

Friday 14th September 2016

Dear Trainee / Tutor,

IMPORTANT NOTICE: REGARDING STANDARDS FOR PRE-REGISTRATION TRAINING

The Pharmaceutical Society NI publishes standards for pre-registration training and they outline the requirements that must be in place in order for a trainee to complete their pre-registration training year. They apply to all pre-registration trainees, tutors and employing organisations. If these standards are not met then there is a risk that the training will not be recognised.

The standards are available online at:

<http://www.psn.org.uk/wpcontent/uploads/2012/10/PRE-REGISTRATION-STANDARDS.pdf>

Minimum requirement for contact time for tutors with their trainee must be 30 hours over 4 days

The standards outline the requirement that the total hours worked by the nominated tutor(s) with the trainee including co-tutoring arrangements must meet a minimum of 30 hours over 4 days (section 7). The exception is with hospital training programmes where pre-registration trainees move from one premises to another to undertake the full range of training. Appropriate governance arrangements must be in place for the supervision of the trainee's remaining hours. If this requirement is not being met then the training will not be recognised.

Procedures for notification of a change in tutor arrangements or training site.

The standards indicate that a pre-registration training placement must occur in an establishment that is approved for this purpose (section 6) and must occur under the supervision of an accredited tutor (section 7). If a trainee's tutor or training site changes then the Pharmaceutical Society NI must be informed prior to the change, using the Change of Tutor Form, otherwise there is a risk that training will not be recognised.

- [Change of tutor form](#)

NB If the trainee is moving to different premises within the same company please ensure that the new premises are approved as a training establishment. If the premises are not approved a 'Approval of Pharmacy Premises as a Training Establishment' form must be completed and submitted with the Change of Tutor Form.

- ['Approval of Pharmacy Premises as a Training Establishment'](#) form

If you require further information please refer to the pre-registration standards document or alternatively contact Daniel Young, Pre-Registration Lead at the Pharmaceutical Society NI.

Regards

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