

Pre-registration Training

Manual

2011 - 2012



**Pharmaceutical
Society**
of
Northern Ireland

PRE-REGISTRATION TRAINING YEAR 2011-2012 OVERVIEW

DATES	APPRAISAL & TUTOR DECLARATION	PERFORMANCE STANDARDS & PORTFOLIO	OTHER TRAINING EVENTS	EXAMINATION
July	Discuss training and assessments with tutor and prepare action plan	Discuss Performance Standards with tutor and prepare action plan	Induction Event	
August	As above	As above	Induction Event	
September			Induction Event HSC Board Events	
October	13 week* appraisal	13 week* copy of PSAS and log of evidence	Tutor Support Evening	
November				
December				
January	26 week* appraisal submitted (& declaration of first tutor)	26 week* copy of PSAS and log of evidence	Tutor Support Evening	
February				
March			Calculation training events	
April	39 week* appraisal	39 week* copy of PSAS and log of evidence	Calculation training events	
May				Exam Entry by 1 st May
June				Registration Exam & Results
June/July	DOCUMENTATION FOR REGISTRATION SUBMITTED BETWEEN START OF WEEK 49 AND END OF WEEK 50			

*Actual dates will depend on date of commencement of training
(PSAS – Performance Standards Assessment Summary)

†NICPLD will send you details of compulsory training days and the Distance Learning (DL) courses
You must APPLY to NICPLD to attend the live training via the NICPLD website

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Some general points

The Society refers to the Pharmaceutical Society of Northern Ireland. The postal address for sending documentation is:

**The Pharmaceutical Society of Northern Ireland
73 University Street
Belfast
BT7 1HL**

Telephone No: 028 9032 6927
Fax No: 028 9043 9919
Email: pre-registration@psni.org.uk

Website: www.psni.org.uk

The website contains information about pre-registration training and forms (e.g. Appraisal) for downloading

Pre-registration Facilitator: Joanne Crawford
Telephone 028 90326927
joanne.crawford@psni.org.uk

Please note: For ease of reading we have opted to refer to tutors as female and pre-registration trainees as male.

TIMETABLE

Pre-registration training year 2011-2012

The following programme should be considered **provisional**. If it becomes necessary to change dates you will be informed as soon as possible

Start of pre-registration year	July/August	
Induction Training Event Note this is a compulsory Training Event	26 th July 2011 3 rd August 2011 9 th August 2011 10 th August 2011 20 th September 2011 This event is for trainees starting after August only	
Probity Training Day – Helping You Get It Right Note this is a compulsory Training Event	September 2011	
Calculation training. This is offered by the Society for a small fee	March/April 2012	
Registration Examination Application and examination fee submitted	1 st May 2012 1 st September 2012	
Registration Examination	14 th June 2012	4 th October 2012
Examination results published	25 th June 2012	19 th October 2012
NICPLD Ethics and Law Day First Aid Course Self-study courses Note these are compulsory	NICPLD will provide information to you with details of the courses, how to apply and associated deadlines. Distance learning packs will be provided at your Induction Training Event.	

1. Introduction

1.1 Welcome to your pre-registration training year

You have already committed four or more years of your life training to be a pharmacist. You have graduated with an MPharm degree and you have acquired the skills and knowledge in a degree programme designed to meet the specifications of the Pharmaceutical Society. Now you need to put your knowledge and skills into practice and learn through your training year to become a competent pharmacist.

1.2 Aims for pre-registration training

The Council of the Society considers that the primary aim of the pre-registration experience is to reinforce among trainees an awareness that they are to become members of a profession, and to develop further within them a professional attitude and a sense of responsibility.

The objectives for pre-registration training are:

- (a) to give the trainee experience of applying in practice the knowledge acquired during the undergraduate course;
- (b) to emphasise that the trainee's positive attitude towards the experience is important if the aims are to be fulfilled;
- (c) to facilitate the development of a responsible attitude by requiring the trainee to reach a satisfactory level of competence in relation to the time spent in those aspects of pharmaceutical practice in which approved experience is given;
- (d) to develop the ability of the trainee to communicate clearly with members of the public and with members of allied professions;
- (e) to give the trainee an appreciation of the pharmacist's role within the health service and the pharmaceutical industry, and within the community;
- (f) to give the trainee an appreciation of the need for continuing study throughout the professional career;
- (g) to increase the trainee's awareness of the whole spectrum of pharmaceutical activities, including a direct involvement with the patients in relation to the proper use of medicines and the promotion of good health;
- (h) to bring the trainee to the commencement of a career in pharmacy practice with a willingness to make professional decisions within his current competence and

a desire continually to improve his competence through experience as well as study;

- (i) to give the trainee an understanding of the development, structure and functions of the Pharmaceutical Society of Northern Ireland and of other pharmaceutical bodies and organisations.

It is expected that, having completed your pre-registration training year and achieved a satisfactory standard you will also have met the aims and objectives for pre-registration training.

Having completed your pre-registration training you should:

- Have a professional attitude and sense of responsibility
- Be able to apply in practice the knowledge acquired during your undergraduate course
- Be able to communicate with members of the public and with members of allied professions
- Have an appreciation of the pharmacist's role within the health service and within the community
- Have an appreciation of the need for continuing professional development throughout your professional career
- Have a direct involvement with patients in relation to the proper use of medicines and promotion of good health.

1.3 A registered trainee of the Society

You are now registered as a **trainee** of the Pharmaceutical Society of Northern Ireland. This means you have:

- Organised your pre-registration training placement where there is a suitably qualified tutor in an establishment that has been approved by Council for this purpose
- Provided documentary evidence that you have an MPharm degree from a UK university
- Paid the trainee's registration fee
- Informed the Society of the date of starting your training, where your training will occur and the name(s) of your tutor(s) for the full 52 week training period
- Completed declarations regarding Health, Good Character and data protection

The information in this manual is to help guide you through the pre-registration training experience and make sure you are aware of **your responsibilities** and what you have to achieve in order to be able to go on the register at the end of your training period. If there is any doubt about any aspect of the requirements, clarification should be sought from your tutor, or from the Society.

Guidance Notes on Pre-registration Training is available on the Society website.

1.4 Fitness to Practise

You should be aware that your behaviour throughout the pre-registration training year, including in your personal life may have an impact on your fitness to practise. Your behaviour at all times must justify the trust and good opinion that the public has of the profession. Before you can practise as a pharmacist in Northern Ireland, you must join the Society's Register and in order to do so, you will be expected to have shown a commitment to upholding professional values.

2. An overview of the pre-registration training year

You are required to spend 52 weeks working in a community pharmacy, a hospital pharmacy or, a combined community pharmacy and hospital placement. At the end of your training period you are required to pass the Society's Registration Examination.

Pre-registration training is not just about 'getting through' the year and passing the examination. It is an essential opportunity for you to learn through work. You are not a passive participant but an active learner who will be exposed to real-life tasks and situations and will use these opportunities to gain experience and develop competence.

2.1 Attendance

During your pre-registration training, you must normally be employed in a full-time capacity and be working the normal hours of the pharmacy concerned. You are expected to work about 35 hours per week.

Your training period should extend for 52 weeks and include the normal holiday entitlement for the establishment(s) concerned and public holidays. If you are absent on sick leave, or for any other reason, for more than the equivalent of one week, **you must** inform the Society's Pre-registration Facilitator. The society permits a maximum total absence of 42 days (inclusive of annual leave, sick leave, public and bank holidays) out of the 52 weeks of pre-registration training before an extension to training is required. The Council of the Society has the discretion with regards to any allowances that can be made.

2.2 Induction Training Event

You are required to attend a compulsory Induction Training Event.

Please apply for this event online at www.psni.org.uk

The aims of the Induction Training Event are:

- ❖ To provide an overview of the role and functions of the Pharmaceutical Society of Northern Ireland
- ❖ To provide an overview of the structure and components of the pre-registration training programme
- ❖ To understand the Performance Standards Programme.
- ❖ To practice documenting evidence in respect of the Performance Standards Programme

You will also have an opportunity to meet your fellow trainees.

2.3 Appraisal, Performance Standards and Assessment

Your tutor will be assessing your progress throughout the year and there are two main components to the assessment process, i.e.

- Tutor Appraisals
- Performance Standards

Tutor appraisals

Your tutor is the best-placed person to assess your day-to-day practice and she will be undertaking a formal appraisal of your progress at quarterly intervals. You must ensure this is submitted to the Society by the specified deadline (see Section 5). She also has the responsibility for declaring that you are 'a fit and proper person' to become a registered pharmacist.

Performance Standards

In order to ensure that your training achieves its purpose, the Society has introduced Performance Standards, which describe the skills and behaviours that you must have developed by the end of your training year. You are required to prepare a portfolio of evidence to show that your performance is satisfactory in all the Performance Standards. Further details of this are in Section 6.

2.4 Compulsory training days

Aside from the Induction Training Event above, compulsory training days are delivered on behalf of the Society by Northern Ireland Centre for Pharmacy Learning and Development (NICPLD) and the Health and Social Care Board.

These are:

1. Law and Ethics training day that aims to address the link between law and ethics and how it applies to the practice of pharmacy in Northern Ireland.
2. Basic & Emergency First Aid that is delivered by St John Ambulance and aims to enable you to deal with minor and deteriorating conditions in any casualty and to use emergency life support techniques.
3. Helping you to get it right HSC Board

Details of these training days will be provided in the NICPLD programme brochure and information on how to apply for NICPLD courses will also be provided at the Induction Event. Details of the HSC Board study day will be provided.

2.5 Compulsory self-study courses

You must complete the following self-study courses:

- Improving Medicines Safety
- Patient Medication Review and Records
- The Responsible Pharmacist
- Minor Ailments
- Controlled Drugs- Striking a Balance

These courses are supplied by NICPLD and you should submit your assignments to them. You must have completed all the assignments and attained a satisfactory standard by **the deadlines specified**. The DL courses will be provided at the Induction Training event. The assignments will be included with the study material.

- NICPLD certificate

You must generate a certificate online from the NICPLD website as evidence of your completion of the assignments associated with the compulsory training days and self-study courses. This must be included with your application to register as a pharmacist at the end of the training year (See section 8)

2.6 NICPLD courses and additional learning opportunities

In addition to the compulsory live and self-study courses described above, NICPLD organises an extensive range of live events and provides a good range of self-study material. Details of their programme will be posted to you. You may not be eligible for some of their courses or they may be offered preferentially to qualified pharmacists, however, there will still be plenty for you to choose from. It is up to you to identify which events would meet your learning needs best and to apply to attend these.

- You must register with NICPLD and apply for courses. You will be provided with details of how to do this.

A number of pharmacy journals/magazines will arrive at your pharmacy either monthly or weekly which include the Chemist & Druggist, the Pharmaceutical Journal, Ulster Chemist Review, Pharmacy in Focus, Community Pharmacy and Drug Safety Update (MHRA). It is important that you select out any relevant articles from these publications and study them.

2.7 Code of Ethics and Ethics & Practice

An important aspect of your training is for you to have knowledge of the professional responsibilities and ethics of being a pharmacist. You will be provided with a copy of the Code of Ethics and A Guide to Legal Requirements in Northern Ireland. You are also expected to have an up-to-date knowledge of recent developments and reports of importance to pharmacy.

2.8 The Registration Examination

The Registration Examination is held in June and October of each training year. Trainees must have completed at least 45 weeks pre-registration training to be eligible to sit this examination. Further details are provided in Section 7.

2.9 Registration

At the end of your training year you must be able to demonstrate to the Registrar that you have fulfilled the Society's regulations on pre-registration training in order for you to be admitted to the register. The evidence that is required for this is detailed in Section 8.

2.10 Deadlines and Penalties

We regret that we have to introduce penalties for submission of documentation after specified deadlines, but this has arisen due to a number of trainees ignoring deadlines repeatedly. This had caused significant additional work for office staff and we have taken the step of introducing financial penalties for ALL missed deadlines. These will be applied as follows:

DEADLINE	MAXIMUM DAYS GRACE*	PENALTY	HOW THIS PENALTY WILL BE COLLECTED*
13 Week Appraisal	14 DAYS (after end of 13 th week)	£25	With Registration Fee
13 Week Performance Standards Assessment Summary (PSAS) and log of evidence	14 DAYS (after end of 13 th week)	£25	With Registration Fee
26 Week Appraisal	14 DAYS (after end of 26 th week)	£25	With Registration Fee
26 Week PSAS and log of evidence	14 DAYS (after end of 26 th week)	£25	With Registration Fee
39 Week Appraisal	14 DAYS (after end of 39 th week)	£25	With Registration Fee
39 Week PSAS and log of evidence	14 DAYS (after end of 39 th week)	£25	With Registration Fee
Examination Application 1 st MAY	NONE	£100	With Examination fee
Application to Register (see Appendix 8 checklist) Between weeks 49 and 50	NONE (after end of week 50)	£25	With Registration fee

****Documentation must arrive in the Pharmaceutical Society Office by the deadline. We advise you to keep a copy of all documentation you submit.***

The penalty(ies) will be added automatically to the Registration Fee (apart from Examination Fee). It will therefore be necessary for you to check the total fee that YOU, individually, must submit in order to register in advance of your application to register.

Please note:

- The addition of 14 days grace is generous!
- It is not your tutor’s fault if a deadline is missed!
- You must plan ahead for deadlines
- You may appeal if you consider you have a genuine reason for missing a deadline
 - Additional evidence is needed to support any appeal
 - Appeals on medical grounds must be accompanied by a medical certificate
- If you are late in submitting your documentation for registration, your registration date may be delayed.

In addition

- If the documentation is incomplete and you have to be contacted and/or additional documentation requested and/or documentation needs to be returned for signing, an additional £25 penalty may be applied.

To help you keep track of YOUR deadlines we suggest you complete the following table:

FIRST DAY OF TRAINING is:.....

This must be the date agreed by the Society

	MUST BE WITH PSNI BY DATE (day/month/year)
13 week appraisal	
13 week PSAS	
26 week appraisal	
26 week PSAS	
39 week appraisal	
39 week PSAS	
Examination Application	1 st MAY 1 st SEPTEMBER
ALL registration documentation (including final appraisal)	
Earliest date (start of week 49)	
Last date (end of week 50)	

It is your responsibility that the documentation is posted in time.

Don't forget the NICPLD deadlines.

3. The pre-registration tutor and other contacts

Your pre-registration tutor is a key person in your training. Further support for your training is provided by the Pre-Registration Facilitator, who is based in the Pharmaceutical Society's premises.

Your pre-registration tutor is based at the pharmacy where you are undertaking your training and is normally expected to act as your tutor for all of your training. If your training involves 6 months in hospital, you will have two tutors, i.e. a community-based tutor and a hospital-based tutor. In some community pharmacy groups, your tutor may change, if you are required to change the pharmacy where you are working. If this is so, make sure the Society is aware of this and of the names of your tutors. If there is a change in your tutor for any other reason, you must inform the Society of this in writing as soon as possible. A change of tutor form is available on the Society website

3.1 Your pre-registration tutor

Your pre-registration tutor is expected to guide you through the year. She will observe your performance, assess your competence, give you feedback and ultimately make the final declaration that you are fit to go on the register.

Your tutor is someone who has at least three years experience as a registered pharmacist in the aspect of pharmacy where training is being undertaken. She has also attended a tutor's training course. She is your role model for the year and an important learning resource.

Your tutor's objectives are to:

- Observe and assess your performance
- Instruct you in new skills
- Advise you on your progress
- Assess your progress
- Provide reports on your progress to the Society
- Give you feedback

Your tutor has a lot to do in order to achieve all these objectives. She will also be busy fulfilling her other responsibilities as a pharmacist. Remember you are only one of these responsibilities and should not expect instant attention! On many occasions she will be observing you without specifically saying that she is doing this. On these occasions she will be able to give you feedback at a later date. On some occasions she may ask you to undertake a key responsibility or duty during which she is formally observing you and intending to give you direct feedback. ***Remember, at all times you are responsible for your own learning.***

3.2 Tutor/trainee commitment

To help you understand the commitments concerning the responsibilities you and your tutor have to each other throughout your training year, you have been provided with an example of a Learning Contract (Appendix 1). This is intended to help you

clarify what is expected from each of you. At the start of any period of training with a new tutor, it is recommended that you should discuss this together. It will also help to remind you during your training period what your commitments are.

3.3 Interacting with your tutor

Your relationship with your tutor is important to your learning and development. It will undoubtedly evolve over the year. When you start your training it will probably be necessary for your tutor to give you maximal support and supervision. However, as you gain experience and develop competence over the year, it is expected that you will be given and should willingly take more responsibility.

You and your tutor will need to set aside time every week on a formal basis to discuss your progress. These meetings should take about 15-20 minutes. It will be your opportunity to show her your progress and get her feedback. You should also use this meeting to plan ahead and identify opportunities to help you to develop in target areas. It is suggested that you keep a brief record of these meetings. Your tutor may wish to keep her own records of these meetings.

Delegation of responsibilities

Your tutor is the person responsible for ensuring that your training meets the standards required by the Society. She will only be able to do this if she is able to observe your day-to-day activities and assess your performance. This cannot be done at a distance! **Your tutor MUST be the person to sign your appraisal forms, your portfolio records and make the final declaration.**

Your tutor may not, however, be able to be with you all the time and may need to delegate some training to others, normally another pharmacist. In this case, your tutor will ensure any additional person involved in your training is appropriate and will make him/her fully aware of your learning needs. She will need to clarify roles and responsibilities with all concerned. She should consult with this additional person regarding your progress and make use of this information in her assessments.

Relationship difficulties

Your tutor is a professional experienced pharmacist who has accepted the responsibility to act in the capacity of tutor. Different tutors have different styles of interacting with their trainees. Usually everyone is adaptable and after an initial adjustment period we anticipate that you and your tutor will have a good working relationship.

What should you do if you are concerned about your interaction with your tutor?

Personal effectiveness is one of the key performance standards, so in the first instance you should try to manage the situation yourself. Try to define as accurately as you can where the problem areas are. It might help to write these down and reflect on them. Try seeing things from another point of view. It may help to talk it over with a friend who can be objective. This may help you to identify things you could do to help you manage the situation.

A further step would be to discuss your concerns with your tutor. This type of conversation can be stressful for both parties but will often help resolve any difficulties. A neutral venue in a place where you can talk together without interruption is best for this.

If you have tried these approaches and are still unhappy there are other people for you to approach, including your employer, if he/she is not also your tutor or the Pre-registration Facilitator (see below). You may also know an independent experienced pharmacist whom you are able to talk to.

3.4 The Pre-registration Facilitator

The Pre-registration Facilitator is a pharmacist who is based in the Society's premises. Her job involves the development, management and delivery of the Society's Pre-registration Programme. Specific duties and responsibilities include:

- Providing help and support to trainees and tutors
- Monitoring progress of pre-registration trainees through the year culminating in the registration examination
- Quality management of the pre-registration training programme

One of her responsibilities is to review your appraisal reports and Performance Standards Assessment Summary. She will make contact with you and/or your tutor if these do not indicate satisfactory progress.

You may discuss any problems that you are having confidentially with her and arrange to meet as necessary. You may telephone her at the Society or email to joanne.crawford@psni.org.uk

Tackle difficulties early

If you are concerned about your training in any way or are experiencing personal difficulties, you are strongly advised to seek help at an early stage. It is usually easier and less stressful to tackle issues before they have gone too far. It may help to let the Pre-registration Facilitator know about such issues, whether you wish her to become involved or not.

3.5 Pharmacists Advice and Support Service

Pharmacists Advice and Support Service (formally known as the Benevolent Fund), is a service that is available to pre-registration trainees as well as pharmacists. This is a confidential service that is there for any difficulties a trainee may be experiencing, either in their personal life or at work. In certain circumstances (mainly if there are difficulties caused by ill health or disability), a cash grant may be available.

Further information about the services provided is available on the PSNI website. The new confidential telephone helpline has been available from 1st June 2010 and offers advice, counselling and support 24 hours a day.

The Pharmacists Advice and Support Service Manager can be contacted at the Society or by email to susan.taylor@psni.org.uk

4. Training Methods

Training during the pre-registration year will differ in many respects to training received at University. The pre-registration training programme is work-based learning and you must take advantage of all the learning opportunities that present during the year. To maximise the benefit from your training experience we are suggesting a number of methods you might use.

(1) Prescription Review

On a daily basis, take ten different prescription items which have been dispensed. For each of these items establish the medicines name, its indications, its contra-indications, side effects, any pharmaceutical precautions and its legal category. This will very quickly give you a sound and extensive knowledge of the common medicines you are dealing with.

(2) Over the counter diary

Keep a daily diary of four counter medicine sales and describe what conditions they have been sold for and what drug or drugs they contain.

(3) Patient diary

Keep a record of any symptoms clients present to the pharmacist and what action the pharmacist took to manage those symptoms. In this case you should record the answers to the AS METHOD questions (Section 4.1) and how these questions influenced the overall management of the conditions.

(4) Role play simulation

Dealing with patients and doctors requires a degree of skill. It is advisable that you practise your approach and communication both by taking certain prescriptions which have inherent problems and try it out on your tutor who will act as the doctor or patient. This will allow your tutor to point out some of the things you neglected to say, should not have said or should have said differently.

(5) Practice

Some aspects of pharmacy business require accounting, which is best learned by experience. It is more suitable therefore if your tutor shows you how this accounting is done and allows you to keep various records for a number of weeks.

There may be other techniques which will help you gain benefit from your pre-registration training and by all means you should use them.

(6) Error log

Keeping a personal error log of any dispensing related medication incidents you are involved in can provide you with invaluable information in developing your dispensing practice. Pre-registration trainees work under the supervision of a registered pharmacist and it is expected that the accuracy and consistency of your

dispensing practice will improve as the pre-registration training year progresses. Take time to analyse what has gone wrong and how you could prevent a similar error happening in the future.

4.1 Responding to symptoms mnemonic

The AS METHOD technique is a mnemonic (devised by Boots the Chemist) which allows the pharmacist to cover all necessary questions when dealing with symptoms at the counter. Only when these questions are asked and satisfactory answers obtained from the patient can the pharmacist view the whole problem and decide on appropriate management. This might include the sale of a suitable OTC remedy, the sale of an OTC remedy with instruction to see a GP should the symptoms last more than three days, or referral to the GP without the sale of any medicine.

- A Age of the patient?** - A man of 55 years complaining of heartburn might have a heart problem whereas a man of 19 complaining of the same symptoms will probably have heartburn. In most cases the age of the patient will be obvious and you will not need to ask.
- S Self or for someone else?** - It is important to establish this early in the interview, it will save a lot of time later.
- M Medicines being taken?** - This is obviously an important question since the symptom may be drug induced or one of the patient's drugs may be incompatible with an OTC medicine you might suggest.
- E Any extra medicines?** - It is amazing how many people do not regard simple analgesics and cough remedies as medicines.
- T Time?** How long has the symptom occurred? - As a general rule symptoms which have only been present for two or three days can be treated. Symptoms of a longer duration will require investigation by the doctor. Be careful, a 55 year old man with a pain in his chest needs immediate referral.

Taken anything? - It is wise to enquire if any medicine has been taken to alleviate the symptom. This will indicate if the symptom is what the patient thinks they have. For example, if it was found to be totally ineffective in heartburn you should consider cardiovascular involvement. It will also stop the embarrassing situation of suggesting something that the patient has already tried and found ineffective.
- H History of disease?** - Establish if the client has a chronic disease which might have a bearing on the symptom or place them in a risk group which would require referral.
- O Other symptoms?** - Does the client have any other symptoms which they might think insignificant but could be vital to your diagnosis? For example, a client with frequent vomiting who is also losing a lot of weight. This client needs referral to a GP.

- D** **Doing anything to alleviate or worsen the symptom?** - This is a good indicator of the cause of the symptom. For example, if the patient reports that his heartburn is worse when he runs for a bus this might indicate cardiovascular involvement whereas if it is worse when he lies down it is probably heartburn.

4.2 Reference sources

Your employer has undertaken to provide a list of reference sources specified by Council in the pharmacy where you are working. The list for 2011-2012 is given in Appendix 2. Other useful references and textbooks are also suggested.

NOTES

5. Tutor Appraisal and Declaration

Your tutor will be observing and guiding you throughout the year and she will also be assessing your performance.

You and your tutor will need to discuss your progress regularly. She will provide you with feedback to help identify further training that you need and ways of obtaining this experience. Regular interaction with your tutor is essential. This will enable problems to be fully discussed as they occur. It is expected that the assessment procedure will be a positive and constructive contribution to your development throughout the year and will be used to resolve major difficulties in only a minority of instances.

5.1 Quarterly Appraisal Reports to the Pharmaceutical Society of Northern Ireland

This formal reporting procedure is a means of alerting the Society to any major difficulties that might arise. The appraisal forms to be completed are provided in Appendix 3. They are also available from the Society website. Appraisal interviews should take place every quarter, i.e. at the end of 13, 26, 39 weeks and the final 52 week appraisal at the end of your training. These will form the basis of the reports to the Society.

Appraisal forms

Appraisal forms (Appendix 3.1, 3.2, 3.3 & 3.4) are intended to show how you are progressing during the year. Each appraisal report should indicate the stage you are at when the appraisal is undertaken. For example, you are unlikely to be graded as excellent in many (if any!) of the criteria at your first appraisal. However, it would be expected that your standard would improve by the next appraisal and that you would be graded as good or excellent in the 39 week appraisal. These standards of excellent and good have been given a score of 1 and 2 respectively. Scores of 3 (demonstrating progress, but not at the standard for registration), 4 (some progress but requires further training/development) or 5 (has failed to develop to the minimum standard acceptable) will not be acceptable for registration.

You may not have had the opportunity to develop in all categories by the *week 13 appraisal*, so we have added a category of NT (not tested) that can be used if this is deemed more appropriate than awarding you an 5. If you are assessed as Grade 3, 4 or 5 in any component in your 39 week appraisal this will be taken to indicate that further training is required before you are eligible for registration. If this happens, you will be expected to rectify any deficiencies in the final quarter of the training year, so that your tutor is able to complete the 52 week appraisal and sign the declaration form.

When completing each appraisal you and your tutor must both sign the form.

In the event of there being disagreement between you and your tutor on whether an acceptable standard has been achieved in a particular aspect of experience, both of you must record your respective observations in a separate note, to be submitted with

the appraisal form.

5.2 Tutor Declaration

It is important to be aware that the Registrar can only accept a total training period of 52 weeks if, at the end of that time, the pre-registration tutor(s) is (are) prepared to sign the appropriate declaration confirming that the experience has been satisfactorily completed.

By the end of your training year you must have satisfied your tutor that you

- Have demonstrated competence appropriate to a registered pharmacist in all of the Performance Standards required by the Pharmaceutical Society of Northern Ireland
- Have a professional attitude and sense of responsibility sufficient for a registered pharmacist
- Will have completed a period totalling 52 calendar weeks of pre-registration training
- Are able to apply in practice knowledge of the law relating to the practice of pharmacy and are a fit and proper person to be registered as a pharmaceutical chemist

Your tutor must sign a declaration form to this effect (Appendix 4.1).

Two placements declarations

If your training is split between two placements, e.g. 6 months in hospital and 6 months in community, your first placement tutor must complete a 6 months Declaration form to indicate that this first period of training has been completed satisfactorily (Appendix 4.2) and that she anticipates you will have satisfied all the requirements of pre-registration training by 52 weeks. You should share copies of your 13 and 26 week appraisals with your second tutor.

Unsatisfactory progress

If, at the end of six months, your first tutor does not consider your progress is sufficient to permit her to sign the 6 month declaration:

- The reasons for her concern must be discussed with you
- The 6 month declaration must be returned unsigned by the tutor to the Society with a brief report identifying the problems
- The pre-registration facilitator must be informed and will arrange to meet you to discuss your situation.
- Your second tutor will be informed of your situation by the pre-registration facilitator and will be sent a copy of your 26 week appraisal.

It is still possible for you to complete your training within the 52 weeks, notwithstanding the unfavourable 6 month report. However, you will need to tackle the identified weaknesses in your performance and ensure that you reach a satisfactory standard by 52 weeks so that your second tutor is able to sign the final declaration. Your second tutor will be informed of your situation by the pre-

registration facilitator and you must provide her with copies of your 13 and 26 week appraisal. This will help you and your second tutor to plan your training so that problem areas can be addressed.

Tutor unable to sign final declaration

If your tutor considers that you do not meet the criteria specified in the final declaration or has other serious concerns about your progress, she must inform you and the pre-registration facilitator that she is unable to sign the final declaration. The pre- registration facilitator in consultation with the tutor will then make recommendations for any further training requirements that may be necessary. A further 3 months training is the expected minimum additional training period. The tutor and employer are under no obligation to accept the trainee for an extended training period.

5.3 Deadlines for submission of Appraisal Reports and Tutor Declaration(s)

The information on the assessment documentation to send to the Society and when it must be sent is summarised in Section 2.10. The final tutor declaration is part of the documentation for registration (see Appendix 8 checklist) and must also be submitted by the deadlines indicated in Section 2.10.

6. Performance Standards & Portfolio of Evidence

6.1 Performance standards and competence

Competence means being able to consistently perform to a recognised standard. In this case the standard is set by the Society, which must ensure that, upon joining the Pharmaceutical Register, you would be reliably able to undertake all the duties of a pharmacist. This involves you having the necessary skills, knowledge and attitudes associated with being a pharmacist.

Competence is having the necessary skills, knowledge and attitudes to undertake consistently the role of pharmacist

During your pre-registration training year you will have to develop and demonstrate your competence. The **Performance Standards** make explicit what you are expected to be able to do and how you should behave in order to join the register. Details of the Performance Standards are given in your Portfolio folder. The Performance Standards focus on the 'skills and attitudes' aspect of competence by requiring you to provide evidence of appropriate performance and behaviour throughout your training. You will be required to demonstrate the knowledge aspect of competence throughout the year, as this underpins your ability to perform and behave appropriately. In addition, your knowledge will be assessed in the Registration Examination.

Your portfolio

You will need to gather your evidence in your **portfolio folder**, which has been provided. To avoid duplication, all the appendices relating to Performance Standards are contained in the portfolio folder and are NOT in this manual. The **portfolio folder** contains:

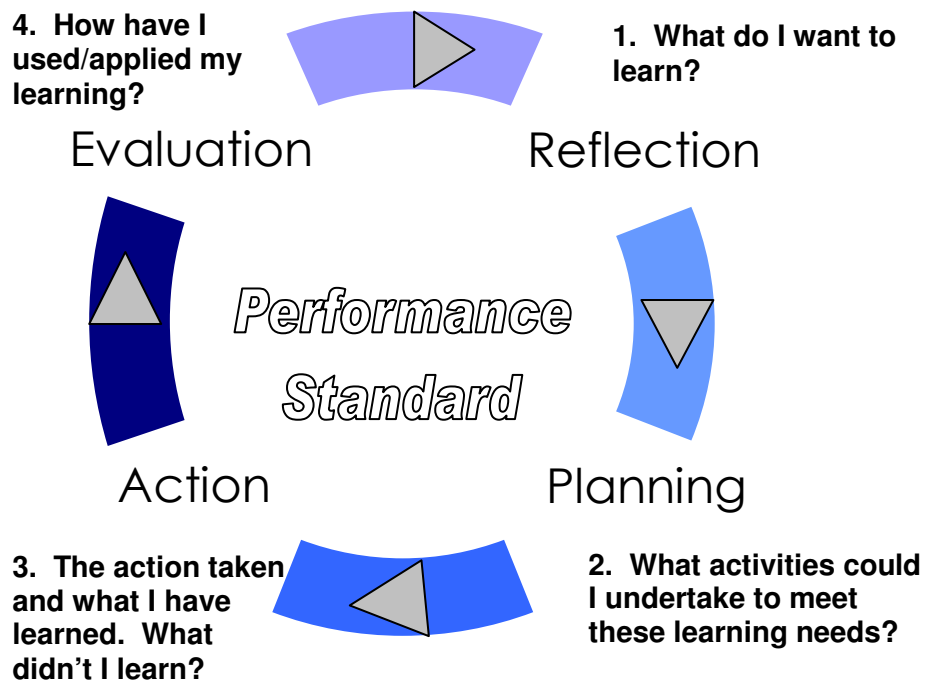
- Performance Standards (Appendix P1)
- Record Sheets (Appendix P2)
- Performance Standards Assessment Summary (Appendix P3) and
- Additional forms (Appendices P4, P5 & P6) to help you plan and keep track of your progress.

Assessment of your portfolio

Your tutor has the overall responsibility of confirming that you have completed all the Performance Standards and achieved a satisfactory standard. It must be emphasised that it is your responsibility to provide the evidence to your tutor to enable her to make this decision.

6.2 Achieving a Performance Standard

The recommended cycle for developing your competence as defined by a Performance Standard is the one that will be used for CPD (Continuing Professional Development) following registration. This is broken down into four stages as shown in the diagram below.



1. Reflection/What do you want to learn?

The first stage in developing your competence is to assess your current position. You should identify the areas that you are most confident about. Focus on why this is so and what evidence you have to support your claim. Also identify the areas that you need to develop. You may wish to carry out a SWOT analysis (Appendix P4) to help you identify the areas that you need to develop.

You should arrange to meet with your tutor within the first few weeks of starting your training. Your initial interview with your tutor is very important and should take some time. You should:

- *Discuss the Performance Standards*
 - Clarify your understanding of each performance standard to be achieved
 - Discuss the assessment process with her
 - Discuss the evidence to be provided for your portfolio
- *Consider your current level of competence*
 - What standard am I at now?
 - Am I consistently at this standard?
 - Is my present standard sufficient?

- Obtain your tutor's views of the standard you are claiming (This will involve discussion with your tutor initially based on your own assessment but as you progress your own assessment must be supported by written evidence)
- *Identify your training/learning needs*
 - What training would benefit me most at this stage in my pre-registration year?
- *Discuss how to achieve the Performance Standards*
 - What opportunities are available for me to develop a specific performance standard?
 - What evidence do I need to collect for my portfolio?
 - Discuss how to plan your activities and manage your time so that you are able to meet your first objectives

2. Planning

After this initial session with your tutor, prepare a concise summary of the main points covered and the action to be taken using the form (Identifying Learning Needs and Forward Planning, Appendix P5.1) provided in your portfolio. This should include a plan for the year ahead and target dates for achieving your objectives. Provide your tutor with a copy of this form, which can then be the starting point for your next meeting with your tutor.

If you and your tutor agree that you need more practice in a specific performance standard, then consider how, where, when and what opportunities there are for you to develop this and develop a plan to suit your needs. Your tutor should be able to advise you.

Everyday activities of working in a pharmacy environment will give you many opportunities to develop your competence. You must learn to take advantage of these opportunities and recognise how you can best learn from them. Having identified the opportunities, you then need to be clear about what you are trying to achieve and how you are going to achieve it.

You may need to consider other organised events (e.g. NICPLD courses) as a means of developing competence. Also, your own private study time will be important for developing your knowledge.

3. Action

Once you have prepared a plan you need to implement your plan and take action that will help you achieve the Performance Standards by demonstrating competence and provide you with evidence for your portfolio.

4. Evaluation

Having set yourself targets to complete a Performance Standard and collected evidence that you have done so, you need to consider if you have achieved the required standard. This will come by evaluation where **you** need to review and reflect on your performance.

- *What did you learn? What didn't you learn?*

Practice on its own does not make perfect if there is no understanding of the learning that has occurred and insight into how to improve your performance. So, you need to be able to analyse what you did and see how you could have done better. Do not feel that by being self-critical you are exposing your weaknesses to your tutor. It shows her that you do understand the skills associated with the competence and have insight into your own performance. It will also help you identify areas for further development.

Your tutor will be able to give you feedback, either as a result of observing your performance or having reviewed the information in your portfolio. She will make the final decision that she has observed your activities and examined your portfolio and is able to declare that you have achieved the Performance Standard.

5. Progression

You have been provided with three additional forms in your portfolio to help you identifying learning needs and plan your learning (Appendices P5.2, P5.3 & P5.4). These must be used after the first three quarterly review sessions with your tutor.

Your plans will probably need revision from time-to-time as unplanned learning opportunities arise, planned activities are missed or the expected standard was not achieved. Having a plan and reviewing progress at regular intervals will help you stay focused and ensure you meet all the training needs by the end of your pre-registration year.

6.3 Preparing a portfolio

As you proceed through your training, you will need to keep records of what you have done and how this has helped you achieve the Performance Standards. You must use the portfolio folder to collate this information. While every pre-registration trainee must cover all the Performance Standards, each trainee will have done so in their own individual way and thus each portfolio is unique.

What should go into the portfolio?

There is no definitive list of what should be included in a portfolio. Remember its purpose is to help you plan and control your own learning and to **provide evidence** to your tutor.

Performance Standards Record Sheet

You must use the given Record Sheet (Appendix P2) to record the reflection, planning, action and evaluation relating to each Performance Standard. You have been provided with ten sheets in your portfolio and you should make additional copies as required.

NOTE: The Record Sheet is NOT the evidence. It is a record of the reflection, planning, action and evaluation associated with the evidence. The Record Sheet will help you keep track of what you have done and what performance standards have been developed as a result of a specific activity.

NOTE: The activity recorded in the sheet may cover more than one performance standard

Evidence of performance

Evidence of performance is based on:

- Formal observation of your performance by your tutor
- Formal observation by another appropriate person
- Portfolio (written) evidence

(a) Formal observation by your tutor or another appropriate person

When you have had sufficient training and experience in one or more areas, you should organise a time when your tutor can observe you undertaking a particular activity. If she is satisfied that you performed to the required standard you can claim this on the relevant record sheet. She may make additional feedback comments that are intended to help you for your next assessment.

The formal observation should normally be by your tutor. However, particularly if you are undertaking training in hospital, you will be supervised by others who may be more appropriate to assess your performance and they must sign the Record Sheet as indicated. Your tutor must also sign the Record Sheet to indicate her acknowledgement that the assessment has taken place with her support and agreement.

How much and how often?

To ensure consistent performance you will need to be observed on at least three occasions. For some activities, e.g. giving advice to customers over the counter, your tutor may require you to be observed over a period of time, e.g. a week and give advice on numerous occasions. For your portfolio, you must complete a record sheet describing three occasions when you were formally observed.

(b) Portfolio evidence when tutor has not observed your performance

For some Performance Standards it will not be possible for you to show your achievement sufficiently through formal observation. You will need to produce other types of evidence too.

The following list gives you some examples of type of evidence to include in your portfolio. You will undoubtedly find many additional types of evidence to include. Section 4 describes some activities which will contribute to your development of competence. If you use any of these methods, you must keep details for your portfolio.

Examples of types of evidence:

Project/Audit work. While no formal project is required by the Pharmaceutical Society, as part of your pre-registration training, you may be required by your employer to carry out a project or undertake an audit. This will usually provide evidence to support claims for a number of performance standards.

NICPLD courses. You will be sent details of the live and self-study courses on offer by NICPLD. If you attend/complete any of these, you must include details of the course completed, the NICPLD record of your attending/completing the course and your 'score' in any assessment.

Study days. If you attend any additional study days, you must include the details of what was covered and how this can be put into practice.

Health Promotion Campaigns. It may be possible for you to become involved in a local or pharmacy-organised Health Promotion Campaign. You can write a report of this activity for your portfolio

Keeping a log or diary. There are many types of activity in a pharmacy where you can keep a log or diary over a period of time for inclusion in your portfolio, e.g. medication errors and action taken, consultations with members of the healthcare team, drug tariff problems, records of activities associated with responding to symptoms or giving advice on OTC products.

How much evidence?

For each performance standard you will need at least **three** pieces of evidence. Your tutor may require you to complete more than three, if she considers that you are not competent on the basis of the evidence presented. Variety and quality is important in the evidence you present. Often a 'good' piece of evidence will provide evidence of your competence in more than one area so you should annotate and record your evidence carefully. Your tutor will be able to give you feedback to help ensure you are achieving a quality portfolio.

You must keep a record sheet that records performance standard activities, irrespective of whether you have been assessed by observation of your performance or by your portfolio evidence.

6.4 Submitting the Performance Standards Assessment Summary (PSAS)

Your tutor will be assessing whether you have achieved the Performance Standard as and when you have completed the associated planned activity to an appropriate standard.

As your portfolio builds up and you complete the minimum three pieces of evidence (or more if your tutor requires it), you will be able to claim that you have achieved a Performance Standard. You must record this in the Performance Standards Assessment Summary (PSAS) for each performance standard as it is completed by entering the date and getting your tutor to initial this.

When to submit the PSAS

- A **copy** of the PSAS and Performance Standards Log of Evidence must be sent to the Society **each quarter, i.e. 13 weeks, 26 weeks and 39 weeks.**
- A **copy** of the PSAS and Performance Standards Log of Evidence must be sent to the Society at week 13 **even if no performance standards have been completed**
- A **copy** of the PSAS should be posted to the Society's office with your Appraisal by the deadlines specified in 2.11
- Over the year this will be a **cumulative record** of Performance Standards achieved.
- When you have completed all the Performance Standards (which may be before the end of your training), you must submit the completed PSAS signed by you and your tutor.

If your training is with two tutors, you should try to ensure that some Performance Standards are complete and signed off by one tutor. If this is not possible, the second tutor should continue the assessment until she is satisfied that you have achieved the Performance Standard.

The Performance Standards Log of Evidence (Appendix P6) is to help you and your tutor keep track of your progress. A copy should be sent with the PSAS to the Society each quarter.

Do not delay commencement of your portfolio. You should aim to have completed some Performance Standards by week 13. However, it is appreciated that while you may have started to collect evidence and build up your portfolio, you may not have achieved three pieces of evidence by this stage and therefore you will have a blank PSAS. If so, you should still submit the PSAS as specified and a copy of the Performance Standards Log of Evidence to show what progress you have made.

It is expected that your portfolio of evidence will be built up continuously over the pre-registration training year. A carefully planned portfolio can greatly assist in covering many aspects of the Registration Examination Syllabus since there is overlap in the knowledge required.

If you are having difficulty with your portfolio seek advice from your tutor as soon as possible. In the event of any further difficulty you may contact the pre-registration facilitator for advice.

6.5 Submitting your portfolio

You have been given a **portfolio folder** to keep all your documentation in. You will build up your portfolio of evidence of your learning experiences throughout your pre-registration training year and your tutor will be examining and assessing the claims of achieving performance standards and the supporting evidence.

- Your portfolio folder must be submitted no later than week 50 of training, but may be submitted sooner if all Performance Standards have been completed.
- The portfolio must be submitted to the Society's office with the PSAS completed, signed and placed at the front of the portfolio.

6.6 Deadlines for submission of the PSAS and Portfolio

The information on submitting copies of the PSAS at weeks 13, 26 and 39 and the final submission of your portfolio and completed PSAS to the Society is summarised in Section 2.10. The external examiner may request to see your portfolio, but you will be contacted about this if the situation arises.

7. Registration Examination

The Pharmaceutical Society of Northern Ireland Registration Examination is held in June and October of each year (provisional dates are 14th June 2012 and 4th October 2012). A pass in this examination is a pre-requisite for registration.

You will be informed of the date and venue for the examination as soon as this is confirmed.

General Information

- (a) This information should be read in conjunction with the Pharmaceutical Society's Regulations on Pre-registration Experience. The Council of the Society retains full rights of interpretation of the regulations.
- (b) No person who applies for registration under Article 8(2)(b) of the Pharmacy (Northern Ireland) Order 1976 who commenced pre-registration training on or after 31st May, 1993 shall be registered as a pharmaceutical chemist unless the applicant has passed the registration examination.
- (c) The syllabus for the examination will be as defined by the Council.
- (d) All aspects of the examination and associated procedures will be subject to review and amendment by the Council, through its Examination Committee.

Conditions of Admission

- (a) A person shall be eligible to sit the examination upon completion of at least **45 weeks pre-registration training** in accordance with the Society's Regulations, payment of the entrance fee stipulated, and production of evidence to satisfy the Registrar of the Society as to his/her:
 - (i) Identity
 - (ii) Satisfactory completion of the 39th week Appraisal form in accordance with the Regulations on Pre-registration experience
- (b) Eligibility to sit the examination for the first time will lapse 18 months after the satisfactory completion of pre-registration training. In such circumstances the candidate will have to meet such requirements as are specified by the Registrar before once again becoming eligible for first entry to the examination.

7.1 The syllabus

The registration examination is an assessment of your knowledge and understanding of topics that form the core of knowledge required for effective professional practice.

The Society has produced a detailed syllabus for the Registration Examination. This is provided in Appendix 5.

7.2 Entry and re-entry to examinations

The regulations relating to the registration examination are given below. It is your responsibility to submit your examination entry form (Appendix 6) and all the required information to the Society by the specified date. The ratified entry form and your examination number will be sent to you no later than two weeks before the examination.

- (a) First entry candidates for the June (or October examination if relevant) must submit to the Society, at least **six weeks** before the date of the examination (i.e. by 1st May 2012 and 1st September 2012):
- (i) The appropriate examination fee
 - (ii) A completed application form for entry to the examination (Appendix 6)
 - (iii) Two passport sized photographs, each bearing on the reverse side the following **hand-written** declaration of the pre-registration tutor,

“I certify that this is a true likeness of [trainee's name and address]”
This declaration to be signed and dated by the tutor in each case.
 - (iv) A satisfactory 39th week appraisal and Performance Standard Assessment Summary signed by the pre-registration tutor must also be submitted and received before the registration examination. It is preferable but not essential that this is submitted with the examination application form.
- (b) Candidates for the October examination must submit a completed application form for entry to the examination **at least six weeks** before the date of the examination, together with the appropriate examination fee.
- (c) The Registrar reserves the right to refuse late entry to the examination for candidates who fail to comply with whichever of paragraph [a] or [b] applies. Such persons will only be admitted to the examination if they can prove postage to the Society of the specified items six or more weeks before the date of the examination or that the failure to submit these was due to circumstances completely unforeseeable to and beyond the control of the candidate. **An additional administration fee will be required for late applications** (see Section 2.11).
- (d) Any request for special arrangements for a candidate with a permanent or temporary disability should normally be made to the Society no later than the 31st March for the June Examination and 31st July for the October Examination. The disability should be described and the nature of the special arrangements requested outlined. The Society reserves the right to request corroborating (medical) evidence for any adjustment requested. This is required in all cases when the requested adjustment is for additional time. Candidates who develop a disability shortly before the examination should inform the Society immediately. Further guidance is provided in Appendix 7.

- (e) Candidates will be admitted to the examination, on production of an entry slip and ratified entry form with affixed photograph. These will be sent to candidates no later than two weeks before the date of examination.
- (f) A candidate who informs the Registrar of the Society in writing not less than seven days before the date of the examination of the withdrawal of her/her entry will be regarded as not having made an entry.
- (g) Candidates who do not attempt the examination due to illness, accident, bereavement or other adequate cause, for which appropriate certification must be provided, will be regarded as not having made an entry.
- (h) Candidates who under the provisions of (f) or (g) above are deemed not to have made an entry will be eligible to sit the next following examination without undergoing practice experience beyond an initial satisfactory 52 weeks pre-registration training.

7.3 Examination Format

Background and philosophy

It is our aim to make the Registration Examination a fair assessment of the knowledge expected of a competent pharmacist. The examination papers have been assessed by the Examination Committee and the external examiner.

Open Book Examination

The aim of the open book examination is to test the ability of a pharmacist to use his/her knowledge and skills in conjunction with the main references sources that are readily accessible to be able to interpret data and answer questions that are within the broad remit of the professional responsibilities of a pharmacist. These will include:

- Drug and therapeutic issues – such as doses, pharmacokinetics, clinical data
- Disease pathology and management – such as duration of treatment, side-effects, drug interactions and contra-indications
- Professional and Ethical issues
- Legislation for pharmacists
- Numerical exercises – including calculations and interpretation of numerical data

The open book examination lasts for three hours. It is divided into two sections, i.e. open book questions (Section A) and calculation questions (Section B). The pass marks for each section are 70% and 80% respectively.

The following Reference Sources are permitted for the Open Book Examination June and October 2012.

- | |
|---|
| <ul style="list-style-type: none">• Drug Tariff (Northern Ireland) April 2012 edition• British National Formulary 62nd edition (September 2011 edition)• BNF for children (2011 edition) |
|---|

- A Guide to Legal Requirements Northern Ireland
- Code of Ethics
- Standards and Guidance Documents PSNI
- Medicines, Ethics and Practice July 2011

N.B You will receive further guidance on reference sources during the year.

- It is the candidate's responsibility to have the relevant edition of the reference sources for the Open Book Examination. They will not be provided.
- There must be no additional notes or annotations (hand-written or typed) on any reference source a candidate brings into the Open Book Examination. Books may be tabbed and information highlighted.
- Calculators may be used in this examination provided they are not mobile phone calculators and only have simple calculation facilities.

Closed Book Examination

The aim of the closed book examination is to test day-to-day knowledge that a pharmacist should have without consulting additional sources of information on:

- Practice issues, including responding to symptoms
- Knowledge of disease pathology and management
- Knowledge of drugs including therapeutic issues, side-effects, drug interactions and contra-indications
- Professional and Ethical issues
- Legislation for pharmacists

The closed book examination lasts for 2 hours.

MCQ style

The examination consists of Multiple Choice Questions (MCQs). The format of the questions (except the calculation questions) is the same throughout, each question consisting of a statement followed by four stems which may be True (T) or False (F). Each stem carries equal marks. There are 60 questions in the Closed book examination and 50 in the Open book examination, including 20 calculation MCQs. The format of the calculation questions is the same throughout; each question consists of a statement which may be True (T) or False (F). Each stem carries equal marks.

A Multiple Choice Answer Sheet is provided and you must enter all your answers onto this.

On the day of the examination you must bring:

1. Pencil, eraser, sharpener and a calculator
2. The reference sources for the Open Book examination
3. Ratified entry form with your examination number and affixed photograph. This will be sent out to candidates no later than two weeks before the date of the examination.

Marking of the examination

Papers are marked electronically. It is important that you complete the answer sheets clearly, carefully and unambiguously so that the computer awards a mark where appropriate. There is no negative marking.

There may be some questions that you consider were too difficult or ambiguous. Please note that all questions are tested by item analysis. When an item analysis of each MCQ stem has been undertaken, those stems achieving a correct score of <20% are deleted.

A 70% pass mark must be obtained in the Closed Book paper and Section A of the Open Book paper and each candidate must obtain at least 80% in the Calculation Section of the Open Book examination.

7.4 Registration examination results

Results of the Registration Examination will be made available via the website of the Pharmaceutical Society of Northern Ireland (www.psni.org.uk). You will need to have your examination number to access your result.

If you are unsuccessful in the registration examination, please make an appointment to see the Pre-registration Facilitator as soon as possible.

7.5 Mock Examination Papers

In order to help you with your preparation for the registration examination, a past paper consisting of an Open Book and Closed Book is available from the Society website from January 2012. It is strongly recommended that you attempt these papers under examination conditions.

8. Registering as a Pharmacist

Registration will only take place when you can prove to the Registrar that you have fulfilled the Society's regulations on Pre-registration Training and have passed the Registration Examination.

You must ensure that the following paperwork is received in the Society's office by the specified deadlines:

- A New Registrant form (this will be posted out to you)
- Registration fee (as specified by Council)
- Signed Declaration form (two Declarations if you had two tutors)
- FOUR completed appraisal forms indicating an acceptable level of performance at 13, 26 and 39 weeks and a 52 week appraisal indicating that you have attained the required standard*
- THREE copies of your Performance Standards Assessment Summary indicating progress with Performance Standards at 13, 26 and 39 weeks*
- Your portfolio folder including the original PSAS indicating you have completed all Performance Standards*
- Proof of attendance at the Law & Ethics day and First Aid Training all delivered by NICPLD (an attendance record will be provided by NICPLD, you must ensure that your attendance is recorded)
- Proof of passing the assignments associated with the compulsory self-study courses specified in Section 2.5 by the deadline date†
- Additional forms that may be required by Council. If required, these forms will be posted to you before registration.

* It is YOUR responsibility to ensure that the forms relating to Appraisals and Performance Standard Assessment Summaries are received by the specified deadlines (see Section 2.10).

† You must generate a certificate from the NICPLD website which will be used as evidence of your attendance at the training days and completion of self-study course assessments and should be included with your documentation for registration.

The Registrar will already be aware of the result of the Registration Examination which you must have passed and your attendance at the Induction Training Event and HSC Board training event. Your degree certificate must also have been presented for authentication at the start of your pre-registration training.

8.1 Registration Process

The aim is to have a seamless process for newly eligible pharmacists to join the register, i.e. there will be no delay between completing the compulsory 52 weeks of pre-registration training and becoming a registered pharmacist. In order to ensure that this occurs, the Registrar and the Council of the Society have agreed that the process for registration will be as described below.

1. All essential documentation for registration, including the specified registration fee, must be submitted by the trainee and 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. This will include the final appraisal and declaration, which will indicate when the trainee will have completed 52 weeks. Documentation received after the end of the 50th week will result in a delay in registration.
2. Notwithstanding the early submission of documentation, a trainee **must complete a full 52 weeks** of training as specified in the regulations. Any illness or absence of a trainee after submission of registration documentation must be notified to the Society immediately by the trainee, tutor or employer and there will be an associated delay in joining the register.
3. All documentation must be completed appropriately, signed and dated as required. **A completed and signed checklist (Appendix 8)** of essential documentation to be submitted for registration must accompany the final submission of documents. Any errors or omissions in submitted documentation may result in a delay in registration.
4. If a tutor is not satisfied with a trainee's progress he/she should contact the Pre-registration facilitator in the first instance. This may incur a delay in registration.
5. The Registrar will approve the addition of a trainee's name to the register without meeting the trainee, unless he/she has a reason for meeting the trainee face-to-face. The Registrar reserves the right to meet with a trainee, in which case registration may be delayed.
6. Trainees will be registered pharmacists the day after completing the full 52 week training period, i.e. a trainee who has the approval of the Registrar to join the register and who started pre-registration training on 4th July 2011 will be a registered pharmacist on 4th July 2012, i.e. the anniversary of your start date.
7. Confirmation of registration and registration number will be posted to trainees. If written confirmation has not been received by the official registration date, a trainee and/or prospective employer may telephone the office for verbal confirmation. It is intended that a list of pharmacists joining the register will be placed on the Pharmaceutical Society of Northern Ireland website.

9. Pharmaceutical Bodies in Northern Ireland

The provision of pharmaceutical services in Northern Ireland requires the interaction of a large number of groups/bodies. Many of these groups/bodies have clear relationships with others, in some cases they may have no relationship but simply represent the interests of a specific group of pharmacists. An understanding of their role is an important prerequisite to understanding the provision of the service in Northern Ireland.

The Pharmaceutical Society of Northern Ireland

The Pharmaceutical Society of Northern Ireland exists to register and regulate pharmacists and to promote the pharmacy profession within Northern Ireland, ensuring patient safety and addressing public concerns.

The Society was established in 1925 by the Pharmacy and Poisons Act (Northern Ireland) 1925, and has been based at 73 University Street since 1933. The Society currently maintains a register of over 1800 pharmacists and over 500 premises registered within Northern Ireland. The Society is a legal entity and, as such, has powers and duties under the Pharmacy (Northern Ireland) Order 1976. The Society is the only body which represents all pharmacists in Northern Ireland.

To practice pharmacy a person must be a member of the Society and premises at which the practice of pharmacy is undertaken must be registered with the Society.

The **Council** is the governing body of the Society and currently consists of 22 members of whom 18 are members of the Society; 2 represent Queens University, 1 represents the medical profession and 1 member is nominated by the Pharmaceutical Wholesalers. Of the 18 elected members, six retire annually in order of length of service and are eligible for re-election. The Officers of the Society are elected by the Council and they include the President, the Vice-President and the Treasurer. The Council focuses on strategic development and major policy issues. However, if a By-law is to be changed a vote at the Society's Annual General Meeting is required.

The Society has a number of **committees** (Education, Practice, Ethics & Law, Finance & House). Committees concentrate on implementing policy within the framework that has been agreed by Council. The Committees are accountable to the Council, which monitors implementation through the receipt of agendas and minutes of their meetings. The management of the committee business is the responsibility of the Chairman of the committee and includes the preparation for meetings and monitoring the implementation of decisions.

The **Statutory Committee** is also a committee of the Society and is constituted in law. It has the power to remove the name from the Register, of those pharmacists whom it considers unsuitable to practice. The Chairman of the committee must have experience in law (he/she is usually a barrister). In addition to the chairman the Committee has five elected (nominated) members.

The role of the Registrar is a pivotal one within the functions of the Society. The Registrar is responsible for the accuracy and completeness of the Society's Registers which include the Register of Pharmaceutical Chemists, Corporate Bodies and

Superintendents and Register of Premises. One of the other key functions of the Registrar is to lead and develop the processes to ensure that all statutory requirements are complied with. The Registrar is also responsible for any reciprocal registration with Great Britain and registration with EU and non EU Pharmaceutical Regulatory Bodies.

Further information on membership of the Council and Committees can be obtained from the Society's website.

The Pharmaceutical Contractors Committee (NI) Ltd. (PCC)

The PCC negotiates on behalf of pharmaceutical contractors in Northern Ireland with the Government of Northern Ireland through the Department of Health, Social Services and Public Safety, Area Health and Social Services Boards, the Central Services Agency and any other appropriate bodies in relation to matters arising out of the operation of the National Health Service.

The Committee consists of Three Members from each Area – two being elected by the Contractors in each Area and one appointed by the Area Pharmaceutical Advisory Committee, with an additional seven from the city of Belfast. The Presidents of the Ulster Chemists' Association and the Pharmaceutical Society of Northern Ireland are Ex-Officio Members of the Committee during their term of office, provided they are chemist contractors.

An annual levy is deducted from each pharmaceutical contractor and this pays for the operation and administration of the Committee. There are currently 517 NHS-contracted community pharmacies in Northern Ireland.

The Ulster Chemists' Association (UCA)

The UCA is a trade organisation, which has been representing pharmacy contractors in Northern Ireland for more than 100 years. The UCA currently has 99% of pharmacies in Northern Ireland in membership. The UCA is affiliated to the National Pharmacy Association and is effectively its agent in Northern Ireland. The two organisations are concerned with trade issues and members are provided with professional indemnity and commercial insurance, as well as a range of products and services to support their business. The UCA's main objective is to promote and protect the interests of its members, and liaise with their trade connections in the pharmaceutical industry, the wholesale and photographic trade on members' behalf. The Association promotes education and training within the business and arranges various seminars. The UCA also compiles a list of locum pharmacists available which it distributes to its' members on request. The UCA has an official magazine, NI Pharmacy in Focus, which is distributed to subscribing pharmacists on the PSNI register. Pharmacy in Focus publish regular pre-reg in Focus sections and other educational material. The UCA's website is www.uca.org.uk.

The management of the UCA is delegated to the Executive Committee, which consists of 18 elected members and 4 trustees. Committee members are elected by region and represent the UCA members in their area. The President of the Pharmaceutical Society is an ex-officio member of the Executive, where he/she is a chemist contractor, and the UCA President is invited to sit ex-officio on the Pharmaceutical Contractors'

Committee (NI).

Guild of Healthcare Pharmacists

The Guild exists to promote the interests of pharmacists employed in the Managed Services, hospital, prescribing advisers and practice pharmacists. It is concerned with educational, professional and contractual matters where they affect their members. Membership of the Guild is open to registered UK pharmacists, pre-registration students or those with reciprocal or equivalent qualifications who hold (or have held) appointments with UK Health Authorities, Health Boards, NHS Trusts or similar institutions. The Guilds' website is www.ghp.org.uk.

The Department of Health, Social Services and Public Safety (NI DHSSPS)

The Department's mission is to improve the health and social well-being of the people of Northern Ireland. It is responsible for the provision of appropriate health and social care services, both in clinical settings, such as hospitals and GPs' surgeries, and in the community, through nursing, social work and other professional services.

There are five professional groups within the department, one of which is responsible for Pharmaceutical Advice and Services under the direction of the Chief Pharmaceutical Officer. This group also has responsibility for the inspection of premises and the enforcement of human and veterinary medicines under the Medicines Act, Misuse of Drugs Act, Pharmacy (Northern Ireland) Order and Poisons (Northern Ireland) Order.

The DHSSPS provides the financial support for the NI Centre for Pharmacy Learning and Development (NICPLD) and the Chief Pharmaceutical Officer commissions the annual programme of training.

Further information can be obtained from the website www.dhsspsni.gov.uk

Business Services Organisation (BSO)

The BSO support the activities of the DHSSPS through a wide range of regional services. For example, the BSO administers the contracts with community pharmacists on behalf the Boards. The BSO receives prescriptions from pharmaceutical contractors and assesses the fees and drug costs to be paid to each contractor. The BSO also administers applications for new pharmaceutical contracts.

Northern Pharmacies Limited

In 1968-69, when the new town of Craigavon was being developed, a Health Centre which included a pharmacy was planned. At that time there were no GPs and no population in the area and consequently no great interest in opening a pharmacy.

The Department of Health approached the Pharmaceutical Society of Northern Ireland for their help. As a result the Society, together with the Ulster Chemists Association and the Pharmaceutical Contractors Committee sponsored the formation of a Company (limited by guarantee) to provide a pharmaceutical service in Craigavon. The original Directors of the Company were the President's/Chairs of the three bodies together with Mr Billy Gorman the then Secretary of the Pharmaceutical Society of Northern Ireland.

As well as providing a pharmaceutical service in Craigavon the objects of the Company include the development of education and professional aspects of pharmacy so that the profession of pharmacy is enhanced. The company has progressed over the past 30 years and has established branches in Greyabbey, Poyntzpass and Cullyhanna.

To facilitate the charitable objects of the Company Northern Pharmacies Limited Trust Fund was established to sponsor the educational and research objects in the Company Memorandum. Monies remaining after the Directors have satisfied themselves that sufficient sums have been allocated for the future development of the Company are donated to the Trust Fund to be used in the development of the profession.

All members of the Pharmaceutical Society of Northern Ireland may become Members of the Company.

Pre-registration Training

Manual

2011 - 2012



APPENDICES

**Pharmaceutical
Society**
of
Northern Ireland

EXAMPLE

Pre-registration learning contract

This is an example of a Pre-registration learning contract to help clarify what is expected of trainee and tutor. At the start of training it is recommended that tutor and trainee discuss this together.

Part One – Tutor’s Undertaking

I, _____ (insert your name) make the following commitments to you, _____ (insert trainee’s name) for the duration of your preregistration training with me.

I will

- Provide and arrange training that will enable you to develop all the skills, attitudes and knowledge defined by the Performance Standards
- Work with you to identify your individual learning needs
- Ensure that we both keep up-to-date with the Society’s requirements and endeavour at all times to meet them
- Treat you in a manner that is conducive to your learning. This will include:
 - Giving you the opportunity to contribute and put forward your views
 - Being approachable and providing help when asked or referring you to a more appropriate source of help
 - Setting targets for you through a process of negotiation with you
 - Explaining and repeating explanations as necessary
 - Challenging and questioning you to check your understanding
 - Encouraging and supporting you when you find situations challenging
 - Adapting plans as appropriate
- Enable you to have access to off-job study days and training events, as appropriate
- Inform, support and confer with others involved in your training
- Set aside time to review your progress regularly, both informally and formally
- Provide you with constructive and honest feedback to aid your development
- Provide feedback on your progress to the Society at the set times and in the required manner
- Assess you objectively – or arrange for others to do so – in all the Performance Standards specified by the Society based on a range of evidence which you provide to me and taking account of feedback from other people involved in your training
- Identify and address my own learning needs in relation to being a tutor
- Welcome feedback from you to help me develop my tutoring skills
- Endeavour to ensure that, in my absence or when you are working elsewhere, a suitable person is available to support and guide you.

Signature of tutor: _____ **Date:** _____

Signature of trainee: _____ **Date:** _____

Part Two – Trainee’s Undertaking

I, _____ (insert your name) make the following commitments for the duration of my preregistration training while being tutored by _____

(insert tutor’s name).

I will

- Adhere to the rules and regulations of the Society and the organisation I am working for
- Acquaint myself with the learning outcomes required by the Society to register i.e. the Performance Standards and the registration Examination Syllabus
- Take responsibility for my own learning and development by:
 - Participating fully in the development of my learning plans
 - Being pro-active in seeking learning opportunities, in work activities or whilst at training events or study days
 - Seeking solutions to problems without necessarily asking you, if the answer might be found elsewhere
 - Developing a portfolio of evidence for all the Performance Standards
 - Reflecting on my learning and experience
 - Identifying my further learning needs and developing targets for myself
 - Using the time you or other trainers spend with me to best advantage
 - Keeping to agreed deadlines
- Respect and be prepared to learn from colleagues at all levels
- Be a reliable and trustworthy member of your pharmacy team
- Endeavour to contribute to the overall goals and work targets of the pharmacy team
- Admit to not knowing, understanding or being comfortable if that is the case
- Be honest in my interactions with you and other colleagues
- Receive feedback and use it to help me to develop further
- Provide constructive feedback to you, where this may help you to develop your skills as a tutor

Signature of trainee: _____ **Date:** _____

Signature of tutor: _____ **Date:** _____

REFERENCE SOURCES

Essential Reference Sources

There are two categories of reference source for pre-registration training sites:

A Specific (required) titles

B Required topics

Providers are free to choose their own preferred text for these topics

These reference sources must be paper-based unless the electronic version can be accessed at the same time as labelling or use of patient medication records.

Category A

*British National Formulary**

*A Guide to Legal Requirements in Northern Ireland**

*Medicines, Ethics and Practice**

*Drug Tariff**

*BNF for Children**

Stockley's Drug interactions

*These are required for the open book paper of the registration examination.

For the editions needed see examination information.

*Current editions must be available at the training site

Category B

Topics to be covered by the availability of a non-specified up-to-date[†] reference source:

Adverse Drug reactions

Responding to Symptoms

Nutrition

Health Promotion

Evidence-based medicine

e.g. *Evidence-based medicine* David Sackett et al: Churchill Livingstone

or *Clinical evidence* Godlee F et al: BMJ publishing

Pharmacy Law and Ethics

Pharmacy Calculations

[†] *DL pack or another text (the most up-to-date should be used)*

Additional Reference Sources

Some additional useful reference sources are suggested below.

The Pharmaceutical Press (www.pharmpress.com) has an extensive range of textbooks, e.g.

e.g. Minor Illness or Major Disease – The clinical pharmacist in the community by C Edwards and P Stillman, available from the Pharmaceutical Press,

Community Pharmacy. P. Rutter (Churchill Livingstone)

Symptoms Diagnosis and Treatment. A Guide for Pharmacists and Nurses.
P. Rutter (Elsevier Churchill Livingstone)

Useful websites

National Institute for Health and Clinical Excellence (NICE) – see www.nice.org.uk

ABPI – electronic Medicines Compendium - see emc.medicines.org.uk

NICPLD – Distance Learning packages – see www.nicpld.org

GAIN – Guidelines and Audit Implementation Network – www.gain-ni.org

Interface Pharmacist Network Specialist Medicines – see www.ipnsm.n-i.nhs

Medicines Governance – see www.medicinesgovernanceteam.hscni.net

NHS Evidence – see www.evidence.nhs.uk

Clinical Knowledge Summaries – see www.cks.library.nhs.uk

HSC Business Services Organisation Compass Notes– see
www.hscbusiness.hscni.net

SIGN Scottish Implementation and Guidelines Network – see www.sign.ac.uk

National Electronic Library Medicine – www.nelm.org.uk

PRE-REGISTRATION TRAINING
APPRAISAL FORM – 13 WEEKS

This appraisal form is to be completed and signed by the **appointed pre-registration tutor** at the end of the first 13 weeks of training and sent to the Pharmaceutical Society of Northern Ireland. A copy or duplicate should be retained by the tutor and trainee.

Please print

Trainee Name:

Tutor Name:

Name and Address of Training Premises:
.....
.....

Three month pre-registration experience to which this form relates:

Commenced on:..... Completed on:.....

Each appraisal report should indicate the stage the trainee is at when the appraisal is undertaken compared with the standard they are expected to achieve at the end of the training year.

A grade of 3, 4 or 5 will not be acceptable in the final appraisal and will be taken to indicate that further training is required before the trainee is eligible for registration.

The appraisal can only relate to the experience gained so far. For example, if there has been little or no opportunity to communicate with patients before this appraisal, an appropriate comment should be made.

THE GRADES TO BE GIVEN ARE AS FOLLOWS

1	Excellent	Has achieved the highest standard expected of a competent pharmacist and demonstrates this standard consistently
2	Good	Has achieved the required standard expected of a competent pharmacist and demonstrates this standard consistently
3	Demonstrating progress, but not at standard for registration	Has made progress but needs further practice/training in order to demonstrate the standard consistently
4	Some progress	Has made some progress but requires further training/development
5	No progress	Has failed to develop to the minimum standard acceptable
NT	Not Tested (must not be used in more than TWO categories)	Has not had the opportunity to develop at this stage

Please complete each of the following sections

	Grade	Comments
Development of sense of professional responsibility		
Application of pharmaceutical knowledge in practice		
Attitude towards: (a) Staff		
(b) Patients/general public		
Ability to communicate: (a) With patients		
(b) With colleagues		
(c) With members of other professions		
Ability to accept and take authority		

TUTOR Please comment below on the trainee's overall progress so far:

TUTOR please tick to confirm:

I have discussed this report with my trainee

In our discussions, the main areas needing further attention have been identified

Signature of tutor:..... **Date:**.....

TRAINEE Please add any additional comments:

TRAINEE please tick to confirm:

I am aware of the main areas that need further attention

I will prepare/have prepared an action plan to tackle these areas

Signature of trainee:..... **Date:**.....

PRE-REGISTRATION TRAINING
APPRAISAL FORM – 26 WEEKS

This appraisal form is to be completed and signed by the **appointed pre-registration tutor** at the end of 26 weeks of training and sent to the Pharmaceutical Society of Northern Ireland. A copy or duplicate should be retained by the tutor and trainee.

Please print

Trainee Name:

Tutor Name:

Name and Address of Training Premises:
.....
.....

Three month pre-registration experience to which this form relates:

Commenced on:..... Completed on:.....

Each appraisal report should indicate the stage the trainee is at when the appraisal is undertaken compared with the standard they are expected to achieve at the end of the training year.

A grade of 3, 4 or 5 will not be acceptable in the final appraisal and will be taken to indicate that further training is required before the trainee is eligible for registration.

The appraisal can only relate to the experience gained so far. For example, if there has been little or no opportunity to communicate with patients before this appraisal, an appropriate comment should be made.

THE GRADES TO BE GIVEN ARE AS FOLLOWS

1	Excellent	Has achieved the highest standard expected of a competent pharmacist and demonstrates this standard consistently
2	Good	Has achieved the required standard expected of a competent pharmacist and demonstrates this standard consistently
3	Demonstrating progress, but not at standard for registration	Has made progress but needs further practice/training in order to demonstrate the standard consistently
4	Some progress	Has made some progress but requires further training/development
5	No progress	Has failed to develop to the minimum standard acceptable

Please complete each of the following sections

	Grade	Comments
Development of sense of professional responsibility		
Application of pharmaceutical knowledge in practice		
Attitude towards: (a) Staff		
(b) Patients/general public		
Ability to communicate: (a) With patients		
(b) With colleagues		
(c) With members of other professions		
Ability to accept and take authority		

TUTOR Please comment below on the trainee's overall progress so far:

TUTOR please tick to confirm:

I have discussed this report with my trainee

In our discussions, the main areas needing further attention have been identified

Signature of tutor:..... **Date:**.....

TRAINEE Please add any additional comments:

TRAINEE please tick to confirm:

I am aware of the main areas that need further attention

I will prepare/have prepared an action plan to tackle these areas

Signature of trainee:..... **Date:**.....

PRE-REGISTRATION TRAINING
APPRAISAL FORM – 39 WEEKS

This appraisal form is to be completed and signed by the **appointed pre-registration tutor** at the end of 39 weeks of training and sent to the Pharmaceutical Society of Northern Ireland. A copy or duplicate should be retained by the tutor and trainee.

Please print

Trainee Name:

Tutor Name:

Name and Address of Training Premises:
.....
.....

Three month pre-registration experience to which this form relates:

Commenced on:..... Completed on:.....

Each appraisal report should indicate the stage the trainee is at when the appraisal is undertaken compared with the standard they are expected to achieve at the end of the training year.

A grade of 3, 4 or 5 will not be acceptable in the final appraisal and will be taken to indicate that further training is required before the trainee is eligible for registration.

THE GRADES TO BE GIVEN ARE AS FOLLOWS

1	Excellent	Has achieved the highest standard expected of a competent pharmacist and demonstrates this standard consistently
2	Good	Has achieved the required standard expected of a competent pharmacist and demonstrates this standard consistently
3	Demonstrating progress, but not at standard for registration	Has made progress but needs further practice/training in order to demonstrate the standard consistently
4	Some progress	Has made some progress but requires further training/development
5	No progress	Has failed to develop to the minimum standard acceptable

Please complete each of the following sections

	Grade	Comments
Development of sense of professional responsibility		
Application of pharmaceutical knowledge in practice		
Attitude towards: (a) Staff		
(b) Patients/general public		
Ability to communicate: (a) With patients		
(b) With colleagues		
(c) With members of other professions		
Ability to accept and take authority		

TUTOR Please comment below on the trainee's overall progress so far:

TUTOR please tick to confirm:

I have discussed this report with my trainee

In our discussions, the main areas needing further attention have been identified

Signature of tutor:..... **Date:**.....

TRAINEE Please add any additional comments:

TRAINEE please tick to confirm:

I am aware of the main areas that need further attention

I will prepare/have prepared an action plan to tackle these areas

Signature of trainee:..... **Date:**.....

PRE-REGISTRATION TRAINING
APPRAISAL FORM – 52 WEEKS

This appraisal form is to be completed and signed by the **appointed pre-registration tutor** at the end of 52 weeks of training and sent to the Pharmaceutical Society of Northern Ireland. A copy or duplicate should be retained by the tutor and trainee.

Please print

Trainee Name:

Tutor Name:

Name and Address of Training Premises:
.....
.....

Three month pre-registration experience to which this form relates:

Commenced on:..... Completed on:.....

Each appraisal report should indicate the stage the trainee is at when the appraisal is undertaken compared with the standard they are expected to achieve at the end of the training year.

A grade of 3, 4 or 5 will not be acceptable in this final appraisal and will be taken to indicate that further training is required before the trainee is eligible for registration.

THE GRADES TO BE GIVEN ARE AS FOLLOWS

1	Excellent	Has achieved the highest standard expected of a competent pharmacist and demonstrates this standard consistently
2	Good	Has achieved the required standard expected of a competent pharmacist and demonstrates this standard consistently
3	Demonstrating progress, but not at standard for registration	Has made progress but needs further practice/training in order to demonstrate the standard consistently
4	Some progress	Has made some progress but requires further training/development
5	No progress	Has failed to develop to the minimum standard acceptable

Please complete each of the following sections

	Grade	Comments
Development of sense of professional responsibility		
Application of pharmaceutical knowledge in practice		
Attitude towards: (a) Staff		
(b) Patients/general public		
Ability to communicate: (a) With patients		
(b) With colleagues		
(c) With members of other professions		
Ability to accept and take authority		

TUTOR Please comment below on the trainee's overall progress so far:

TUTOR please tick to confirm:

I have discussed this report with my trainee

In our discussions, the main areas needing further attention have been identified

Signature of tutor:..... **Date:**.....

TRAINEE Please add any additional comments:

TRAINEE please tick to confirm:

I am aware of the main areas that need further attention

I will prepare/have prepared an action plan to tackle these areas

Signature of trainee:..... **Date:**.....

Appraisal Criteria

The following descriptors were developed as part of an exercise in the Tutor's course to improve understanding of the appropriate grade to give to a trainee according to his/her standard of performance. It is hoped they will be a helpful guide to tutors in their preparation for the appraisal interview. The descriptors are not meant to be all inclusive and aspects you consider important may be missing. You can use the space in the comments section to indicate your reason for allocating a grade.

Development of sense of professional responsibility

1	Excellent	Consistently demonstrates highest commitment to patients Always does his/her best at any task Works to the highest standards at all times and always follows through on any task Looks for opportunities and is keen to learn from others
2	Good	Demonstrates commitment to patients on all occasions Conscientious approach to any task Works to a high standard at all times Willing to learn from others
3	Satisfactory	Demonstrates commitment to patients on most occasions Takes responsibility for own performance on most occasions Works to a satisfactory standard Is aware of and accepts responsibility for occasional mistakes
4	Some progress	Demonstrates commitment to patients on some occasions Starting to take responsibility for own performance Aims to work to a satisfactory standard but some improvement needed Learns from own mistakes and from the good practice of others but is not consistent
5	No progress	Poor commitment to patients Not prepared to take responsibility for own performance Little evidence of learning from own mistakes or from the good practice of others Has to be corrected on too many occasions and is showing little improvement

Application of pharmaceutical knowledge in practice

1	Excellent	Excellent ability to assess prescriptions for safety and clinical appropriateness Excellent knowledge and actively seeks to develop clinical knowledge Able to answer queries to the highest standards and give the most up-to-date information Actively seeks opportunities to use their pharmaceutical knowledge to develop their role or to resolve any identified problems appropriately Confidently and accurately assesses clinical needs of patient in relation to drugs
2	Good	Consistently demonstrates ability to assess prescriptions for safety and clinical appropriateness Good knowledge and keen to learn Able to answer queries with accurate and appropriate information Competent in use of information. Applies knowledge to clinical situations

3	Satisfactory	Able to assess prescriptions for safety and clinical appropriateness on most occasions Reasonable knowledge but requires occasional prompting Occasional inconsistency in advice given Some improvement needed in ability to apply knowledge to clinical practice Takes steps to learn from past mistakes and amend practice
4	Some progress	Some ability to assess prescriptions for safety and clinical appropriateness but needs more consistency Shows gaps in pharmaceutical knowledge and does not address them on every occasion. Sometimes defers queries to pharmacist without attempting to answer him/herself or provides some inaccurate information
5	No progress	Poor pharmaceutical knowledge demonstrated Consistently repeats errors despite instruction/advice being given by tutor Mostly defers queries to pharmacist without attempting to answer him/herself or provides some inaccurate information Does not show motivation to improve practice

Attitude towards

(a) Staff

1	Excellent	Always very courteous and polite to all staff Excellent interaction with staff Brings out the best in the team Goes out of his/her way to be helpful to all staff members
2	Good	Courteous and polite to staff Good interaction with staff A good team member Will help any staff member if required
3	Satisfactory	Mostly courteous and polite to staff Appropriate interaction with staff Works reasonably well in the team Has helped staff on occasions
4	Some progress	Occasionally off-hand in dealing with staff Interacts reasonably well with staff Prefers to work on his/her own but needs to make greater contribution to team tries to contribute to team effort Lacks confidence in helping staff
5	No progress	Off-hand with staff Unpopular with staff Inappropriate attitude to staff Not a team player Does not consider that he/she has any responsibility to be helpful to other staff members

(b) Patients/general public

1	Excellent	Impressively courteous, polite and helpful to patients Shows good empathy and consideration of patient's personal situation Excellent ability to instil patient confidence Ensures patient confidentiality at all times Highly effective in his/her interaction with patients
2	Good	Always courteous and polite to patients Instils patient confidence

		Ensures patient confidentiality at all times Very effective in his/her interaction with patients
3	Satisfactory	Mostly courteous and polite to patients Aware of patient's needs & tries to be helpful Aware of need to instil patient confidence but needs to be more assured Aware of the need for patient confidentiality but needs more practice at managing confidential information and situations Mostly effective in his/her interaction with patients
4	Some progress	Occasionally off-hand in dealing with patients Lacks confidence which affects ability to instil confidence in patients But lacks ability to apply to practice Greater awareness of the need for patient confidentiality needed Makes an effort to interact with patients but improvement needed
5	No progress	Poor attitude to patients Fails to instil patient confidence Poor awareness of confidentiality issues Uncaring attitude to patients

Ability to communicate

(a) with patients

1	Excellent	Excellent listening skills & always checks patient understanding Consistently and efficiently elicits all information Responds appropriately, professionally and confidently Customer expectations exceeded. Shows good empathy & personal touch. Adopts appropriate body language Very approachable
2	Good	Good listening skills. Consistently and efficiently elicits all information Responds appropriately Customer expectations met Relates to patient in a way they understand Adopts appropriate body language.
3	Satisfactory	Elicits most information but occasionally misses important information Responds appropriately on most occasions Customer expectations met on most occasions Occasionally uses inappropriate language, e.g. too technical, or too much Not always aware of body language Approachable on most occasions
4	Some progress	Elicits some information but frequently misses key points Customer expectations met on frequent occasions Uses inappropriate language, e.g. too technical, or too much Needs to be more patient friendly
5	No progress	Does not elicit appropriate information on many occasions Displays some of the following in patient interactions: nervous, disinterested or over confident Usually refers any queries to another pharmacist Gives incorrect advice or information or does not give any advice Poor body language Not willing or able to deal with patients

(b & c) with colleagues and other professionals

1	Excellent	Excellent ability to deal effectively and efficiently with all colleagues Appropriate manner consistently adopted according to nature of interaction Displays empathy and understanding when needed Interacts very well and confidently with colleagues and other professionals Excellent response to feedback
2	Good	Able to deal effectively and efficiently with all colleagues Appropriate manner adopted according to nature of interaction Displays empathy and understanding when needed Interacts well with colleagues and other professionals Responds well to feedback
3	Satisfactory	Mostly able to deal effectively and efficiently with all colleagues Appropriate manner adopted according to nature of interaction on most occasions Needs to show better empathy and understanding Mostly interacts well with colleagues and other professionals but is occasionally inappropriate in his/her response Responsive to feedback
4	Some progress	Is able to deal effectively and efficiently with most colleagues on some occasions Occasionally manner adopted is not appropriate Needs to show better empathy and understanding Mostly interacts well with colleagues and other professionals but is occasionally inappropriate in his/her response Occasionally unresponsive to feedback
5	No progress	Unable to deal effectively and efficiently with colleagues or other professionals Manner adopted is not appropriate Lacks empathy and understanding Avoids interactions with colleagues or other professionals Unresponsive to feedback

Ability to accept and take authority

1	Excellent	Always takes constructive criticism in a professional manner & learns from it. Consistently willing to perform all tasks requested of them to the highest standard Demonstrates consistently ability to use own initiative Commands respects from others appropriately Excellent ability to delegate, motivate & support other staff Always accepts accountability for own actions with excellent follow through
2	Good	Responds well to constructive criticism & learns from it. Performs all tasks requested of them to a good standard Regularly demonstrates initiative Is given respects from others appropriately Is able to delegate & support other staff Accepts accountability for own actions
3	Satisfactory	Accepts constructive criticism but needs to apply this more consistently Performs tasks asked of him/her to a minimum required level Frequently uses own initiative

		<p>Is generally given respect from others but needs to be more assertive on occasion</p> <p>Makes an effort to delegate and support other staff</p>
4	Some progress	<p>Finds it difficult to accept constructive criticism</p> <p>Needs some reassurance when performing requested tasks and required standard not met consistently</p> <p>Occasionally uses own initiative</p> <p>Some difficulty delegating and supporting other staff</p>
5	No progress	<p>Unwilling to accept constructive criticism</p> <p>Consistently poor performance at requested tasks</p> <p>Never uses own initiative – needs to be led</p> <p>No effort made to delegate and support other staff</p> <p>Not prepared to accept/recognise authority</p>

Registration Examination Syllabus for the 2012 Registration Examinations of the Pharmaceutical Society of Northern Ireland

This syllabus has been produced by the Pharmaceutical Society of Northern Ireland to provide pre-registration students and their tutors with information about which aspects of pharmacy practice will be examined.

Section 1	Professional and Legal Practice
1 Pharmaceutical Society of Northern Ireland and other pharmaceutical bodies	You must be able to demonstrate an understanding of:
1.1 Pharmaceutical Society of Northern Ireland	<ul style="list-style-type: none"> • It's structure, functions and responsibilities
1.2 Structure and function of other pharmaceutical organisations	<ul style="list-style-type: none"> • For example, Pharmaceutical Contractors Committee (PCC.), Ulster Chemists Association (UCA.), National Pharmaceutical Association (NPA), Northern Ireland Centre for Pharmacy Learning and Development (NICPLD) and Guild of Healthcare Pharmacists
1.3 Structure and function of other healthcare regulatory organisations	<ul style="list-style-type: none"> • For example, Council for Healthcare Products Regulatory Excellence (CHRE), Medicines and Healthcare Regulatory Agency (MHRA), General Pharmaceutical Council (GPhC) and Regulation and Quality Improvement Authority (RQIA)

2 Professional ethics	You should be knowledgeable of all aspects of ethics relating to professional practice covered in the Code of Ethics, Professional Standards and Guidance Documents, A Guide to Legal Requirements and the Medicines, Ethics and Practice guide
2.1 Code of Ethics	<ul style="list-style-type: none"> • The concepts of ethical decision making, liability, accountability and professional responsibility • The standards of professional performance • Principles and obligations • The standards of good professional practice
2.2 Clinical governance	<ul style="list-style-type: none"> • The purpose and principles of clinical governance • The application of clinical governance in pharmacy practice
2.3 Continuing Professional Development (CPD) in pharmacy	<ul style="list-style-type: none"> • The meaning of lifelong learning • The meaning and principles of CPD • The Northern Ireland system for undertaking and recording professional development
2.4 Principles of audit	<ul style="list-style-type: none"> • The purpose and process of audit and its application in improving practice • Guidelines and Audit Implementation Network (GAIN)
2.5 Roles and training requirements for pharmacy support staff	<ul style="list-style-type: none"> • The roles commonly undertaken by healthcare staff in support of pharmacy services • The training and/or qualifications required for such roles

3 Legal aspects of providing a pharmaceutical service	The application of legislation included in the Medicines Act 1968, Misuse of Drugs Act and Regulations, Poisons Order 1976, and other relevant legislation. You must be able to demonstrate an understanding of:
3.1 Sale and supply of medicines and poisons	<ul style="list-style-type: none"> The legal requirements for the sale and supply of medicines and controlled drugs from pharmacies including the conditions applied to emergency supplies of prescription only medicines
	<ul style="list-style-type: none"> The legal requirements for the sale and supply of poisons, chemical reagents and spirits from pharmacies
	<ul style="list-style-type: none"> The requirements for the labelling and packaging of all the above substances
	<ul style="list-style-type: none"> The requirements for the supply of supplementary information for all the above substances
	<ul style="list-style-type: none"> The requirements for dealing with medicines returned to a pharmacy
	<ul style="list-style-type: none"> Patient Group Directions Non-medical prescribing Handling of EEA prescriptions
3.2 Health and safety at work	<ul style="list-style-type: none"> The responsibilities of employers and staff to ensure the safety of everyone on the premises and the legislation affecting this duty
	<ul style="list-style-type: none"> Health & Safety at Work Act
	<ul style="list-style-type: none"> Control of Substances Hazardous to Health (COSHH) regulations
	<ul style="list-style-type: none"> The principles of risk assessment and management
3.3 Safe systems of work	<ul style="list-style-type: none"> Safe systems of work, recognising potential hazards and areas for error, in relation to: dispensing, sale and supply of poisons and chemicals, counter sales of medicines and diagnostic testing
3.4 Consumer protection	<ul style="list-style-type: none"> How relevant legislation protects the consumer of pharmaceutical services and how the pharmacist can practise within these controls
	<ul style="list-style-type: none"> Trade Description Act
	<ul style="list-style-type: none"> Data Protection Act
	<ul style="list-style-type: none"> Medicines and Healthcare products Regulatory Agency (MHRA)
3.5 Data protection and health records	<ul style="list-style-type: none"> Aspects of legislation that pertain to the keeping and disclosure of data on computer and other recording systems
3.6 Environmental protection	<ul style="list-style-type: none"> Aspects of legislation that pertain to the safe disposal of special and controlled waste from the pharmacy
3.7 Disability Discrimination Act	<ul style="list-style-type: none"> Access to premises and pharmacy services
3.8 The Health & Personal Social Services Northern Ireland	<ul style="list-style-type: none"> HPSS Authorities/Board The role of the various authorities: Department of Health, Social Services and Public Safety, Health and Social Care Board, Public Health Agency, Business Services Organisation (BSO)
	<ul style="list-style-type: none"> Pharmaceutical officers within the HPSS
	<ul style="list-style-type: none"> The HPSS, the Department of Health & the Government
	<ul style="list-style-type: none"> The evaluation of recent government policy, its impact on health care, and the implications for the profession
3.9 Conditions for operating a registered pharmacy	<ul style="list-style-type: none"> The requirements to register a pharmacy
	<ul style="list-style-type: none"> The role of the superintendent pharmacist
	<ul style="list-style-type: none"> The role of the responsible pharmacist
	<ul style="list-style-type: none"> The role of the accountable officer and designated bodies
	<ul style="list-style-type: none"> Community Pharmacy Premises Standards

Section 2	Clinical and Pharmaceutical Practice
1 The basis of responding to symptoms including the major categories of symptoms and the appropriate responses for a pharmacist	
1.1 Questioning	<ul style="list-style-type: none"> • How to construct an appropriate interview with a person seeking advice
1.2 Differentiation of symptoms, advice and referral	<p>Knowledge of major and minor diseases which will allow them to know from the symptoms presented and/or elicited when they can treat or when they must refer to a doctor.</p> <p>The knowledge base for this objective includes:</p>
	<ul style="list-style-type: none"> • Symptoms of minor and major diseases
	<ul style="list-style-type: none"> • Relationship between symptoms and diseases
	<ul style="list-style-type: none"> • Epidemiology
	<ul style="list-style-type: none"> • Aetiology
	<ul style="list-style-type: none"> • Prognosis, severity and when to refer
	<ul style="list-style-type: none"> • When a pharmacist can treat
	<ul style="list-style-type: none"> • Therapeutics and pharmaceuticals of OTC medicines including: indications, doses, dosage forms, contraindications, adverse effects, interactions with prescribed medicines, OTC and home remedies

2 Pharmacological and therapeutic aspects of the provision of a pharmaceutical service	
2.1 Reading and interpreting prescriptions	<ul style="list-style-type: none"> • The analysis of prescriptions to ensure that treatment is appropriate and consistent with the knowledge that the pharmacist has or is available to them of the patient's condition. The ability to identify appropriate dosage levels when interpreting prescriptions, including those for at risk-groups.
2.2 Therapeutic knowledge base	<ul style="list-style-type: none"> • The therapeutic usage of drugs and preparations used in the treatment of diseases
2.3 Drug action, absorption, distribution, metabolism and elimination	<ul style="list-style-type: none"> • The interpretation and evaluation of data on the mechanism of drug action, absorption, distribution, metabolism and elimination
2.4 Drug interactions	<ul style="list-style-type: none"> • The interpretation of potential drug-drug and drug-food interactions to assess the likelihood of interactions, their risk and management
2.5 Adverse drug reactions and side effects	<ul style="list-style-type: none"> • Adverse drug reactions and side-effects; the mechanisms and predisposing factors, the recognition of reactions, the acceptable level of risk, the reduction of risk and the reporting systems
2.6 Contra-indications	<ul style="list-style-type: none"> • The circumstances in which commonly prescribed and purchased medicines are contra-indicated

3 The use of reference books and other information sources in the practice of pharmacy	The pre-registration student must have a working knowledge of the specified editions of the texts permitted in the Open Book Examination
3.1 Reference sources	<ul style="list-style-type: none"> British National Formulary British National Formulary for Children Medicines Ethics and Practice The Drug Tariff (N Ireland) A guide to the Legal aspects of medicines <p>In addition the student should be familiar with</p> <ul style="list-style-type: none"> Martindale – the Extra Pharmacopoeia The Code of Ethics General Legal Requirements – A guide for Pharmacists in Northern Ireland Professional Standards and Guidance Summary of Product Characteristics (SPCs) for drugs Medicines Compendium Diluent Directories Patient Care in Community Practice (RJ Harman) Pharmaceutical Journal Pharmacy Law and Ethics (Dale & Appelbe) Handbook of Pharmacy Healthcare (RJ Harman and P Mason) Community Pharmacy (P Rutter)
3.2 Regional Medicines Information centres	<ul style="list-style-type: none"> The functions and specialist applications of Regional Medicines Information Centres

4 Aspects of a pharmaceutical care	
4.1 Advice to patients, carers and the public	<ul style="list-style-type: none"> Queries that arise when a prescription is presented Labelling of each prescription appropriately with normal cautionary and advisory labels Warning cards The use of an appropriate style of communication for advising clients (including those for whom English is not their first language) about medicines and educating them about health
4.2 Advice to doctors and other healthcare professionals	<ul style="list-style-type: none"> The use of an appropriate style of communication for advising doctors and other health care professionals about medicines When it is appropriate to contact a prescriber and the best manner in which to make contact
4.3 Health promotion	<ul style="list-style-type: none"> Health promotion in the context of pharmacy practice Recommendations for key health parameters The basis of health improvement programmes Environmental, social, lifestyle and dietary factors that influence health Influence of behavioural change on health promotion activities Concepts of health and disease based on public health model Health screening as a basis for health promotion
4.4 Emergency measures	<ul style="list-style-type: none"> The provision of advice and/or first aid in response to a request for or need for help in emergency Referral to hospital, GP or poisons centres
4.5 Counselling requirements	<ul style="list-style-type: none"> Circumstances or situations in which patients or other clients require information The nature of that information and the most appropriate way to provide it to the individual
4.6 Optimising use of medicines	<ul style="list-style-type: none"> The purpose and principles of medicines management and pharmaceutical care

4.7 Interpretation of test results	<ul style="list-style-type: none"> The normal ranges for blood pressure and key blood components
	<ul style="list-style-type: none"> The normal ranges for therapeutic blood levels of drugs with a narrow therapeutic index
	<ul style="list-style-type: none"> The normal ranges for key parameters of bodily function
	<ul style="list-style-type: none"> The implications of figures outside these ranges

5 Systems and Procedures	
5.1 HPSS funding for pharmacy services	<ul style="list-style-type: none"> The Drug Tariff, why it is used and how Core services and additional services Pharmaceutical Clinical Effectiveness programme
5.2 Prescribing guidelines, data and formularies	<ul style="list-style-type: none"> The purpose of prescribing guidelines and of data from pricing authorities
	<ul style="list-style-type: none"> The purpose of local formularies
	<ul style="list-style-type: none"> The sources of evidence used in the development of prescribing guidelines, data and formularies eg National Institute for Health and Clinical Excellence (NICE), Guidelines and Audit Implementation Network (GAIN) and Scottish Intercollegiate Guidelines Network (SIGN)
5.3 Operating procedures in primary and secondary care	<ul style="list-style-type: none"> The reasons for standardising operating procedures in hospital and community pharmacies Standard Operating Procedures (SOPs) required under the Responsible Pharmacist Regulations Northern Ireland Medicines Governance Team policy/recommendations
	<ul style="list-style-type: none"> The main areas covered by such procedures / protocols
5.4 Responding to adverse drug reactions	<ul style="list-style-type: none"> The correct actions to take in response to a client reporting an adverse drug reaction, including the national reporting scheme
5.5 HPSS complaint procedure	<ul style="list-style-type: none"> The principles of the HPSS complaint procedure with reference to complaints about pharmaceutical service
	<ul style="list-style-type: none"> Individual pharmacy complaints procedure

6 Pharmaceutical aspects of practice	
6.1 Calculation	<ul style="list-style-type: none"> Perform accurately all types of calculations relating to pharmacy practice
6.2 Dilution	<ul style="list-style-type: none"> The correct procedures for the dilution of solid, semi-solid and liquid dosage forms, including selection of the correct diluent
6.3 Formulation and preparation	<ul style="list-style-type: none"> How to develop a suitable formula for preparing extemporaneous products in community and hospital practice
	<ul style="list-style-type: none"> How to apply suitable methods and procedures for the preparation of sterile and non-sterile products in community and hospital practice
6.4 Good dispensing practice	<ul style="list-style-type: none"> The principles and practices involved in ensuring an accurate and efficient dispensing process
6.5 Special handling requirements	<ul style="list-style-type: none"> The additional precautions necessary when preparing and dispensing cytotoxic and other products requiring health and safety precautions
6.6 Stability of dispensed preparations	<ul style="list-style-type: none"> The factors affecting the stability of medicinal products (including those dispensed extemporaneously) and the impact of these factors on storage and labelling

7 The Principles of Procurement, Storage and Stock Control of Medicines	
7.1 Procurement	<ul style="list-style-type: none"> The principles for procurement of pharmacy stock
7.2 Wholesaling	<ul style="list-style-type: none"> The role of wholesalers and purchasing agreements with wholesalers
7.3 Storage	<ul style="list-style-type: none"> Appropriate storage conditions for all stock
7.4 Stock control	<ul style="list-style-type: none"> A working knowledge of the principles of stock control
	<ul style="list-style-type: none"> The assessment of stock levels and replenishment of stock from various sources
	<ul style="list-style-type: none"> The principles and methods for assuring the quality of pharmacy products and materials supplied to and from the pharmacy

Trainee name (print):

Examination Entry Form

**PRE-REGISTRATION TRAINING
REGISTRATION EXAMINATION ENTRY FORM**

I confirm that I(Full Name, BLOCK CAPITALS)
wish to enter the examination to register as a pharmaceutical chemist to be held
on:.....(date of examination)

I enclose with this form

- Two passport-size photographs (stapled to this form at its top left corner), each bearing on the reverse side the following hand-written declaration of the pre-registration tutor, "I certify that this is a true likeness of (trainee's name)" and signed and dated by the pre-registration tutor.
- Examination fee (check website for amount due) cheque payable to "Pharmaceutical Society of Northern Ireland" (PSNI) *Please note a late submission incurs a penalty fee (check website for amount) which should be included with the application.*

N.B. Your 39th week appraisal must be with the Society before you sit the examination.

Please write in the space provided the following words **in your normal handwriting**

"I have read, fully understand and agree to be bound by the regulations for the Society's registration examination"

.....
.....

Signed:.....

DECLARATION BY TUTOR

I witness the above declaration by my trainee and confirm that:

(Trainee's FULL name, block capitals).....

will have completed **45 weeks** from the commencement date of his/her pre-registration training in accordance with the Regulations for pre-registration experience by (insert date)

Signed:.....

FULL NAME:..... (BLOCK CAPITALS)

Send this form and enclosures to the Pharmaceutical Society of Northern Ireland, 73 University Street, Belfast BT7 1HL (we advise that you send these by recorded delivery and keep safe your official record of posting for use, if necessary, as proof of dispatch). In the space below please print the postal address where your ratified entry form and your examination number should be sent:

.....
.....
.....

Pharmaceutical Society of Northern Ireland

Pre-registration Training

Registration Examination - candidates with disabilities

Candidates, who, due to disability, wish to request adjustments to the registration examination, should make their request in writing to the Society before 31st March for the June examination and 31st July for the October examination.

They should provide:

- A description of the disability and how it affects them
- Specific details of the adjustments requested

The Society reserves the right to request corroborating (medical) evidence for any adjustment requested. Please note, it is required in all cases when the requested adjustment is for additional time.

Corroborating (medical) evidence required for additional time for the examination must:

- Normally be from an appropriate registered medical practitioner, chartered educational psychologist or specifically trained specialist teacher
- In the case of disabilities such as dyslexia, be dated after the applicant's 16th birthday provided the evidence is still relevant
- In the case of disabilities such as dyslexia justify the need for additional time and recommend the amount of additional time up to a maximum of 25% the expert believes should be applied. This amount of time is designed to put the candidate on an equitable footing with other candidates taking into account the nature of the registration examination.

It is the trainee's responsibility to submit corroborating evidence

Candidates who develop a disability shortly before the examination which may necessitate special arrangements should inform the Pre-registration Facilitator as soon as possible.

The Education Committee of the Council of the Society will have the final decision on the adjustments requested by any trainee with regard to the registration examination.

CHECKLIST OF ITEMS TO BE SUBMITTED BY PRE-REGISTRATION TRAINEE IN SUPPORT OF AN APPLICATION TO REGISTER IN 2012

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; penalties accumulated during year must be included)	
Appraisal 52 wk AND all grades MUST be 1 or 2	
52 Week Declaration	
Certificate generated from NICPLD website as evidence of course attendance/completion	

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 and log of evidence	
Appraisal 26 wk & copy of 26 week PSAS and log of evidence	
Appraisal 39 wk & copy of 39 week PSAS and log of evidence	
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 (& was submitted within two months of commencing training)	

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

(TICK THE BOX TO INDICATE COMPLETED/ATTENDED & ENCLOSE CERTIFICATE)

Completed First Aid training	
Attended Law & Ethics (1 day)	
Completed Controlled Drugs – Striking a balance	
Completed Patient Medication Review and Records	
Completed Improving Medicines Safety	
Completed The Responsible Pharmacist	
Completed Minor Ailments	

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 one month after registration.