**PRE-REGISTRATION TRAINING YEAR 2016-17 OVERVIEW**

<table>
<thead>
<tr>
<th>DATES</th>
<th>APPRAISAL &amp; TUTOR DECLARATION</th>
<th>PERFORMANCE STANDARDS &amp; E-PORTFOLIO</th>
<th>OTHER TRAINING EVENTS</th>
<th>EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Discuss training and assessments with tutor and prepare action plan</td>
<td>Discuss Performance Standards with tutor and prepare action plan</td>
<td>Induction Event</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>As above</td>
<td>As above</td>
<td>Induction Event</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td>Induction Event</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>13 week* appraisal</td>
<td>13 week* review of PSAS</td>
<td>Induction Event</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>26 week* appraisal submitted (&amp; declaration of first tutor)</td>
<td>26 week* review of PSAS</td>
<td>Tutor Support Evening</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td>Calculation training events</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>39 week* appraisal</td>
<td>39 week* review of PSAS</td>
<td>Calculation training events</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td>Exam Entry by 1st May</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td>Registration Exam &amp; Results</td>
<td></td>
</tr>
<tr>
<td>June/July</td>
<td>DOCUMENTATION FOR REGISTRATION SUBMITTED TWO WEEKS BEFORE YOUR REGISTRATION DATE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

NICPLD (Northern Ireland Centre for Pharmacy Learning and Development) 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[^1]

[^1]: [http://www.nicpld.org/](http://www.nicpld.org/)
Contents

Timetable ................................................................................................................................. 1

Introduction ............................................................................................................................ 2

1.1 Welcome to your pre-registration training year ............................................................... 2
1.2 Aims for pre-registration training ................................................................................. 2
1.3 A registered trainee of the Pharmaceutical Society NI .................................................. 3
1.4 Fitness to Practise ........................................................................................................... 3
1.5 Pre-registration training website .................................................................................... 4

2. An overview of the pre-registration training year ............................................................. 5

2.1 Attendance ....................................................................................................................... 6
2.2 Induction Training Event ............................................................................................... 6
2.3 Appraisal, Performance Standards and Assessment ...................................................... 7
2.4 Compulsory training days .............................................................................................. 7
2.5 Compulsory self-study courses ..................................................................................... 8
2.6 NICPLD courses and additional learning opportunities ............................................... 8
2.7 The Code ......................................................................................................................... 9
2.8 The Registration Examination ....................................................................................... 9
2.9 Registration .................................................................................................................... 9
2.10 Deadlines ...................................................................................................................... 9

3. The pre-registration tutor and other contacts .................................................................. 11

3.1 Your pre-registration tutor ............................................................................................ 11
3.2 Tutor/trainee commitment .............................................................................................. 12
3.3 Interacting with your tutor ............................................................................................ 12
3.4 The Pre-registration Lead ............................................................................................. 13
3.5 Pharmacists Advice and Support Service ..................................................................... 14

4. Training Methods ............................................................................................................. 15

4.1 Responding to symptoms mnemonic ............................................................................ 16
4.2 Reference sources ......................................................................................................... 17

5. Tutor Appraisal and Declaration ...................................................................................... 18

5.1 Quarterly Appraisal Reports to the Pharmaceutical Society NI ................................. 18
5.2 Tutor Declaration .......................................................................................................... 19
5.3 Deadlines for submission of Appraisal Reports and Tutor Declaration(s).................... 20
6. Performance Standards & E-portfolio ........................................... 21
   6.1 Performance standards and competence ........................................ 21
   6.2 Achieving a Performance Standard ............................................. 22
   6.3 Preparing an e-portfolio .............................................................. 25
   6.4 Performance Standards Assessment Summary (PSAS) ......................... 28
   6.5 Completing your e-portfolio ........................................................ 28
   6.6 Deadlines for completing your E-portfolio ...................................... 28

7. Registration Examination ............................................................... 29
   7.1 The pre-registration training year syllabus ..................................... 30
   7.2 Entry and re-entry to examinations ............................................... 30
   7.3 Examination Format ...................................................................... 31
   7.4 Registration examination results ................................................... 33
   7.5 Mock Examination Paper ............................................................... 33

8. Registering as a Pharmacist .............................................................. 34
   8.1 Registration Process ...................................................................... 35

9. Pharmaceutical Bodies in Northern Ireland ......................................... 36

APPENDICES ......................................................................................... 41
   1   Pre-registration learning contract
   2   Reference Sources
   3.1 Appraisal form – 13 weeks
   3.2 Appraisal form – 26 weeks
   3.3 Appraisal form – 39 weeks
   3.4 Appraisal form – Final appraisal
   3.5 Appraisal criteria
   4.1 Declaration – Final
   4.2 Declaration – 26 weeks
   5   Pre-registration – training year - Syllabus
   6   Registration Examination entry form
   7   Registration Examination - candidates with disabilities
   8   Checklist of items to be submitted by pre-registration trainee in support of an application to register
Some general points

The postal address for sending documentation is:

The Pharmaceutical Society NI
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 for downloading.

Please note: For ease of reading we have opted to refer to tutors as female and pre-registration trainees as male.
Pre-registration training year 2016-2017

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

<table>
<thead>
<tr>
<th>Start of pre-registration year</th>
<th>July/August</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Induction Training Event</strong></td>
<td><em>Note this is a compulsory Training Event</em></td>
</tr>
<tr>
<td></td>
<td>8&lt;sup&gt;th&lt;/sup&gt; July 2016</td>
</tr>
<tr>
<td></td>
<td>26&lt;sup&gt;th&lt;/sup&gt; July 2016</td>
</tr>
<tr>
<td></td>
<td>29&lt;sup&gt;th&lt;/sup&gt; July 2016</td>
</tr>
<tr>
<td></td>
<td>9&lt;sup&gt;th&lt;/sup&gt; August 2016</td>
</tr>
<tr>
<td></td>
<td>12&lt;sup&gt;th&lt;/sup&gt; September 2016 <em>This event is for trainees starting after August only</em></td>
</tr>
<tr>
<td><strong>Probity Training Day – Helping You Get It Right</strong></td>
<td><em>Note this is a compulsory Training Event</em></td>
</tr>
<tr>
<td></td>
<td>6&lt;sup&gt;th&lt;/sup&gt; September 2016</td>
</tr>
<tr>
<td></td>
<td>13&lt;sup&gt;th&lt;/sup&gt; September 2016</td>
</tr>
<tr>
<td><strong>Calculation training. This is offered by the Pharmacy Forum for a small fee</strong></td>
<td>March/April 2017</td>
</tr>
<tr>
<td><strong>Registration Examination Application and examination fee submitted</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; May 2017</td>
</tr>
<tr>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; September 2017</td>
</tr>
<tr>
<td><strong>Registration Examination (provisional)</strong></td>
<td>6&lt;sup&gt;th&lt;/sup&gt; June 2017</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; October 2017</td>
</tr>
<tr>
<td><strong>Examination results published</strong></td>
<td>20&lt;sup&gt;th&lt;/sup&gt; June 2017</td>
</tr>
<tr>
<td></td>
<td>17&lt;sup&gt;th&lt;/sup&gt; October 2017</td>
</tr>
</tbody>
</table>

**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 NI. 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 Pharmaceutical Society NI 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 their 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 NI 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 Pharmaceutical Society NI

You are now registered as a **trainee** of the Pharmaceutical Society NI. 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 Pharmaceutical Society NI of the date of starting your training, where your training will occur and the name(s) of your tutor(s) for the full one year 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 Pharmaceutical Society NI.

Standards and Guidance Notes on Pre-registration Training are available on the Pharmaceutical Society NI 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 Pharmaceutical Society NI Register and in order to do so, you will be expected to have shown a commitment to upholding professional values.
1.5 Pre-registration training website

The Pharmaceutical Society NI has a specific pre-registration training website. You are required to register for the Pre-Registration Training website. Please go to http://www.psnionline.org.uk/prereg/register.asp and register with your name, date of birth and Pharmaceutical Society NI training number.

Once you complete the registration process, you will receive an email confirming your registration, and then you can start using the website.

Your appraisals and e-portfolio will be completed and submitted via the training website. It will also contain the following sections to aid your training:
- Contacts
- Resources
- Help
- Multiple choice Questions to aid your examination preparation
- An area for you to document learning plans
- Messages from your tutor

Further instruction on the training website will provide you with guidance.
2. An overview of the pre-registration training year

You are required to spend one year working in a community pharmacy, a hospital pharmacy or, a combined community pharmacy and hospital placement (or approved alternative training site). At the end of your training period you are required to pass the Pharmaceutical Society NI'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 in order to demonstrate your knowledge.

Demonstrating your knowledge

You will be assessed in a number of ways throughout your pre-registration training year. The pre-registration performance standards will show that you carry out specific tasks in the appropriate way. You must attend mandatory training days and complete distance learning training packages. You will receive formal feedback on your progress through the appraisal system and you must sit and pass the registration examination.

These assessments will provide evidence that you a competent to join the register of pharmacists.

The theory behind assessment in the pre-registration year is broadly based on Miller’s triangle, which is used to describe levels of competence. It progresses upwards where every underlying step is the building block to the next level.

![Miller's Triangle]

**Level 1:** The first level is ‘knows’ or demonstrating that you know something.

**Level 2:** The next level is applying your knowledge, to show that you know what it is for. So ‘knows how’ is tested in written examinations such as tests in MPharm or OSPAP courses.

**Level 3:** By this level, you should then be able to ‘show how’ something is done. This is often in a simulated environment such as a classroom.

**Level 4:** The last level in the process is when you have moved beyond showing how to doing. You are able to routinely do it in a reliable and safe manner in a real environment such as a pharmacy.
An example of this process is dispensing. As a pre-registration pharmacist, you will have already completed the first two stages. You will begin at level 3 able to ‘show how’ to dispense a prescription, but this may have been on a limited number of occasions in pharmacy practice classes or in an OSCE.

Your pre-registration year really focuses on this last step in the process, progressing from ‘shows how’ to ‘does’ – from the classroom to the real world. Under supervision as a trainee, you will be expected to repeatedly, accurately and safely dispense in a pharmacy.

While the earlier steps are often based on logic and are easy to plan, this last step demands thorough analysis of how you can incorporate a skill into an everyday situation and remain able to reflect on it as a learning experience. The ‘does’ situations are real, time pressured and can be complex.

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 35-45 hours per week.

Your training period should extend for one full continuous year 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 working week, you must inform the Pharmaceutical Society NI’s Pre-registration Lead.

The Pharmaceutical Society NI permits a maximum total absence of 42 days (inclusive of annual leave, sick leave, public and bank holidays) out of pre-registration training before an extension to training is required.

The Council of the Pharmaceutical Society NI has 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 NI
- To provide an overview of the structure and components of the pre-registration training programme
- To understand 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 Pharmaceutical Society NI 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 Pharmaceutical Society NI has produced 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 an e-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 Pharmaceutical Society NI by the Northern Ireland Centre for Pharmacy Learning and Development (NICPLD).

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 and 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**

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.
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.

<table>
<thead>
<tr>
<th>NICPLD Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

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 or be available online 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 The Code

An important aspect of your training is for you to have knowledge of the professional responsibilities and ethics of being a pharmacist. The Code is available from the Pharmaceutical Society NI website. 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 satisfactory 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 Pharmaceutical Society NI’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

Appraisal deadlines will be displayed on the home screen of your pre-registration training website.

<table>
<thead>
<tr>
<th>DEADLINE</th>
<th>MAXIMUM DAYS GRACE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Week Appraisal</td>
<td>14 DAYS (after end of 13th week)</td>
</tr>
<tr>
<td>26 Week Appraisal</td>
<td>14 DAYS (after end of 26th week)</td>
</tr>
<tr>
<td>39 Week Appraisal</td>
<td>14 DAYS (after end of 39th week)</td>
</tr>
<tr>
<td>Examination Application</td>
<td>NONE</td>
</tr>
<tr>
<td>1st MAY</td>
<td></td>
</tr>
<tr>
<td>Application to Register (see Appendix 8 checklist)</td>
<td>NONE</td>
</tr>
<tr>
<td>Two weeks before your registration date</td>
<td></td>
</tr>
</tbody>
</table>

*Documentation must be submitted to the Pharmaceutical Society NI by the deadline.
To help you keep track of YOUR deadlines we also suggest you complete the following table:

**FIRST DAY OF TRAINING** is: .................................................................

This must be the date agreed by the Pharmaceutical Society NI

<table>
<thead>
<tr>
<th></th>
<th>MUST BE SUBMITTED TO THE PHARMACEUTICAL SOCIETY NI BY DATE (day/month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 week appraisal</td>
<td></td>
</tr>
<tr>
<td>26 week appraisal</td>
<td></td>
</tr>
<tr>
<td>39 week appraisal</td>
<td></td>
</tr>
<tr>
<td>Examination Application</td>
<td>1st MAY</td>
</tr>
<tr>
<td></td>
<td>1st SEPTEMBER</td>
</tr>
<tr>
<td>ALL registration documentation (including final appraisal - Two weeks before your registration date)</td>
<td></td>
</tr>
<tr>
<td>Earliest date Last date</td>
<td></td>
</tr>
</tbody>
</table>

**It is your responsibility that the documentation is submitted on 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 Lead, who is based in the Pharmaceutical Society NI 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 Pharmaceutical Society NI 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 Pharmaceutical Society NI of this in writing as soon as possible. A change of tutor form is available on the Pharmaceutical Society NI 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 Pharmaceutical Society NI
- 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 fortnightly 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 Pharmaceutical Society NI. 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 complete your appraisal forms, review your e-portfolio records and complete 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 Lead (see below). You may also know an independent experienced pharmacist whom you are able to talk to.

3.4 The Pre-registration Lead

The Pre-registration Lead is a pharmacist who is based in the Pharmaceutical Society NI premises. His job involves the development, management and delivery of the 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 his responsibilities is to review your appraisal reports and progress completing the Performance Standards e-portfolio. He 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 him and arrange to meet as necessary. You may telephone him at the Pharmaceutical Society NI or email at pre-registration@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 Lead know about such issues, whether you wish him to become involved or not.
3.5 Pharmacists Advice and Support Service (PASS)

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 Pharmaceutical Society NI website.

For more information contact:
Chrisanne English
Pharmacist Advice and Support Service Coordinator

Email: chrisanne.english@psni.org.uk
Telephone: (028) 9032 6927
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 pharmacy) 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 2016-2017 is given in Appendix 2. Other useful references and textbooks are also suggested.
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 NI

This formal reporting procedure is a means of alerting the Pharmaceutical Society NI to any major difficulties that might arise. Appraisal interviews should take place every quarter, i.e. at the end of 13, 26, 39 weeks and the final appraisal at the end of your training. These will form the basis of the reports to the Pharmaceutical Society NI and be submitted via your training website.

Appraisal forms

Appraisal forms 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 a 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 final appraisal and complete the declaration form.

Your tutor will complete each appraisal and then send it to you. This will give you the opportunity to add any comments you wish prior to submitting the appraisal to the Pharmaceutical Society NI. This will be done via the pre-registration training website.

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 on the appraisal form.
5.2 Tutor Declaration

It is important to be aware that the Registrar can only accept a total training period of one continuous year if, at the end of that time, the pre-registration tutor(s) is (are) prepared to complete 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 NI
- Have a professional attitude and sense of responsibility sufficient for a registered pharmacist
- Will have completed a period totalling one year 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 complete a declaration form to this effect and submit it to the Pharmaceutical Society NI.

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 the end of the training year.

Unsatisfactory progress

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

- The reasons for her concern must be discussed with you.
- The 6 month declaration must be not be completed and a brief report identifying the problems submitted to the Pharmaceutical Society NI.
- The pre-registration Lead 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 Lead and will review your 26 week appraisal.

It is still possible for you to complete your training within the year, 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 the end of the year 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 Lead and will review copies of your 13 and 26 week appraisals. This will help you and your second tutor to plan your training so that problem areas can be addressed.
Tutor unable to complete 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 Lead that she is unable to complete the final declaration.

The Pre-registration Lead 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 Pharmaceutical Society NI 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 & E-portfolio

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 Pharmaceutical Society NI, 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 a 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 E-portfolio. 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 e-portfolio**

You will need to gather your evidence in your e-portfolio folder by completing cycles of learning. In addition to completing cycles of learning via your training website you must keep a hard copy of evidence used in each cycle. Evidence could be copies of prescriptions, invoices, articles, courses material etc. (further detail in section 6.3 (b)).

An e-portfolio guide has been produced and is available through the resource section of your training website.

**Assessment of your e-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 of learning for developing your competence as defined by a Performance Standard is similar to 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.

**Reflection**

1. What do you want to learn?
2. How did I identify this learning need/ why do I want to learn about this?

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 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 e-portfolio

---

Diagram:
- **Reflection**
  - 6. Did I meet my learning needs?
  - 7. How have I will applied/apply my learning?
  - 8. Further learning needs?
- **Planning**
  - 4. The action taken
  - 5. What I have learned.
- **Evaluation**
  - 1. What do I want to learn?
  - 2. Why do I want to learn about this?
- **Action**
  - 3. What activities could I undertake to meet these learning needs?
• **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 e-portfolio?
  - Discuss how to plan your activities and manage your time so that you are able to meet your first objectives

**Planning**

3. **What activity would enable me to achieve this?**

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) provided in your e-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.

**Action**

4. **What did I do? (Provide a brief description)**
5. **What did you learn? (Provide a brief summary)**

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 e-portfolio.
Evaluation

6. Did you meet your learning needs?
7. How do I know I am competent? (Provide an example of how you have applied your learning)
8. Have I identified any further learning needs?

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 e-portfolio. She will make the final decision that she has observed your activities and examined your e-portfolio and is able to declare that you have achieved the Performance Standard.

Progression

You have been provided planning forms as well as the planning section in your e-portfolio to help you identify learning needs and plan your learning. 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 an e-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 e-portfolio 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 e-portfolio will be unique.

What should go into the e-portfolio?

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

Performance Standards cycles

You must use the performance standard cycles to record the reflection, planning, action and evaluation relating to each Performance Standard.

NOTE: The performance standard cycle is NOT the evidence. It is a record of the reflection, planning, action and evaluation associated with the evidence. The cycle 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 a cycle 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
- E-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 performance standard cycle. 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. Your tutor will verify the performance standard cycles 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 e-portfolio, you must complete a performance standard cycle describing three occasions when you were formally observed.

(b) E-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 e-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 e-portfolio.

Examples of types of evidence:

- **Project/Audit work**: While no formal project is required to be submitted to the Pharmaceutical Society NI, as part of your pre-registration training, you will be required by your employer to carry out a small project or undertake an audit. This will provide evidence to support claims for your performance standards in particular A 4.8 (Have successfully carried out a small, planned audit assignment).

- **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 e-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 e-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 **three** pieces of evidence documented in three separate Cycles of learning.

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 e-portfolio.

---

**You must keep a record file that records performance standard cycle evidence, irrespective of whether you have been assessed by observation of your performance or by your e-portfolio evidence.**

---

**An e-portfolio guide has also been produced which is available through the pre-registration training website resource section.**
6.4 Performance Standards Assessment Summary (PSAS)

The Performance Standards Assessment Summary will automatically update as you complete your e-portfolio. It will help you and your tutor keep track of your progress.

Once you have attached a performance standard to three separate cycles it will be consider complete. However if your tutor rejects a cycle the performance standards attached to the rejected cycle will be deleted from the Performance Standards Assessment Summary and will be required to be attached to a new cycle.

Do not delay commencement of your e-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 e-portfolio, you may not have achieved three pieces of evidence by this stage.

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

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

6.5 Completing your e-portfolio

You will build up your e-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 e-portfolio must be completed no later than two weeks before your registration date, but may be completed sooner if all Performance Standards have been completed. Throughout your training year your e-portfolio will be reviewed by the Pharmaceutical Society NI.

6.6 Deadlines for completing your E-portfolio

The Pharmaceutical Society NI will continually review your e-portfolio throughout the training year. The external examiner may request to see your e-portfolio for assessment and a selection of pre-registration trainees will have to submit their folders of evidence for assessment. Your e-portfolio must be completed no later than two weeks before your registration date.
7. Registration Examination

The Pharmaceutical Society NI's Registration Examination is held in June and October of each year (provisional dates are 6th June 2017 and 3rd October 2017). 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 NI's Regulations on Pre-registration Experience. The Council of the Pharmaceutical Society NI 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 training year syllabus will be as defined by the Council of the Pharmaceutical Society NI.

(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 satisfactory pre-registration training in accordance with the Pharmaceutical Society NI's Regulations, payment of the entrance fee stipulated, and production of evidence to satisfy the Registrar of the Pharmaceutical Society NI 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 pre-registration training year 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 Pharmaceutical Society NI has produced a detailed syllabus for the pre-registration training year which should be used to guide you through the year. 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 Pharmaceutical Society NI 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 examination (or October examination if relevant) must submit to the Pharmaceutical Society NI, at least six weeks before the date of the examination (with deadline of 1st May 2017 and 1st September 2017):

   (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]”
       This declaration is to be signed and dated by the tutor in each case.

   (iv) A satisfactory 39th week appraisal must also be submitted before the registration examination.

(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 Pharmaceutical Society NI 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.

(d) Any request for special arrangements for a candidate with a permanent or temporary disability should normally be made to the Pharmaceutical Society NI 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 Pharmaceutical Society NI 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 Pharmaceutical Society NI immediately. Further guidance is provided in Appendix 7.

(e) Candidates will be admitted to the examination, on production of a ratified entry form with affixed photograph. This will be sent to candidates no later than two weeks before the date of examination.

(f) A candidate who informs the Registrar of the Pharmaceutical Society NI 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 years 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. calculation questions (Section A) and open book questions (Section B). The pass marks for each section are 80% and 70% respectively.

The following Reference Sources are permitted for the Open Book Examination June and October 2017.
• Drug Tariff (Northern Ireland) April 2017 edition
• British National Formulary 72nd edition (September 2016 edition)
• BNF for children (2016-2017 edition)
• The Code
• Standards and Guidance Documents of the Pharmaceutical Society NI

NOTE: 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 only.

• Calculators may be used in this examination provided they are not mobile phone calculators and only have simple calculation facilities including a square root function (i.e. NOT scientific calculators).

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. Black ball-point pen or a thin felt tip 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 <15% are reviewed.

A 70% pass mark must be obtained in the Closed Book paper and Section B 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 NI (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-registrationLead as soon as possible.

7.5 Mock Examination Paper

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 pre-registration training website from January 2017. 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 Pharmaceutical Society NI regulations on Pre-registration Training and have passed the Registration Examination.

You must ensure that the following is received by the Pharmaceutical Society NI by the specified deadlines:

- A New Registrant form (this will be posted out to you)
- Registration fee (as specified by Council)
- 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 final appraisal indicating that you have attained the required standard*
- Completion of the e-portfolio
- 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.

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 pre-registration training and becoming a registered pharmacist.

In order to ensure that this occurs, the Registrar and the Council of the Pharmaceutical Society NI 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 Pharmaceutical Society NI** no later than **two weeks before your registration date**. This will include the final appraisal and declaration, which will indicate when the trainee will have completed one full year. Documentation received after two weeks before your registration date will result in a delay in registration.

2. Notwithstanding the early submission of documentation, a trainee must complete a full year of training as specified in the regulations. Any illness or absence of a trainee after submission of registration documentation must be notified to the Pharmaceutical Society NI 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, dated and submitted 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 Lead 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 year 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 2016 will be a registered pharmacist on 4th July 2017, 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.
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 NI

The Pharmaceutical Society of Northern Ireland was established by the Pharmacy and Poisons Act (Northern Ireland) 1925, and has been based at 73 University Street, Belfast since 1933. Its primary purpose has been:
(a) to advance chemistry and pharmacy;
(b) to promote pharmaceutical education and the application of pharmaceutical knowledge;
(c) to maintain the honour and safeguard and promote the interests of the members of the Society in their exercise of the profession of pharmacy;
d) to execute all such functions as may be entrusted to the Society under any enactment;
e) to provide relief for distressed persons, being—
(i) members of the Society;
(ii) persons who at any time have been members of the Society or have been registered as either pharmaceutical chemists, or chemists and druggists, or druggists or apprentices to pharmaceutical chemists, or as students of the Society; or
(iii) surviving spouses, surviving civil partners, orphans or dependants of deceased persons who were at any time members of the Society or registered as aforesaid.

These objectives have been met by Pharmaceutical Society NI registering and regulating pharmacists and pharmacies in Northern Ireland as well as providing leadership to the profession, in the public interest.

Additional powers and responsibilities were confirmed on organisation by the Pharmacy (Northern Ireland) Order 1976 and following the publication of the Government’s white paper “Trust Assurance and Safety” in 2007, further amendments were required and in 2012 these amendments were made under the Pharmacy (NI) Order 1976 (Amendment) Order (NI) 2012.

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

The Council consists of up to 14 members, there are positions for 7 registered pharmacists (registrant members) and 7 persons that are not, have never been and are not eligible to be pharmacists (lay members). Council members are appointed on a competency basis by the DHSSPS for periods of between 2 and 4 years.

The Pharmaceutical Society NI has a number of committees. 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 role of the Registrar is a pivotal one within the functions of the Pharmaceutical Society NI. The Registrar is responsible for the accuracy and completeness of the Pharmaceutical Society NI 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.

Committees involved in Fitness to Practise

There are two committees involved in determining allegations of impaired fitness to practise: the Scrutiny Committee and the Statutory Committee.

The Pharmaceutical Society NI use threshold criteria when determining if cases should be referred to the Scrutiny Committee.

Scrutiny Committee - Composition, Quorum and Term of Office

The Scrutiny Committee must consist of a lay member who is the chair; a lay member who is the deputy chairs; two other lay members; and four members who are registered persons ("registered members"). The members of the Scrutiny Committee will be appointed by the Council.

The quorum of the Scrutiny Committee is three which must include the chair or deputy chair, a lay member and a registered member.

The chair and deputy chairs may be legally qualified. If the chair is absent from a meeting, one of the deputy chairs may perform the functions of the chair.

A Scrutiny Committee member will hold office for 4 years from the date of appointment and is eligible for reappointment at the end of that period. However, no member of the Scrutiny Committee (including chair or deputy chair) is to hold office as a member of that Committee for more than an aggregate of 8 years in any 20 year period.

Statutory Committee - Composition, Quorum and Term of Office

The Statutory Committee must consist of a lay member who is a chair; two lay members who are deputy chairs; three other lay members; and six registered members all of whom shall be appointed by the Council.

The quorum of the Statutory Committee is three which must include the chair or deputy chair, a lay member and a registered member.
A member of the Statutory Committee is to hold office for 4 years from the date of appointment and is eligible for reappointment at the end of that period. No member of the Statutory Committee may hold office more than aggregate of 8 years in any 20 year period.

Sanctions available to the scrutiny and statutory committees can be found via the following link: http://www.psni.org.uk/wp-content/uploads/2012/12/Sanctions-available-to-fitness-to-practise-committees.pdf

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

**Community Pharmacy NI (CPNI)**

CPNI represents all of Northern Ireland’s community pharmacy contractor’s negotiations on services, the pharmacy contract and remuneration and reimbursement with the Health and Social Care Board (HSCB) and the Department of Health, Social Services and Public Safety (DHSSPS).

CPNI’s vision is through effective negotiation and service development to deliver a stronger community pharmacy network, fully integrated into the health and social care system. Community pharmacists will assume a more proactive role as a front-line provider, utilising their skills, experience and facilities to maximise health and well-being outcomes for the people of 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 (NPA) 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 Pharmaceutical Society NI 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 NI 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 of Healthcare Pharmacists 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 Guild’s website is [www.ghp.org.uk](http://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](http://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 DHSSPS approached the Pharmaceutical Society NI for their help. As a result the Pharmaceutical Society NI, 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 NI.

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 NI may become Members of the Company.
Pre-registration Training Manual

2016 - 2017

APPENDICES
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 pre-registration 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 Pharmaceutical Society NI 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 Pharmaceutical Society NI at the set times and the required manner.
- Assess you objectively – or arrange for others to do so – in all the Performance Standards specified by the Pharmaceutical Society NI 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 Pharmaceutical Society NI and the organisation I am working for

• Acquaint myself with the learning outcomes required by the Pharmaceutical 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 an e-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*
Pharmaceutical Society Standards and Guidance documents (see pre-registration training site for list)*
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 – see www.gain-ni.org
Interface Pharmacist Network Specialist Medicines – see www.ipnsm.hscni.net/
Medicines Governance – see www.medicinesgovernanceteam.hscni.net
NHS Evidence – see www.evidence.nhs.uk
Clinical Knowledge Summaries – see http://cks.nice.org.uk/
HSC Business Services Organisation Compass Notes– see www.hscbusiness.hscni.net
SIGN Scottish Implementation and Guidelines Network – see www.sign.ac.uk
Medicines complete – see http://www.medicinescomplete.com/about/index.htm
PRE-REGISTRATION TRAINING

13 WEEK APPRAISAL FORM

This appraisal form is to be completed online and submitted to the Pharmaceutical Society NI via the pre-registration training website (http://www.psnionline.org.uk/prereg/). This form is to aid the structure of the appraisal event only and should not be submitted to the pharmaceutical Society.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent</td>
<td>Has achieved the highest standard expected of a competent pharmacist and demonstrates this standard consistently</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
<td>Has achieved the required standard expected of a competent pharmacist and demonstrates this standard consistently</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrating progress, but not at standard for registration</td>
<td>Has made progress but needs further practice/training in order to demonstrate the standard consistently</td>
</tr>
<tr>
<td>4</td>
<td>Some progress</td>
<td>Has made some progress but requires further training/development</td>
</tr>
<tr>
<td>5</td>
<td>No progress</td>
<td>Has failed to develop to the minimum standard acceptable</td>
</tr>
<tr>
<td>NT</td>
<td>Not Tested (must not be used in more than TWO categories)</td>
<td>Has not had the opportunity to develop at this stage</td>
</tr>
</tbody>
</table>
Please complete each of the following sections (remember to complete the appraisal and submit online via http://www.psnionline.org.uk/prereg/)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 - Additional comments:

Trainee – Additional comments:
PRE-REGISTRATION TRAINING

26 WEEK APPRAISAL FORM

This appraisal form is to be completed online and submitted to the Pharmaceutical Society via the pre-registration training website (http://www.psnionline.org.uk/prereg/). This form is to aid the structure of the appraisal event only and should not be submitted to the pharmaceutical Society.

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

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent</td>
<td>Has achieved the highest standard expected of a competent pharmacist and demonstrates this standard consistently</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
<td>Has achieved the required standard expected of a competent pharmacist and demonstrates this standard consistently</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrating progress, but not at standard for registration</td>
<td>Has made progress but needs further practice/training in order to demonstrate the standard consistently</td>
</tr>
<tr>
<td>4</td>
<td>Some progress</td>
<td>Has made some progress but requires further training/development</td>
</tr>
<tr>
<td>5</td>
<td>No progress</td>
<td>Has failed to develop to the minimum standard acceptable</td>
</tr>
<tr>
<td>NT</td>
<td>Not Tested (must not be used in more than TWO categories)</td>
<td>Has not had the opportunity to develop at this stage</td>
</tr>
</tbody>
</table>
Please complete each of the following sections (remember to complete the appraisal and submit online via [http://www.psnionline.org.uk/prereg/](http://www.psnionline.org.uk/prereg/))

<table>
<thead>
<tr>
<th>Development of sense of professional responsibility</th>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of pharmaceutical knowledge in practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude towards:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Patients/general public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to communicate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) With patients</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) With colleagues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) With members of other professions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to accept and take authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tutor - Additional comments:

Trainee – Additional comments:
PRE-REGISTRATION TRAINING

39 WEEK APPRAISAL FORM

This appraisal form is to be completed online and submitted to the Pharmaceutical Society via the pre-registration training website (http://www.psnionline.org.uk/prereg/). This form is to aid the structure of the appraisal event only and should not be submitted to the pharmaceutical Society.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrating progress, but not at standard for registration</td>
</tr>
<tr>
<td>4</td>
<td>Some progress</td>
</tr>
<tr>
<td>5</td>
<td>No progress</td>
</tr>
<tr>
<td>NT</td>
<td>Not Tested (must not be used in more than TWO categories)</td>
</tr>
</tbody>
</table>
Please complete each of the following sections (remember to complete the appraisal and submit online via [http://www.psnionline.org.uk/prereg/](http://www.psnionline.org.uk/prereg/))

<table>
<thead>
<tr>
<th>Development of sense of professional responsibility</th>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of pharmaceutical knowledge in practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude towards: (a) Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Patients/general public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to communicate: (e) With patients</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) With colleagues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) With members of other professions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to accept and take authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tutor - Additional comments:

Trainee – Additional comments:
PRE-REGISTRATION TRAINING

FINAL APPRAISAL FORM

This appraisal form is to be completed online and submitted to the Pharmaceutical Society via the pre-registration training website (http://www.psnionline.org.uk/prereg/). This form is to aid the structure of the appraisal event only and should not be submitted to the pharmaceutical Society.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent</td>
<td>Has achieved the highest standard expected of a competent pharmacist and demonstrates this standard consistently</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
<td>Has achieved the required standard expected of a competent pharmacist and demonstrates this standard consistently</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrating progress, but not at standard for registration</td>
<td>Has made progress but needs further practice/training in order to demonstrate the standard consistently</td>
</tr>
<tr>
<td>4</td>
<td>Some progress</td>
<td>Has made some progress but requires further training/development</td>
</tr>
<tr>
<td>5</td>
<td>No progress</td>
<td>Has failed to develop to the minimum standard acceptable</td>
</tr>
<tr>
<td>NT</td>
<td>Not Tested (must not be used in more than TWO categories)</td>
<td>Has not had the opportunity to develop at this stage</td>
</tr>
</tbody>
</table>
Please complete each of the following sections (remember to complete the appraisal and submit online via http://www.psnionline.org.uk/prereg/)

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of sense of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>professional responsibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application of pharmaceutical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>knowledge in practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude towards:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Patients/general public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to communicate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(g) With patients</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(h) With colleagues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) With members of other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>professions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to accept and take</td>
<td></td>
<td></td>
</tr>
<tr>
<td>authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tutor - Additional comments:

Trainee – Additional comments:
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

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

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Some progress</th>
<th>No progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent ability to assess prescriptions for safety and clinical appropriateness</td>
<td>Consistently demonstrates ability to assess prescriptions for safety and clinical appropriateness</td>
<td>Able to assess prescriptions for safety and clinical appropriateness on most occasions</td>
<td>Some ability to assess prescriptions for safety and clinical appropriateness but needs more consistency</td>
<td>Poor pharmaceutical knowledge demonstrated</td>
</tr>
<tr>
<td></td>
<td>Excellent knowledge and actively seeks to develop clinical knowledge</td>
<td>Good knowledge and keen to learn</td>
<td>Reasonable knowledge but requires occasional prompting</td>
<td>Shows gaps in pharmaceutical knowledge and does not address them on every occasion.</td>
<td>Consistently repeats errors despite instruction/advise being given by tutor</td>
</tr>
<tr>
<td></td>
<td>Able to answer queries to the highest standards and give the most up-to-date information</td>
<td>Able to answer queries with accurate and appropriate information</td>
<td>Occasional inconsistency in advice given</td>
<td>Sometimes defers queries to pharmacist without attempting to answer</td>
<td>Mostly defers queries to pharmacist without attempting to answer</td>
</tr>
<tr>
<td></td>
<td>Actively seeks opportunities to use their pharmaceutical knowledge to develop their role or to resolve any identified problems appropriately</td>
<td>Competent in use of information. Applies knowledge to clinical situations</td>
<td>Some improvement needed in ability to apply knowledge to clinical practice</td>
<td>Some inaccurate information</td>
<td>him/herself or provides some inaccurate information</td>
</tr>
<tr>
<td></td>
<td>Confidently and accurately assesses clinical needs of patient in relation to drugs</td>
<td></td>
<td>Takes steps to learn from past mistakes and amend practice</td>
<td></td>
<td>Does not show motivation to improve practice</td>
</tr>
</tbody>
</table>
## Attitude towards

### (a) Staff

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

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Impressively courteous, polite and helpful to patients</td>
<td>Shows good empathy and consideration of patient’s personal situation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Excellent ability to instil patient confidence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensures patient confidentiality at all times</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highly effective in his/her interaction with patients</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
<td>Always courteous and polite to patients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Instils patient confidence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensures patient confidentiality at all times</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Very effective in his/her interaction with patients</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory</td>
<td>Mostly courteous and polite to patients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aware of patient’s needs &amp; tries to be helpful</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aware of need to instil patient confidence but needs to be more assured</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aware of the need for patient confidentiality but needs more practice at managing confidential information and situations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mostly effective in his/her interaction with patients</td>
</tr>
<tr>
<td>4</td>
<td>Some progress</td>
<td>Occasionally off-hand in dealing with patients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lacks confidence which affects ability to instil confidence in patients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>But lacks ability to apply to practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Greater awareness of the need for patient confidentiality needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Makes an effort to interact with patients but improvement needed</td>
</tr>
<tr>
<td>5</td>
<td>No progress</td>
<td>Poor attitude to patients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fails to instil patient confidence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Poor awareness of confidentiality issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Uncaring attitude to patients</td>
</tr>
</tbody>
</table>
### Ability to communicate

**(a) With patients**

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
</table>
| **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

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

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th></th>
<th>Good</th>
<th></th>
<th>Satisfactory</th>
<th></th>
<th>Some progress</th>
<th></th>
<th>No progress</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Always takes constructive criticism in a professional manner &amp; 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 &amp; support other staff Always accepts accountability for own actions with excellent follow through</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Responds well to constructive criticism &amp; 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 &amp; support other staff Accepts accountability for own actions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>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 Is generally given respect from others but needs to be more assertive on occasion Makes an effort to delegate and support other staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Finds it difficult to accept constructive criticism Needs some reassurance when performing requested tasks and required standard not met consistently Occasionally uses own initiative Some difficulty delegating and supporting other staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Unwilling to accept constructive criticism Consistently poor performance at requested tasks Never uses own initiative – needs to be led No effort made to delegate and support other staff Not prepared to accept/recognise authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PRE-REGISTRATION TRAINING

FINAL DECLARATION

PRE-REGISTRATION TRAINEE’S NAME IN FULL (Please print)

TO: 
THE REGISTRAR
PHARMACEUTICAL SOCIETY NI

I (Tutor’s name in full, Please print)

Being the Tutor for the Pre-registration Experience undertaken at the following establishment(s)

HEREBY DECLARE THAT

TRAINEE’S NAME (in full)

TRAINEE’S ADDRESS

i. Has demonstrated competence appropriate to a registered pharmacist in all of the Performance Standards required by the Pharmaceutical Society of NI

ii. Has a professional attitude and sense of responsibility sufficient for a registered pharmacist

iii. Will have completed a period totalling one full calendar year of pre-registration training From To (insert dates of full training period)

iv. In my opinion, is able to apply in practice knowledge of the law relating to the practice of pharmacy and is a fit and proper person to be registered as a pharmaceutical chemist

DATE........................................... TUTOR’S SIGNATURE.............................................
PRE-REGISTRATION TRAINING

26 WEEK DECLARATION

PRE-REGISTRATION TRAINEE’S NAME IN FULL (Please print)

TO: THE REGISTRAR
PHARMACEUTICAL SOCIETY NI

I (Tutor’s name in full, Please print)

Being the Tutor for the Pre-registration Experience undertaken at the following establishment(s)

HEREBY DECLARE THAT

TRAINEE’S NAME (in full) ________________________________________________________________

TRAINEE’S ADDRESS _______________________________________________________________

___________________________________________________

i. Has demonstrated competence in relation to the performance standards required by the Pharmaceutical Society of NI.

ii. Has completed approximately 50% of performance standards at 26 weeks

iii. Has a professional attitude and sense of responsibility

iv. Will have completed a period totalling 26 calendar weeks of pre-registration training

From To (insert dates of full training period)

DATE........................................ TUTOR’S SIGNATURE...........................................
This syllabus has been produced by the Pharmaceutical Society NI to provide pre-registration students and their tutors with information about which aspects of pharmacy practice should be covered during the pre-registration training year.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Professional and Legal Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Pharmaceutical Society NI and other pharmaceutical bodies</strong></td>
<td>You must be able to demonstrate an understanding of:</td>
</tr>
<tr>
<td><strong>1.1 Pharmaceutical Society NI</strong></td>
<td>• Its structure, functions and responsibilities</td>
</tr>
<tr>
<td><strong>1.2 Structure and function of other pharmaceutical organisations</strong></td>
<td>• For example, Community Pharmacy Northern Ireland (CPNI.), Ulster Chemists Association (UCA.), National Pharmaceutical Association (NPA), Northern Ireland Centre for Pharmacy Learning and Development (NICPLD) and Guild of Healthcare Pharmacists</td>
</tr>
<tr>
<td><strong>1.3 Structure and function of other healthcare regulatory organisations</strong></td>
<td>• For example, Professional Standards Authority (PSA), Medicines and Healthcare Regulatory Agency (MHRA), General Pharmaceutical Council (GPhC) and Regulation and Quality Improvement Authority (RQIA), Royal Pharmaceutical Society (RPS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Professional ethics</th>
<th>You should be knowledgeable of all aspects of ethics relating to professional practice covered in the Code, Professional Standards and Guidance Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.1 The Code</strong></td>
<td>• The concepts of ethical decision making, liability, accountability and professional responsibility</td>
</tr>
<tr>
<td></td>
<td>• The standards of professional performance</td>
</tr>
<tr>
<td></td>
<td>• Principles and obligations</td>
</tr>
<tr>
<td></td>
<td>• The standards of good professional practice</td>
</tr>
<tr>
<td><strong>2.2 Clinical governance</strong></td>
<td>• The purpose and principles of clinical governance</td>
</tr>
<tr>
<td></td>
<td>• The application of clinical governance in pharmacy practice</td>
</tr>
<tr>
<td><strong>2.3 Continuing Professional Development (CPD) in pharmacy</strong></td>
<td>• The meaning and principles of lifelong learning</td>
</tr>
<tr>
<td></td>
<td>• The Northern Ireland system for undertaking and recording professional development</td>
</tr>
<tr>
<td><strong>2.4 Principles of audit</strong></td>
<td>• The purpose and process of audit and its application in improving practice</td>
</tr>
<tr>
<td></td>
<td>• Guidelines and Audit Implementation Network (GAIN)</td>
</tr>
<tr>
<td><strong>2.5 Roles and training requirements for pharmacy support staff</strong></td>
<td>• The roles commonly undertaken by healthcare staff in support of pharmacy services</td>
</tr>
<tr>
<td></td>
<td>• The training and/or qualifications required for such roles</td>
</tr>
</tbody>
</table>
### 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
- 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
- The legal requirements for the sale and supply of poisons, chemical reagents and spirits from pharmacies
- The requirements for the labelling and packaging of all the above substances
- The requirements for the supply of supplementary information for all the above substances
- The requirements for dealing with medicines returned to a pharmacy
  - Patient Group Directions
  - Non-medical prescribing
  - Handling of EEA prescriptions

#### 3.2 Health and safety at work
- The responsibilities of employers and staff to ensure the safety of everyone on the premises and the legislation affecting this duty
  - Health & Safety at Work Act
  - Control of Substances Hazardous to Health (COSHH) regulations
  - The principles of risk assessment and management

#### 3.3 Safe systems of work
- 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
- How relevant legislation protects the consumer of pharmaceutical services and how the pharmacist can practise within these controls
  - Trade Description Act
  - Data Protection Act
  - Medicines and Healthcare products Regulatory Agency (MHRA)

#### 3.5 Data protection and health records
- Aspects of legislation that pertain to the keeping and disclosure of data on computer and other recording systems

#### 3.6 Environmental protection
- Aspects of legislation that pertain to the safe disposal of special and controlled waste from the pharmacy

#### 3.7 Disability Discrimination Act
- Access to premises and pharmacy services

#### 3.8 The Health & Personal Social Services Northern Ireland
- 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), Local commissioning group (LCG), Transforming Your Care (TYC)
  - Pharmaceutical officers within the HPSS
  - The HPSS, the Department of Health & the Government
  - 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
- The requirements to register a pharmacy
  - The role of the superintendent pharmacist
  - The role of the responsible pharmacist
  - The role of the accountable officer and designated bodies
  - Community Pharmacy Premises Standards
# Section 2

## Clinical and Pharmaceutical Practice

<table>
<thead>
<tr>
<th>1 Pharmacological and therapeutic aspects of the provision of a pharmaceutical service</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Questioning</strong></td>
<td>• Appropriately communicating with patients</td>
</tr>
<tr>
<td><strong>1.2 Differentiation of symptoms, advice and referral</strong></td>
<td>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. The knowledge base for this objective includes:</td>
</tr>
<tr>
<td></td>
<td>• Signs and symptoms</td>
</tr>
<tr>
<td></td>
<td>• Epidemiology</td>
</tr>
<tr>
<td></td>
<td>• Aetiology</td>
</tr>
<tr>
<td></td>
<td>• Prognosis, severity and when to refer</td>
</tr>
<tr>
<td></td>
<td>• When a pharmacist can treat</td>
</tr>
<tr>
<td></td>
<td>• Therapeutics and pharmaceutics of OTC medicines including: indications, doses, dosage forms, contraindications, adverse effects, interactions with prescribed medicines, OTC medicines (including complementary and alternative medicines (CAM)).</td>
</tr>
<tr>
<td><strong>1.3 Reading and interpreting prescriptions</strong></td>
<td>• The analysis of prescriptions to ensure that treatment is appropriate. The ability to identify appropriate dosage levels when interpreting prescriptions, including those for at risk-groups.</td>
</tr>
<tr>
<td><strong>1.4 Therapeutic knowledge base</strong></td>
<td>• The therapeutic usage of drugs and preparations used in the treatment of diseases. The use of evidence based medicine</td>
</tr>
<tr>
<td><strong>1.5 Drug action, absorption, distribution, metabolism and elimination</strong></td>
<td>• The interpretation and evaluation of data on the mechanism of drug action, absorption, distribution, metabolism, elimination and the effects of the extremes of ages.</td>
</tr>
<tr>
<td><strong>1.6 Drug interactions</strong></td>
<td>• The interpretation of potential drug-drug, drug-CAM and drug-food interactions to assess the likelihood of interactions, their risk and management</td>
</tr>
<tr>
<td><strong>1.7 Adverse drug reactions and side effects</strong></td>
<td>• 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</td>
</tr>
<tr>
<td><strong>1.8 Cautions and contra-indications</strong></td>
<td>• The circumstances in which commonly prescribed and purchased medicines are cautioned or contra-indicated</td>
</tr>
<tr>
<td><strong>1.9 Advice to patients, carers and the public</strong></td>
<td>• Labelling of the dispensed product appropriately with normal cautionary and advisory labels</td>
</tr>
<tr>
<td></td>
<td>• Warning cards/booklets</td>
</tr>
<tr>
<td></td>
<td>• 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</td>
</tr>
<tr>
<td><strong>1.10 Advice to healthcare professionals</strong></td>
<td>• The use of an appropriate style of communication for advising health care professionals about medicines</td>
</tr>
<tr>
<td></td>
<td>• When it is appropriate to contact a prescriber and the best manner in which to make contact</td>
</tr>
<tr>
<td><strong>1.11 Health promotion</strong></td>
<td>• Environmental, social, lifestyle and dietary factors that influence health</td>
</tr>
<tr>
<td></td>
<td>• Concepts of health and disease based on public health models</td>
</tr>
<tr>
<td></td>
<td>• Health screening as a basis for health promotion</td>
</tr>
<tr>
<td><strong>1.12 Emergency measures</strong></td>
<td>• The provision of advice and/or first aid in response to a request for or need for help in emergency</td>
</tr>
<tr>
<td></td>
<td>• Referral to hospital or general practitioner</td>
</tr>
<tr>
<td><strong>1.13 Counselling requirements</strong></td>
<td>• Circumstances or situations in which patients or other clients require information</td>
</tr>
</tbody>
</table>
|  | • The nature of that information and the most appropriate way to provide it to the
### 1.14 Optimising use of medicines
- The purpose and principles of medicines management and pharmaceutical care
- Medicines Use Review

### 1.15 Interpretation of test results
- The normal ranges for blood pressure, key blood components, lung function, kidney function, liver function tests
- The normal ranges for therapeutic blood levels of drugs with a narrow therapeutic index
- The normal ranges for key parameters of bodily function e.g. normal body temperature, respiratory rate
- The implications of figures outside these ranges
### 2 The use of reference books and other information sources in the practice of pharmacy

#### 2.1 Reference sources
- Community Pharmacy (P Rutter)
- British National Formulary/British National Formulary for Children
- The Drug Tariff (N Ireland)
- Stockley's Drug Interactions
  in addition the student should be familiar with
- Martindale – the Extra Pharmacopoeia
- The Code
- Professional Standards and Guidance
- The electronic Medicines Compendium (eMC)
- Diluent Directories
- Pharmacy Law and Ethics (Dale & Appelbe)

#### 2.2 Regional Medicines Information centres
- The functions and specialist applications of Regional Medicines Information Centres

### 3 Systems and Procedures

#### 3.1 HPSS funding for pharmacy services
- The Drug Tariff, why it is used and how
- Core services and additional services
- Pharmaceutical Clinical Effectiveness programme

#### 3.2 Prescribing guidelines, data and formularies
- The purpose of prescribing guidelines and of data from pricing authorities
- The purpose of local formularies
- 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)

#### 3.3 Operating procedures in primary and secondary care
- The reasons for standardising operating procedures in hospital and community pharmacies
- Standard Operating Procedures (SOPs) required under the Responsible Pharmacist Regulations and The Code
- Northern Ireland Medicines Governance Team policy/recommendations
- The main areas covered by such procedures / protocols

#### 3.4 Responding to adverse drug reactions
- The correct actions to take in response to a client reporting an adverse drug reaction, including the national reporting scheme

#### 3.5 HPSS complaint procedure
- The principles of the HPSS complaint procedure with reference to complaints about pharmaceutical service
- Individual pharmacy complaints procedure
### 4 Pharmaceutical aspects of practice

<table>
<thead>
<tr>
<th>Section</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Calculation</td>
<td>Perform accurately all types of calculations relating to pharmacy practice</td>
</tr>
<tr>
<td>4.2 Dilution</td>
<td>The correct procedures for the dilution of solid, semi-solid and liquid dosage forms, including selection of the correct diluent</td>
</tr>
<tr>
<td>4.3 Formulation and preparation</td>
<td>How to develop a suitable formula for preparing extemporaneous products in community and hospital practice</td>
</tr>
<tr>
<td></td>
<td>How to apply suitable methods and procedures for the preparation of sterile and non-sterile products</td>
</tr>
<tr>
<td>4.4 Good dispensing practice</td>
<td>The principles and practices involved in ensuring an accurate and efficient dispensing process</td>
</tr>
<tr>
<td>4.5 Special handling requirements</td>
<td>The additional precautions necessary when preparing and dispensing cytotoxic and other products requiring health and safety precautions</td>
</tr>
<tr>
<td>4.6 Stability of dispensed preparations</td>
<td>The factors affecting the stability of medicinal products (including those dispensed extemporaneously) and the impact of these factors on storage and labelling</td>
</tr>
</tbody>
</table>

### 5 The Principles of Procurement, Storage and Stock Control of Medicines

<table>
<thead>
<tr>
<th>Section</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Procurement</td>
<td>The principles for procurement of pharmacy stock</td>
</tr>
<tr>
<td>5.2 Wholesaling</td>
<td>The role of wholesalers and purchasing agreements with wholesalers</td>
</tr>
<tr>
<td>5.3 Storage</td>
<td>Appropriate storage conditions for all pharmacy stock</td>
</tr>
<tr>
<td>5.4 Stock control</td>
<td>A working knowledge of the principles of stock control</td>
</tr>
<tr>
<td></td>
<td>The assessment of stock levels and replenishment of stock from various sources</td>
</tr>
<tr>
<td></td>
<td>The principles and methods for assuring the quality of pharmacy products and materials supplied to and from the pharmacy</td>
</tr>
</tbody>
</table>
PRE-REGISTRATION TRAINING
REGISTRATION EXAMINATION ENTRY FORM

I confirm that I:  

(FULL NAME, INCLUDING YOUR MIDDLE NAME(S) IF APPLICABLE, IN BLOCK CAPITALS)

wish to enter the examination to register as a pharmaceutical chemist to be held in JUNE / OCTOBER 
(Delete as appropriate)

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)". This must be signed and dated by the pre-registration tutor.

- Examination fee (check website for amount due) cheque payable to "Pharmaceutical Society NI" 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 Pharmaceutical Society before you sit the examination.

By signing below you are confirming the following:

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

Signed: 

DECLARATION BY TUTOR

I witness the above declaration by my trainee (named on this form) and confirm that they will have completed a satisfactory 45 weeks (or be in their 45th week of pre-registration training) from the commencement date of his/her pre-registration training in accordance with the Regulations for pre-registration experience by the date of the Registration Examination they have chosen to sit.

Signed: 

FULL NAME: (BLOCK CAPITALS)

Send this form and enclosures to the Pharmaceutical Society NI, 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). Your ratified entry form/examination number will be posted to the address that is held for you, if you wish it to be sent to an alternative address please provide details below:
Pharmaceutical Society NI

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 Pharmaceutical 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 Pharmaceutical 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 Lead as soon as possible.

The Education, Standards and Registration Committee of the Council of the Pharmaceutical 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 2017

PRINT IN BLOCK CAPITALS:
Surname of Trainee: ........................................................................
First Names of Trainee: .......................................................... Title of Trainee: ......................

1. The following documentation must be RECEIVED by the Pharmaceutical Society no later than two weeks before your registration date (you will register on the anniversary of your start date) to ensure registration on the anticipated date.

(TICK THE BOX TO INDICATE ITEM ENCLOSED OR COMPLETE AS NECESSARY)

- New Regrant Form (all parts completed and signed)
- Fee (check on website; penalties accumulated during year must be included)
- Final appraisal AND all grades MUST be 1 or 2 (submitted via training website)
- Final 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)

- 26 Week Declaration (if 6 months training in hospital)
- E-portfolio (completed no later two weeks before your registration date)
- 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)

- Attended Probity Training (Helping You Get It Right)
- 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: ........................................

For office use only