

CHECKLIST OF ITEMS TO BE SUBMITTED BY PRE-REGISTRATION TRAINEE IN SUPPORT OF AN APPLICATION TO REGISTER IN 2008

PRINT IN BLOCK CAPITALS: Surname of Trainee:

First Names of Trainee:..... Title of Trainee:.....

1. The following documentation must be RECEIVED by the Society no earlier than the start of week 49 and no later than the end of week 50 of pre-registration training to ensure registration on the anticipated date.

For office use only

(TICK THE BOX TO INDICATE ITEM ENCLOSED)

| | |
|--|--|
| New Registrant Form (all parts completed and signed) | |
| Fee (check on website) | |
| Appraisal 52 wk AND all grades MUST be A or B | |
| 52 Week Declaration | |

2. The following documents must have been submitted as required during the training year

(TICK THE BOX TO INDICATE ITEM ALREADY SUBMITTED)

| | |
|---|--|
| Appraisal 13 wk & copy of 13 week PSAS | |
| Appraisal 26 wk & copy of 26 week PSAS | |
| Appraisal 39 wk & copy of 39 week PSAS | |
| 26 Week Declaration (if 6 months training in hospital) | |
| Portfolio (submitted as soon as it is completed and no later than end of week 50) | |
| Performance Standards Assessment Summary, all standards MUST be dated and initialled by tutor (placed <u>at front of portfolio</u> and submitted by deadline specified for portfolio) | |
| Degree certificate presented to office for authentication | |

3. NICPPET online certificate with evidence of having completed the following:

(TICK THE BOX TO INDICATE COMPLETED/ATTENDED)

| | |
|---|--|
| Certificate enclosed | |
| Completed First Aid manual and achieved satisfactory standard in MCQs | |
| Attended Practice Day | |
| Attended Law & Ethics Day | |
| Completed Patient Medication Records | |
| Completed Smoking Cessation | |
| Completed Repeat Dispensing | |

4. Questionnaires on pre-registration training and tutor performance

(TICK THE BOX TO INDICATE ITEM ENCLOSED)

| | |
|-------------------------------------|--|
| Review of Pre-registration Training | |
| Tutor Performance | |

Signature of trainee:.....

Date:.....

The portfolio can be collected from the office after the date of registration and will be destroyed if not collected by 31st August 2008.