

# Standards for Pre-Registration Training

Pharmaceutical Society of Northern  
Ireland

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## Standards

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These standards are for all trainees, prospective trainees, pre-registration tutors and employing organisations.

## Terminology

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The Pharmacy (Northern Ireland) Order states there *'there shall be kept a register of students'*. Pre-registration students are considered trainee pharmacists and will be referred to in the standards for pre-registration training as **'trainees'**.

The term **'trainee'** refers to any registered person undertaking pre-registration training in Northern Ireland with the aim of being admitted to the register of pharmacists.

The term **'tutor'** refers to any registered pharmacist, who agrees to supervise the trainee, accepts the associated governance responsibilities of tutoring and meets the published criteria for being a tutor as specified by the Pharmaceutical Society of Northern Ireland.

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

The term **'relative'** refers to a person connected by blood (parent, sibling, offspring, cousin, niece and nephew), marriage or civil partnership.

The **Pre-registration Lead** is responsible for the management and development of the pre-registration programme and provides support to pre-registration trainees and tutors alike.

### Key

(s) Denotes standard

(g) Denotes guidance

## **1. Aims and objectives for pre-registration training**

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- (1) The primary aim of the pre-registration training experience is to reinforce among the trainees an awareness that they are to become members of a healthcare profession, and to develop a professional attitude and a sense of responsibility, embracing the requirements of the Code of Ethics and its associated standards and guidance.
- (2) **The objectives for pre-registration training are:**
- (a) To give the trainee experience of applying in practice the knowledge acquired during their undergraduate course / Overseas Pharmacist Accreditation Programme (OSPAP).
  - (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 pharmaceutical practice.
  - (d) To develop the ability of the trainee to communicate clearly with members of the public and allied health professions.
  - (e) To give the trainee an appreciation of the pharmacist's extended role within and outwith the health service, the pharmaceutical industry, and within the community.
  - (f) To give the trainee an appreciation of the need for continuing study i.e. continued professional development (CPD), throughout their professional career.
  - (g) To increase the trainee's awareness of the whole spectrum of pharmaceutical activities, including a direct involvement with patients regarding the proper use of medicines and the promotion of good health.
  - (h) To bring the trainee to the commencement of a career in pharmacy with a:
    - (i) willingness to make professional decisions within his current sphere of competence.
    - (ii) desire to improve his competence through gaining additional experience.
    - (iii) knowledge of the need for continuing professional development.
  - (i) To give the trainee an understanding of the development, structure and functions of:
    - (i) the Pharmaceutical Society of Northern Ireland.
    - (ii) other pharmaceutical bodies and organisations within the United Kingdom and Ireland.

### **Note for information**

It is expected that having completed the pre-registration training year and having achieved a satisfactory standard in all compulsory assessments, the trainee will have met the aims and objectives of pre-registration training.

## 2. Registering as a trainee

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In order to register as a pre-registration pharmacist a potential trainee must:

- (1) Organise his pre-registration training placement in an establishment that has been approved for this training purpose (section 6) under the supervision of an accredited tutor (section 7). **(s)**

### Explanation

Pharmacists qualifying to register from the pre-registration programme must meet the standards to maintain public confidence in the profession and ensure public safety. To allow the trainee to experience as high a level of training environment as possible his tutor must be accredited and the employer/superintendent meet the premises requirements set out on the pre-registration application form. This will allow a sound basis to begin training.

- (2) Apply in writing **by a date stipulated by the Pharmaceutical Society of Northern Ireland each year before** commencing his training, using only the specified application form, providing confirmation of the date of commencement of training, where he is to undergo training and the name(s) of his tutor(s) for the full period of training.

Applications will not be accepted if submitted after the **date stipulated by the Pharmaceutical Society of Northern Ireland each year.** **(s)**

### Explanation

This deadline is to ensure there is adequate time to receive and process applications.

- (3) Submit documentary evidence that he has been awarded an accredited degree/or equivalent qualification<sup>1</sup> in pharmacy at a UK-based University recognised by the Pharmaceutical Society of Northern Ireland. **(s)**

### Explanation

The Pharmaceutical Society of Northern Ireland must have documentary evidence of accredited qualifications to ensure all trainees entering the pre-registration programme are suitably qualified.

- (4) Pay in full the required fee to the Pharmaceutical Society of Northern Ireland. **(s)**

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<sup>1</sup>OSPAP overseas pharmacist accreditation programme

- (5) Be familiar with and accept the rules and regulations on pre-registration training specified by the Pharmaceutical Society of Northern Ireland and outlined in these standards. **(s)**
- (6) Be in good health. **(s)**

**Explanation**

Trainees entering the pre-registration training programme must be of appropriate good health as they are entering a patient facing profession and safety of the public is the highest priority.

**Notes for information**

Good health is defined as having no reason on grounds of mental and physical health, why he should not be able to discharge the responsibilities of (a) a trainee pharmacist (b) a registered pharmacist.

- (7) Affirm that he will abide by the Code of Ethics and Professional Standards and Guidance. **(s)**
- (8) Be fit to practise as a pre-registration trainee. A statutory declaration must be made that there is nothing in his past history, conduct or character that, having regard to patient safety and public health, would render it unsafe for him to undertake pre-registration training. **(s)**

**Explanation**

Trainees entering the pre-registration training programme must be of good character as they are entering a healthcare profession and the safety and welfare of the public are the highest priority. Any such issues must be brought to the attention of the Registrar prior to initiation of training and each application will be dealt with on a case by case basis.

- (9) In addition an applicant wishing to be registered as a trainee must:
- (i) not have been refused permission to join the General Pharmaceutical Council (GPhC) training programme/Register. **(s)**
  - (ii) not have previously failed the GPhC registration examination three times or where there is any other reason that has resulted in refusal by the GPhC to permit him to undertake or complete pre-registration training. **(s)**
  - (iii) not have taken longer than eight years from commencing the MPharm degree programme to graduation and completion of pre-registration training or four years from commencement of the Overseas Pharmacist Assessment Programme (OSPAP) route. **(s)**
  - (iv) not have taken longer than 24 months from graduation to commencement of pre-registration training. **(s)**
  - (v) any extenuating circumstances for 9 (iii) and (iv) may be considered on a case by case basis on the submission of supporting evidence. **(s)**

### **Explanation**

Trainees must not have been refused permission to join the GPhC register/training programme as the Pharmaceutical Society of Northern Ireland wish to maintain consistency with GB on pre-registration training across the UK.

Trainees must not have taken longer than eight years to graduate with an MPharm degree and complete their pre-registration training or four years for the OSPAP qualification. Training must commence within 24 months of receiving their MPharm qualification.

These measures are put in place to ensure the trainees knowledge and skills are up to date with regard the Pharmacy environment.

**The training period will not be recognised unless all of the conditions specified above are met in full**

### **Notes for information**

Suitable sites normally include community pharmacies and hospital pharmacies. A six month industrial training programme in association with six months in community or hospital pharmacy is also permitted, provided the industrial site has been granted prior approval to provide a pre-registration training placement.

Training can be completed in a variety of pharmacy sites, but must include a minimum of 26 weeks in a patient facing site, in either a community or hospital pharmacy, during the 52 weeks of pre-registration training.

Training in non-patient facing sites can be undertaken for a maximum of 26 weeks and must form part of the 52-week training programme.

Non-patient facing sites can include the pharmaceutical industry, prison pharmacy, primary care organisations (or their equivalent), Academia or Veterinary Pharmacy. The list is not limited to these sectors of practice. An application for training in any non-patient facing site should be made in advance of commencement of any training (application available on request).

Undergraduates in the final year of their degree programme, who intend to start their pre-registration training within a short period of graduation, must submit their application by a date stipulated by the Pharmaceutical Society of Northern Ireland and provide the documentary evidence as soon as it is available that they have been awarded an appropriate degree.

It is only possible to start pre-registration training provided there is written evidence from the university awarding the degree that the trainee has been successful. A certified true copy of the original university degree certificate must normally be submitted for verification within two months of commencing training.

If there is any doubt about any aspect of the requirements, clarification should be sought from the employer, tutor or from the Pharmaceutical Society of Northern Ireland.

If undertaking a PhD immediately after graduation – it should be noted that the eight year stipulation at 9 (iii) above will still apply.

### **3. Pre-registration trainee employment conditions**

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- (1)** Employment for pre-registration training is only acceptable if it is full-time and during normal working hours of the establishment concerned. **(s)**
- (2)** Periods of training must total one continuous year and include the normal holiday entitlement for the establishment concerned and public holidays. **(s)**
- (3)** The trainee will be expected to work 35 - 45 hours per week. If an establishment opens for an extended period each day, the hours of employment must be agreed with the employer, provided the total number of hours worked per week does not exceed the 35 - 45 hours specified. **(s)**
- (4)** If a trainee is absent on sick leave, or for any other reason (excluding normal holiday entitlement), for more than the equivalent of one working week the Pharmaceutical Society of Northern Ireland must be informed. A maximum total absence of 42 days (inclusive of annual leave, sick leave, public and bank holidays) out of the 52 weeks pre-registration training is allowed before an extension to training is required. The Pharmaceutical Society of Northern Ireland has the discretion with regard to any allowances that can be made. **(s)**
- (5)** Pre-registration training must not normally be undertaken in an establishment in which the trainee has a potential conflict of interest, for example where there is significant financial interest or where the trainee is related<sup>2</sup> to an owner, director or employee (including a tutor) of the pharmacy where they will be training. **(s)**

#### **Notes for information**

Trainees will be registered as pre-registration pharmacists with the Pharmaceutical Society of Northern Ireland for one continuous years training, after which they will cease to be registered as pre-registration pharmacists. Those undergoing agreed extensions to training will remain on the register of pre-registration pharmacists for the agreed training period.

It is considered a conflict of interest for a trainee to undertake pre-registration training in an establishment in which the trainee has a significant financial interest or where the trainee is related to an owner, director or employee (including a tutor) of the pharmacy where they will be training. In exceptional circumstances, if a trainee wishes to be considered for pre-registration training in an establishment in which the trainee has a potential conflict of interest or other than on a full time basis he must apply in writing to the Pharmaceutical Society of Northern Ireland.

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<sup>2</sup> See definition on page 3



#### **4. Pre-registration training requirements for trainees**

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- (1) The trainee is required to demonstrate that he has developed adequate competence during his training such that upon joining the Pharmaceutical Register, he will be able to undertake all the duties of a pharmacist.

Competence is having the necessary skills, knowledge and attitudes to consistently undertake the role of a pharmacist. Performance standards have been specified and published which make explicit the competencies to be developed. All performance standards must be achieved before the final declaration document can be signed by the tutor. **(s)**

##### **Explanation**

Tutors must validate all performance standards claimed by the trainee to ensure they are of a satisfactory standard. Ensuring trainees complete their portfolio to a satisfactory standard will result in many aspects of pharmacy being covered in depth and will provide a sound knowledge base on completion of training.

- (2) The trainee is required to prepare a portfolio of evidence to demonstrate completion of the performance standards. The trainee must achieve a satisfactory standard in all performance standards in order to complete the pre-registration training year. **(s)**
- (3) The trainee must complete all mandatory elements of training. **(s)**
- (4) The trainee must attend all mandatory training days. **(s)**

##### **Explanation**

Mandatory study days are now deemed to be essential components of the training programme and must be attended by all trainees to receive required training in these areas.

- (5) The trainee's progress will be assessed regularly by his tutor. The purpose of this procedure is to help both the tutor and trainee to regularly monitor progress during the year. It should be carried out openly and jointly to enable any problems to be fully addressed as they occur. **(s)**
- (6) Reports throughout the year on trainee progress must be submitted using only the specified procedure and must meet the deadlines specified. **(s)**
- (7) The trainee must achieve a pass in the registration examination within a maximum of three entries (section 5). **(s)**

- (8) If a trainee fails to make satisfactory progress throughout the year and/or fails to attain a satisfactory standard at the end of the training period, his training will be reviewed and he may be required to extend his training for a further period until he is deemed to have achieved a satisfactory standard by tutor appraisal/passing the registration examination. (s)

**Explanation**

This extended training period is to ensure that trainees joining the register are fit and competent to work as pharmacists.

- (9) *During the year, if the trainee experiences any problems in relation to the training provided, the matter should first be discussed with the pre-registration tutor, and then, if necessary, with the Pre-registration Lead. Problems addressed at an early stage have a higher chance of being resolved. (g)*
- (10) While recognising the important role of his tutor, the trainee must nevertheless at all times take responsibility for his own learning. (s)
- (11) The trainees must review their training contract with their tutor and sign it prior to commencement of pre-registration training. (s)

**Explanation**

A training contract will provide a structure to the training year and will be available for use as a reference tool if required.

## 5. Requirements for the Registration Examination

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- (1) A pass in the registration examination is a pre-requisite for registration. (s)
- (2) The Pharmaceutical Society of Northern Ireland will hold sittings of the registration examination in June and October of each year. (s)
- (3) The syllabus for the examination will be as defined and published by the Pharmaceutical Society of Northern Ireland and is an assessment of the knowledge and understanding of topics that form the core of knowledge required for effective professional practice. (s)
- (4) All aspects of the examination and associated procedures will be subject to annual review and amendment. (s)

### Notes for information

All details of the registration examination will be hosted on the Pharmaceutical Society of Northern Ireland website and it will be the pre-registration trainee's responsibility to ensure they are up to date with all current relevant information.

### (5) Conditions of Admission

- (a) A person shall be eligible to sit the examination upon completion of at least **45 weeks pre-registration training of a full time placement** in a pharmacy registered in Northern Ireland which is accredited for training on payment of the entrance fee stipulated, and the production of evidence to satisfy the Registrar as to his identity and satisfactory progress in pre-registration training. (s)
- (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 trainee will have to meet such additional requirements as are specified before once again becoming eligible for entry to the examination. (s)

### Explanation

Eligibility to sit the examination for the first time will lapse 18 months after the satisfactory completion of the pre-registration training.

This is to ensure that trainee's knowledge and skills are up to date. After 18 months have lapsed further training will be required prior to sitting the registration examination.

**(6) Entry and re-entry to examinations**

- (a)** The total number of allowable attempts at the registration examination is three. This includes all prior attempts at the GPhC's registration examination. **(s)**

**Explanation**

The total number of examination attempts allowed is three. This is written in the Pharmaceutical Society of Northern Ireland (General) Regulations (Northern Ireland) 1994 to remain in harmony with the rest of Great Britain; this includes all prior attempts at the GPhC's registration examination.

- (b)** The examination entry form and all the required information as specified below must be submitted at least **six weeks** before the date of the examination.
- The appropriate examination fee must be paid.
  - Two passport sized photographs must be submitted, 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 must be signed and dated by the tutor in each case. **(s)**

**Explanation**

Examination entry forms are required to be submitted at least six weeks before the date of the registration examination.

This is to give sufficient time for processing the application, organising the appropriate examination invigilation and paper printing.

Photographs bearing confirmation that this is 'a true likeness of the trainee' is required to reduce the risk of impersonation in the examination.

- (c)** The Registrar reserves the right to refuse a late application for entry to the examination for first or re-entry trainees who fail to comply with any of the conditions specified above.

Such persons will only be permitted to sit the examination if they can prove postage 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 unforeseen and beyond the control of the trainee. An additional administration fee may be applied to late applications. **(s)**

- (d) Any request for special examination arrangements for a trainee with a permanent or temporary disability should normally be made at the time of application to sit the examination.

The disability should be described and the nature of the special arrangements requested outlined. The Pharmaceutical Society of Northern Ireland reserves the right to request supporting (medical) evidence for any adjustment requested. This is required in all cases when the requested adjustment is for additional time. Further guidance is available from the Pharmaceutical Society of Northern Ireland. Trainees who develop a disability shortly before the examination should inform the Pharmaceutical Society of Northern Ireland immediately. (s)

- (e) *Trainees will be admitted to the examination, only on production of a ratified entry form with affixed photograph. This will be sent to trainees no later than two weeks before the date of examination. On introduction of a pre-registration trainee identity (ID) card, this must be used for identification when sitting the registration examination. (g)*

- (f) A trainee who informs the Registrar in writing (not less than seven days before the date of the examination of the withdrawal of his entry) will be regarded as not having made an entry. (s)

- (g) Trainees who do not attempt the examination due to illness, accident, bereavement or other adequate cause, or who fall ill during the examination, for which **appropriate certification must be provided**, will be regarded as not having made an entry. (s)

- (h) Trainees who under the provisions of (e), (f) or (g) above are deemed not to have made an entry will be eligible to sit the next following examination without undergoing practice experience beyond an initial satisfactory 52 weeks pre-registration training. (s)

- (i) The Pharmaceutical Society of Northern Ireland will specify the reference sources permitted in the Open Book examination. Trainees are required to bring their own copies of these reference sources in the editions specified to the registration examination. (s)

- (j) After payment of the required fee a pre-registration trainee who:
- (i) Fails the registration examination at the first attempt must sit the examination again within the following eighteen months. (s)
  - (ii) Fails the examination at the second attempt shall be required to complete a satisfactory period of six continuous months employment in an approved Northern Ireland community or hospital pharmacy and must sit the examination for a third and final attempt within twelve months of completion of such period of employment. (s)

**Explanation**

(6)(j) (i) and (ii) If a trainee fails the registration examination at the first attempt they must sit it again within the following 18 months and on failing a second attempt the trainee must complete a further satisfactory period of six months employment. This is written into the Pharmaceutical Society of Northern Ireland (General) Regulations (Northern Ireland) 1994.

- (iii) Fails to sit any examination within the time frame specified, must satisfactorily complete a further period of six continuous months full-time supervised employment in a patient facing establishment. (s)
- (iv) All extended periods of pre-registration training will be subject to assessment. (s)

**Explanation**

If a trainee fails to sit the examination within the timeframe specified they must complete a further period of six months full-time supervised employment in a patient-facing establishment. This is to ensure training is still current to practising as a pharmacist.

## 6. Pre-registration training requirements of employers

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- (1) All establishments in which pre-registration training is provided must be approved for this purpose. The relevant section of the pre-registration application form must be completed by the pharmacy owner/superintendent to ensure premises meet the needs of the trainee. (s)

### Explanation

Approval of pharmacy premises as a training establishment is completed on a yearly basis as part of the pre-registration application process. The details set out in this section of the application form are required on an annual basis to ensure the pharmacy premises comply with training requirements in order to meet the training needs of the trainees.

- (2) Applications for approval of an establishment should be made on the pre-registration application form. (s)
- (3) The employer must ensure that a suitably qualified tutor is available to supervise the trainee before offering employment to the trainee and that the tutor will be able to fulfil the role of tutor as specified. (s)
- (4) The programme of experience provided by the employer should enable the trainee to develop the competencies specified in the Performance Standards programme. A detailed description of the experiences to be undertaken will be published and provided at the commencement of pre-registration training. (s)
- (5) If any aspect of competency development cannot be ensured at the employing establishment, alternative arrangements to develop the competency must be in place and these must be explained to the trainee. This may include attendance at training events identified by the tutor. (s)

### Explanation

If any aspect of competency development cannot be ensured at the employing establishment alternative arrangements must be put in place. This is to ensure a rounded training opportunity. The aim is to ensure that all trainees will have access to appropriate training throughout their training year.

- (6) Facilities within the establishment should allow the trainee to keep up to date with recent developments relevant to the practice of pharmacy. Specified reference sources must be available in paper based or electronic form prior to the commencement of each period of pre-registration training. (s)
- (7) The employer must agree to allow the trainee to attend the mandatory training days specified. Attendance at mandatory training days is normally during the working week. The trainee is not expected to take these days as holidays but should be given this time off work. (s)

#### Explanation

Trainees are considered supplementary to the workforce and attendance at mandatory training days is a requirement of the pre-registration programme and these should not be deducted from a trainee's annual leave.

- (8) *The employer is encouraged to allow the trainee to attend any additional training events that are identified as being conducive to his development. (g)*
- (9) An employer must be aware of all the requirements for pre-registration training. (s)
- (10) An employer, who is not the tutor, must be aware of the duties and responsibilities of a tutor and commit and agree to facilitate the tutor to enable her to carry out these duties. (s)
- (11) Pre-registration training must not normally be undertaken in an establishment in which the trainee has a potential conflict of interest, for example where there is significant financial interest or where the trainee is related to an owner, director or employee (including a tutor) of the pharmacy where they will be training. (s)

#### Explanation

This is to ensure training is impartial and there can be no influence with regards the completion of training assessments for the individuals.

- (12) The pre-registration training site must have internet access. The trainee should be given access to the internet if required during designated Personal Protected Professional Development Time. Trainees must adhere to the employer's standards on internet behaviour. (s)

#### Explanation

The pre-registration training portfolio is an on-line based recording system. The portfolio will contain cycles of learning used to meet the requirements detailed in the performance standards. Training sites are required to have internet access and allow trainees to use the internet during the working week to aid training as appropriate to the workflow of the Pharmacy. Online access will give the trainee and tutor the opportunity to review the online portfolio together.



#### **Notes for information**

**Personal Protected Professional Development Time** is to be given to the trainee to allow him to concentrate on improving specifics of practice. This should be agreed with the tutor and will involve different areas related to the pre-registration experience. The time may be spent developing areas of practice e.g. Over The Counter (OTC) experience, training opportunities provided by his tutor/employer, developing his portfolio, studying for the registration examination or other activities identified throughout the training year. Review of how time is spent should be discussed on a regular basis by the tutor and the trainee.

- (13) An employer/superintendent pharmacist must ensure that the pre-registration trainee will have onsite Personal Protected Professional Development Time agreed by both the trainee and the tutor. Training needs should be reviewed regularly. A minimum of the equivalent of four hours per working week must be dedicated to Personal Protected Professional Development Time. (s)

#### **Explanation**

Pre-registration trainees are supplementary to the pharmacy workforce. Trainees are expected to study and complete a portfolio during their training year and prepare for a registration examination. Protected time is to be given to trainees to aid with study and professional development.

#### **Notes for information**

In exceptional circumstances a trainee may wish to be considered for pre-registration training other than in a full-time capacity or in an establishment where the trainee is related to an owner, director or employee (including a tutor) of the pharmacy where they will be training. Under such circumstances he must apply in writing to the Pharmaceutical Society of Northern Ireland.

If such circumstances arise during pre-registration training the trainee must inform the Pharmaceutical Society of Northern Ireland.

## 7. Pre-registration training requirements of tutors

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- (1) A pharmacist can only act as pre-registration tutor after a minimum of three years practice within the previous five years as a registered pharmacist, in the aspect of pharmacy with which the particular establishment is concerned. (s)

### Explanation

If a pharmacist wishes to be a tutor they must have a minimum of three years practice experience within the previous five years in the field in which they wish to tutor e.g. community or hospital pharmacy. This is to ensure that the tutor has the relevant experience to be a tutor in their chosen area of pharmacy.

- (2) A pharmacist who wishes to act as a pre-registration tutor must first complete any courses of instruction specified. This is normally a one day course. Courses are only offered on set dates each year (see website for details). (s)
- (3) A pharmacist who has completed the first pre-registration tutor training course must attend within the next 5 years a further course of instruction as specified in order to continue to be recognised as a tutor. (s)

### Explanation

Having completed a training course tutors must attend a course again within the next 5 years. This re-accreditation is to ensure a high level of tutoring and give tutors the opportunity to refresh their skills and meet fellow tutors to discuss aspects of tutoring. It also gives tutors the opportunity to ask any questions relating to the pre-registration process.

- (4) Pre-registration training must not normally be undertaken in an establishment in which the trainee has a potential conflict of interest, for example where there is significant financial interest or where the trainee is related to an owner, director or employee (including a tutor) of the pharmacy where they will be training. (s)

### Explanation

This is to ensure training is impartial and there can be no influence with regards to a trainees training assessments.

- (5) With the exception of one particular circumstance, the pre-registration tutor must normally personally supervise only one trainee at a time.

The exception to this rule can be at the beginning or end of a period of pre-registration training if a trainee wishes to commence training in an establishment with a particular tutor before another trainee has completed his training. Normally up to six weeks overlap is permitted. A further extension beyond this period may be requested in writing by the tutor and an explanation for the request is required prior to the commencement of training. (s)

**Explanation**

Tutors are expected to supervise only one trainee at a time to ensure that trainees receive the highest level of training possible.

A six week overlap period of trainees is allowed. This is to ensure that employers do not miss out on the opportunity to train a pre-registration trainee year after year and trainees do not miss the opportunity to attain a suitable training site.

- (6) A tutor must be aware of all the requirements for the pre-registration training programme. This includes reviewing and signing a training contract at the beginning of the pre-registration training year. (s)

**Explanation**

A training contract ensures a tutor is aware of their responsibilities regarding the training of the trainee and also gives the tutor a referral source if required to deal with any issues that may arise during the year.

- (7) A tutor must be aware of and accept the responsibilities of being a tutor as specified. This includes taking responsibility for pre-registration training, undertaking to complete all appraisals and assessment of portfolios, liaising with the Pharmaceutical Society of Northern Ireland and making the final declaration. In the event that a tutor is not in a position to complete the final declaration, another pharmacist working in the establishment may, subject to the prior approval of the Pharmaceutical Society of Northern Ireland complete the final declaration. (s)

**Explanation**

This standard has been put in place to ensure that in the event of a tutor not being in the position to sign off the trainee at the end of the training year that it does not necessarily mean the trainee will not be able to register. Each specific case will be viewed on its own merits.

- (8) Tutors must be a member of the pharmacy's staff with whom the trainee can have regular contact to ensure the quality of supervision and training. (s)

- (9) In any period of training in one approved establishment, the pre-registration tutor normally shall be engaged full time\* in the same premises as the trainee, except in hospital programmes of training where pre-registration trainees move from one premises to another to undertake the full range of training, in which case the pre-registration tutor shall undertake to meet each trainee in the trainee's place of employment at least once a month. If the tutor is NOT engaged full time in the same premises as the trainee, the Pharmaceutical Society of Northern Ireland must be informed in writing as part of the application process, before commencement of training. The time spent by the tutor at the training premises should be specified as well as the supervisory arrangements in place for when the tutor is not on the premises. (s)

**\* The Pharmaceutical Society of Northern Ireland defines full-time as a pharmacist working a minimum of 30 hours over a minimum of four days in the pharmacy where the trainee is based.**

- (10) If a tutor works less than 30 hours and there is a second qualified tutor working in the same pharmacy, it is permitted that both tutors share the responsibility for the pre-registration training. The total hours worked must meet the minimum full-time requirement. Both tutors must write to the Pharmaceutical Society of Northern Ireland describing the tutoring arrangements they wish to adopt and the trainee must also indicate in writing his understanding and acceptance of the arrangements. Both tutors must co-sign appraisals and the final declaration. (s)
- (11) While it is the responsibility of each trainee to inform the Pharmaceutical Society of Northern Ireland in writing by the date specified prior to the commencement of training, where he is undergoing training and the name(s) of his tutor(s), a tutor should confirm with each trainee that this has been completed before allowing the commencement of the training period. (s)
- (12) (i) *A pharmacist whose employment terminates or whose conditions of employment change while she is acting as a tutor, must discuss alternative training arrangements with the employer to ensure the trainee receives satisfactory supervised training for the remainder of the training period for the trainee. (g)*
- (ii) The Pharmaceutical Society of Northern Ireland must be informed of the proposed alternative arrangements as soon as possible and reserves the right to refuse to recognise the training proposed. (s)
- (iii) In these circumstances a trainee may be required to find an alternative suitable training position. (s)
- (13) Any change in tutor must be notified in writing as soon as it is known on the Change of Tutor Form. (s)

- (14) If a tutor receives unsatisfactory feedback from their trainees for three consecutive years tutoring they will lose accreditation as a tutor for one year. Further to this they will be asked to submit a tutor development plan and be required to attend a full day tutor training course before accreditation will be awarded again. (s)

#### Explanation

The tutor feedback quality assures the tutor standards and maintains a robust training programme. It enables the monitoring of training and a mechanism to deal with any training which is below standard. The removal of a tutor's accredited status is in place to ensure that trainees receive the highest possible standard of training. At any stage of the year tutors are welcome to contact the Pre-registration Lead to discuss any aspects of tutoring.

- (15) *Continuing Professional Development; a part of their portfolio record should be relevant to their role as tutor pharmacist. (g)*

#### Explanation

Due to the importance of being involved with the training of future pharmacists, aspects of tutor's CPD are advised to be linked to their role.

- (16) A tutor must provide opportunities for the pre-registration trainee to complete all performance standards required. (s)
- (17) A tutor must ensure that the pre-registration trainee will have onsite Personal Protected Professional Development time, agreed through discussion between trainee and his tutor. Training needs should be reviewed regularly. A minimum of the equivalent of four hours per working week must be dedicated to Personal Protected Professional Development Time. (s)

#### Explanation

Pre-registration trainees are supplementary to the pharmacy workforce. Trainees are expected to study and complete a portfolio during their training year. Protected time is to be given to trainees to aid with study and personal professional development. Training needs should be reviewed regularly.

#### Notes for information

Personal Protected Professional Development Time is to be given to the trainee to allow him to concentrate on improving specifics of practice. This should be agreed with the tutor and will involve different areas related to the pre-registration experience. The time may be spent developing areas of practice e.g. Over The Counter (OTC) experience, training opportunities provided by his tutor/employer, developing his portfolio, studying for the registration examination or other activities identified throughout the training year. Regular review of how time is spent should be undertaken by the tutor and the trainee.

A relation, spouse or partner of a trainee wishing to act as their pre-registration tutor must apply in writing to the Pharmaceutical Society of Northern Ireland.

## 8. Pre-registration training tutor responsibilities

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- (1) As part of the tutor's role they are expected to lead by example as the trainee will be influenced by the professional activities of the tutor. **(s)**
- (2) A tutor is expected to complete any assessment of the trainee promptly and professionally. This must not be delegated to any other individual. **(s)**
- (3) A tutor is expected to give regular feedback to a trainee on progress to help him identify strengths and weaknesses and, in association with the trainee, to develop activity that will help ensure the trainee reaches the required standard by the end of the training period. Tutors should hold fortnightly meetings with their trainees to discuss training needs, except in hospital programmes of training where pre-registration trainees move from one premises to another to undertake the full range of training, in which case the pre-registration tutor shall undertake to meet each trainee in the trainee's place of employment at least once a month. Good practice would be that the outcomes of these discussions are documented. **(s)**

### Explanation

Some issues will arise during the pre-registration training year. When dealt with early these issues are less likely to escalate into a problem. Fortnightly meetings are a good way to keep up-to-date with ongoing training needs and in general how the trainee is progressing with their pre-registration year.

- (4) If a tutor is concerned about the progress of a trainee, she must inform the Pre-registration Lead of her concern as soon as possible. **(s)**
- (5) A tutor must make a final declaration that a trainee is eligible for registration. If a tutor is unwilling to make this final declaration she must inform the trainee and indicate what further training is necessary. The tutor must inform the Pharmaceutical Society of Northern Ireland who will review further training requirements on a case-by-case basis. A further continuous 3 months assessed training is the expected minimum additional training period. The tutor is under no obligation to accept the trainee for an extended training period. **(s)**

### Explanation

At least a further continuous 3 months assessed training is expected if a tutor decided that the trainee is not eligible for registration at the final declaration. This gives sufficient time to allow appropriate additional training without holding up trainee's registration for a prolonged period of time.

- (6) (i) Trainees will be permitted to enter for the registration examination except in the case where a tutor considers a trainee has made insufficient progress to justify admission to this examination. The tutor must make this declaration in writing at least **six weeks** before the registration examination. (s)
- (ii) Individuals with exceptional circumstances or who disagree with their tutor's assessment may appeal the decision by making a written appeal to the Pharmaceutical Society of Northern Ireland at least **four weeks** before the registration examination. (s)
- (7) A tutor must ensure that the pre-registration trainee has onsite Personal Protected Professional Development time, agreed through discussion between trainee and his tutor. Training needs should be reviewed regularly. A minimum of the equivalent of four hours per working week must be dedicated to Personal Protected Professional Development Time. (s)

#### **Notes for information**

Personal Protected Professional Development Time is to be given to the trainee to allow him to concentrate on improving specifics of practice. This should be agreed with the tutor and will involve different areas related to the pre-registration experience. The time may be spent developing areas of practice e.g. Over the Counter (OTC) experience, training opportunities provided by his tutor/employer, developing his portfolio, studying for the registration examination or other activities identified throughout the training year. Regular review of how time is spent should be undertaken by the tutor and the trainee.