

# Information for tutors - Pre-registration Training Programme

Monday 16 July 2018

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Dear Tutor

This email is being circulated to all accredited tutors, whether they are acting as a tutor this year or not.

## **What is the purpose of this communication?**

The purpose of the communication is to prepare all accredited tutors the training year ahead and to remind tutors who are actively training, or who may be considering taking up a tutor role, of their personal obligations in relation to the Standards for Pre-registration Training.

## **Compliance with the Standards for Pre-Registration Training**

The Standards for Pre-Registration Training make it explicitly clear what the minimum requirements are for pre-registration training to be recognised by the Pharmaceutical Society NI. The Standards apply to tutors, trainees and the respective employing organisations. Before embarking on a pre-registration training agreement, trainees, tutors and employers must read and each understand what their obligations are in relation to the Standards for Pre-Registration Training.

Non-compliance with the Standards for Pre-registration training may result in components of training not being recognised by the Pharmaceutical Society. In certain circumstances, this may also lead to FTP proceedings if there is seen to be deliberate or persistent non-compliance with the standards.

Whilst the vast majority of trainees, tutors and employers will strictly adhere to the standards, we recognise that there will be exceptional circumstances and these must be managed by way of early communication with the Society.

Please note - in the event that you do not notify us of changes to training arrangements, all training subsequent to the un-notified change, will not be recognised.

If there are concerns that training may not be in accordance with the Standards for Pre-Registration training then you should speak with trainee and your employer in the first instance to resolve any issues.

If the situation is not resolved, you can raise concerns about the training arrangements via the Pharmaceutical Society NI website or with the Pre-registration Lead directly. All concerns will be addressed and objectively investigated.

The Standards for Pre-registration training can be accessed using this link: [Standards for Pre-registration Training](#)

## Revised pre-registration training manual 18/19

The pre-registration training manual and tutor manuals have been combined into a single, easy to read manual for use by tutors and trainees. It will guide tutors and trainees through the pre-registration training experience, and ensure that both parties are aware of their responsibilities. It also includes online links to the various forms that you may need to use during the training year.

It is important that you read every section thoroughly and that you are familiar with all its contents and your accountabilities. We update the manual from time to time during the training year, so the online version will have the most up-to-date information. You can download the entire manual as a PDF or just print the parts you need.

You can find the online pre-registration training manual via the link below:

[Pre-registration Training Manual 2018-19](#)

Your attention is drawn to the following areas:

- **Targeted % completion of performance standards required at each appraisal – see page 34**
- **Clarification of appraisal scoring – see page 25**
- **Compliance with the Standards for pre-registration – see page 7**
- **Clarification of notification procedures should training arrangements change between tutors and trainees – see page 13**
- **Key dates – see pages 4 and 5**

### How to contact us

During the training period, you may meet situations that you do not expect. You should be able to resolve these with your trainee, but sometimes you may need to contact the Pharmaceutical Society NI for external advice.

You can find answers to most questions either in the training manual or on our website, and I encourage you to look in those places first. However, if you feel you need more information, please ask our pre-registration team using the details below:

Post The Pharmaceutical Society NI, 73 University Street, Belfast, BT7 1HL

Phone 028 9032 6927

Web [www.psni.org.uk](http://www.psni.org.uk)

Email [pre-registration@psni.org.uk](mailto:pre-registration@psni.org.uk)

If you are acting as tutor this year, I would like to take this opportunity to thank you for ongoing support and commitment to the profession by taking on the tutor role. Thanks to all for their commitment to developing future practitioners.

Yours sincerely

Regards

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