand that this information may remain available and in storage after I have finished my course of study.

Name of Candidate:	
Signature of Candidate:	
Date:	

Dispensing Academy (Technical Certificate Equivalent) Order Form:

Unit Title	Module title	Predicted study time in hours	Assessment method	Order code	On-line price	Tick to order on-line version	Paper-based price	Tick to order paper-based version
Unit 1 - Pharmaceutical Science	Chemistry	90	Multiple Choice Questions (MCQs), assignment	BDAA01	£50		£100	
	Biochemistry							
	Cells							
	Microbiology							
Unit 2 - Pharmacy Practice	Customer Service	75	MCQs, assignment	BDAA02	£50		£100	
	Dispensing Errors							
	Compliance and Concordance							
	Stock Management							
	Safe Storage of Pharmaceutical Products Requiring Refrigeration							
	Learners and Learning							
	Facilitate Learning and Time Management - Organisational Procedures							
	IT in Pharmacy							
Unit 3 - Law and Ethics	Law and Ethics	60	MCQs, assignment	BDAA03	£50		£100	
	Medicines Act							
	Misuse of Drugs Act							
	Law and Ethics (continued)							
	The Structure of the NHS							
	The RPSGB							

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Unit Title	Module title	Predicted study time in hours	Assessment method	Order code	On-line price	Tick to order on-line version	Paper-based price	Tick to order paper-based version
Unit 4 - Pharmaceutics	The Prescription	60	MCQs, assignment	BDAA04	£50		£100	
	Pharmaceutical Measurement							
	Calculations							
	Pharmaceutical Materials							
	Extemporaneous Preparation							
	Routes and Dose Forms							
Unit 5 - Physiology	Physiology - body systems	60	MCQs, assignment	BDAA05	£50		£100	
Unit 6 - Actions and Uses of Drugs	Types of diseases and how drugs work	60	MCQs, assignment	BDAA06	£50		£100	
	Interactions, cautions and contra-indications. How drugs work Drug abuse							
	Gastro-intestinal disease							
	Ears, eyes, nose and throat							
	Blood and nutritional disorders							
	The Skin							
	Intravenous therapy							
Unit 7 - Actions and Uses of Drugs	Drugs that affect the CNS - epilepsy, migraine, Parkinson's, depression etc	60	MCQs, assignment	BDAA07	£50		£100	
	Drugs that affect the Endocrine system - diabetes, Thyroid etc							

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Unit 8 - Actions and Uses of Drugs	Infection	60	MCQs, assignment	BDAA08	£50		£100	
	Malignant Disease and Immuno-suppression							
Unit 9 - Actions and Uses of Drugs	Respiratory Disease	60	MCQs, assignment	BDAA09	£50		£100	
	Cardio-vascular Disease							
Unit 10 - Pharmaceutical Production including Aseptic Procedure	Pharmacy Production	60	Assignment, short questions	BDAA10	£50		£100	
Unit 11 - Assist in the provision of a Community Specialist Service	Appliances and Dressings	60	Assignment	BDAA11	£50		£100	
	Drug Tariff							
	Supply to Care Homes							
	Health Promotion							
Unit 12 - Assist in the sale of OTC Medicines	OTC Formulary	Depends on course completed plus assignment	Assignment	BDAA12	£50		£100	
	POM to P Switches							
Unit 13 - Facilitate the learning of self and others in a pharmacy setting	Word Processing	15	Assignment	BDAA13	£50		£100	
	The Internet							
	Presentation Skills							
	PowerPoint							
Additional Units	Standard Operating Procedures	4	Assignment	SOP	£15		£40	
	Dispensary Review of Use of Medicines		Short questions	DRUM				
Full Technical Certificate Equivalent	Units 1-9 plus one out of Units 10-13. Please specify your chosen optional unit here:	Depends on choice of optional unit	As above	TC Equiv	£500		£550	

Please note that all prices given are excluding VAT.

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