

## Welcome to update



Welcome to the third edition of our regulatory update in 2015.

This edition explores a number of issues including registrants' responsibilities to support patients to make informed choices, the importance of employers checking the Register, and how best to deal with EEA prescriptions.

We let you know about the forthcoming Recruitment to our Statutory and Scrutiny Committees in 2016 and our ongoing fees consultation.

We also provide you with updates and advice on pre-registration and the upgraded CPD portal.

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### Review previous editions

You can read previous editions of our Regulatory Update [here](#)

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# Pre-registration update

All 2015-16 pre-registration trainees have now started their training and attended an induction event. Induction events are an opportunity to welcome trainees to the pharmacy profession and provide them with an overview of their training year. It allows discussion with regard to how to build their e-portfolio and what to expect from their appraisals throughout the year.

100% of attendees considered the event to be of value to them as they begin their pre-registration experience.

## E-portfolios

The Pharmaceutical Society reviews all trainee e-portfolios throughout the year and a small number of trainees have attached an excessive number of standards to some of their cycles of learning. Those trainees have had these cycles reverted to "incomplete" by the Pharmaceutical Society NI and have been contacted in relation to addressing the issue. Trainees are reminded that it is advised that they select five Performance Standards per cycle of learning.

Trainees should refer to their [e-portfolio guide](#) and [induction material](#) for reference guidance.

## Appraisals

Almost all trainees have submitted their 13 week appraisals. All appraisals are reviewed by the Pharmaceutical Society NI and to date appraisals have shown excellent engagement between tutors and trainees. They offer motivation and encouragement but also provided structure for areas that require improvement.

## Protected development time

The standards for pre-registration training state that:

**Tutors are reminded that protected development time is a mandatory part of the pre-registration year and it is expected that all trainees will receive this during their training.**

*"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."*

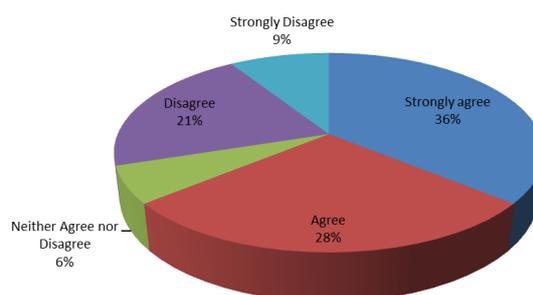
As part of the annual review of pre-registration training trainees are asked if they have received 4 hours per week protected time for study and development.

## Feedback

For the 2014-2015 cohort of pre-registration trainees 64% of trainees 'strongly agreed' or 'agreed' that they received these 4 hours throughout their training year as shown in chart 1. This is an increase of 13% when compared to 2013-2014 when only 51 % 'strongly agreed' or 'agreed' that they received these 4 hours each week.

While there has been an increase for the training year 2014-2015 tutors are reminded that protected development time is a **mandatory** part of the pre-registration year and it is expected that all trainees will receive this during their training.

Chart 1 - As recommended by the Society approximately 4 hours per week were protected for study n = 187



The pre-registration application form for 2016/17 is now available via the following link:  
<http://www.psn.org.uk/wp-content/uploads/2012/10/PR-Application-2016-17.pdf>

**The closing date for applications is the 31st March 2016.**

## Supporting patients to make informed choices

Following recent claims that patients and the public have been inappropriately influenced by health professionals



when making decisions about where they access services, including flu vaccinations and dispensing of prescriptions, we have published a joint statement with the General Medical Council (GMC), and the General Pharmaceutical Council (GPhC).

Whilst we acknowledge that the vast majority of pharmacy professionals act appropriately in this regard, together we have made it clear that pharmacy professionals and doctors must support informed decision making by patients.

This includes:

- Being open and honest at all times about where patients can receive NHS services, for example where their medicines are dispensed and flu vaccinations are given.
- Not allowing any interests they have, financial or otherwise, to affect the way they treat, refer or commission services for patients.
- Being open and honest about any potential conflicts of interest – this is vital to make sure that the trust and confidence patients have in doctors and pharmacy professionals is maintained.
- Ensuring that the information published when advertising services is factual and does not exploit patients' vulnerability or lack of medical knowledge.

A copy of the full statement can be found here:

[Full joint statement](#)

## Employers – remember to check on pharmacist registration

It is the duty of every employer to check the current registration status of all employed pharmacists, including locums, before the engagement of, and for the duration of the engagement of their services.

Failure to do so may be viewed as poor professional conduct, and will likely lead to a fitness to practise investigation for the employer in the event that unregistered persons are engaged in the capacity of pharmacist.

Annual pharmacist registration each year is in June and those failing to pay their fees are removed annually around the 1st September. All employers should, as a minimum, check that their employees are registered:

- **On initial engagement of staff;**
- **As soon as possible after 1st September each year;**
- **Each time on engaging a locum regardless of how often they have worked for you; and**
- **If you have any concerns about their registration status.**

Employers should make standard provisions to protect the public, and their business, by checking the registration status of all practitioners.

There are an increasing number of pharmacists who voluntarily remove themselves from the register during the course of the year. Do not assume because a person was registered at one point in the registration year that they remain registered.

You can check the Register here:

<http://www.psni.org.uk/search-register/>

## Upgraded CPD Portal now open

We are delighted to announce that the new CPD portal is now open, following piloting.

The new CPD system can be accessed in one of the following ways:

1. Click on the CPD link at the top right of the homepage on the organisation's website; or
2. Type in the address <http://cpd.psni.org.uk>

All cycles recorded by registrants since 1 June 2015 have been transposed and loaded on to the new CPD system.

Should you have any queries regarding your CPD, refer in the first instance, to the CPD FAQs, available via our website.

During the course of the piloting and over the past weeks, some common issues have been reported these include: difficulty logging on to the new system and difficulty accessing previous portfolios. For answers, refer to the responses to question 5 and 6 in the [CPD FAQs](#).

For technical reasons the facility to print off cycle summaries is not available but this will be added in the foreseeable future.

As in previous years the CPD portal will further open for submissions on 1 April 2016, at which point you will be able to transfer specific cycles into your portfolio, enabling you to submit by the required date, 31 May 2016.

### Resources

Numerous support materials are available online should you wish to avail of these. These include:

- [CPD Assessment Guide](#)
- [CPD Online Manual](#)

For all other queries please contact us either, by email, at [cpd@psni.org.uk](mailto:cpd@psni.org.uk) or by telephone, at 02890326927.

## Recruitment to Statutory and Scrutiny Committees

We will shortly launch a recruitment campaign to our fitness to practise panels. We will be seeking members and reserve list members across all categories

This is an exciting opportunity to become involved in activity that is designed to protect the public and maintain the reputation of the pharmacy profession. Full training and induction will be provided to successful applicants.

### Details

The Scrutiny Committee consists of:

- A legally qualified Chair\*
- A legally qualified deputy chair
- 2 lay members
- 3 registrant members

The Statutory Committee consists of:

- A legally qualified Chair\*
- 2 legally qualified deputy chairs
- 3 lay members
- 6 registrant members

\*A solicitor or a barrister

The Scrutiny Committee considers evidence of impairment on the basis of submitted papers only – it does not conduct hearings, interview witnesses or question either the regulator or registrant.

The Statutory Committee deals with the most serious cases, conducting hearings where the regulator and registrant are normally legally represented and applying sanctions if appropriate.

These are significant public roles and provide excellent development opportunities for all categories. The roles are remunerated by attendance fees, successful candidates will be offered service contracts meaning that they will not be employees

Recruitment by a specialist recruitment company will commence in the first quarter of 2016, to register your interest in this role and receive details as soon as the campaign opens email [Mark.neale@psni.org.uk](mailto:Mark.neale@psni.org.uk) Ref: FtP Committees

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## Fees Consultation

In the [letter to registrants of 17 September 2015](#) the President of the Pharmaceutical Society NI indicated that a fees consultation would be launched for the registration year 2016/17. The Pharmaceutical Society NI launched that consultation on 30 November 2015; it will run for 8 weeks and will close on 25 January 2016.

No changes to the fee structures have been made since 2009 and whilst it was our intention to increase the fee in June 2015 this increase was not implemented due to the issues covered in our previous letter.

This consultation is making proposals designed to place the organisation on a stable financial basis, delivered through amended Regulations. The proposals contained within this consultation are viewed by the organisation as an interim fix pending a more detailed review of our fees and associated legislation.

Over the past two years the organisation has reported a deficit and going forward, without action, this deficit will place an unacceptable burden on reserves. The main drivers of this deficit have been; the increase in Fitness to Practise costs and the costs associated with Governance which has been only partly mitigated by efficiency measures.

From our [annual report](#), registrants will be aware that over the past two years our income has not matched our expenditure and in this current financial year the organisation is forecasting a further deficit, albeit reduced by efficiencies.

The proposals contained within the consultation document set out a financial plan that will see a modest increase in fees allied to the prudent reduction in reserves and further cost reduction initiatives seeking to bring the organisation back, over the next few years, to a break even position whereby budgeted income and expenditure are matched.

We would invite you to consider and respond to the details of the proposals that are available on our website at: <http://www.psn.org.uk/publications/consultations/>  
All responses should be sent by post, fax or email to:

**Consultation on Fees 2016/17**  
**Pharmaceutical Society of Northern Ireland**  
**73 University Street**  
**Belfast, BT7 1HL**

Tel: 028 9026 7935  
Fax: 028 9043 9919

Email: Mark Neale, consultation coordinator  
[fees2015@psni.org.uk](mailto:fees2015@psni.org.uk)

### Dealing with EEA prescriptions

Pharmacists in UK are able to dispense a prescription issued by a doctor or dentist registered in an EEA country or Switzerland. This is particularly relevant to Northern Ireland as prescriptions from the Republic of Ireland are covered under legislation. In addition pharmacists can, where appropriate, make emergency supplies.

A number of incidences in relation to the dispensing of prescriptions from EEA countries have been brought to the Registrar's attention.

A Pharmacist must exercise professional judgement and take reasonable steps to ensure that the prescription is legal, clinically valid and has been issued by the relevant health professional for the patient named.

This may mean checking with the issuing surgery, being vigilant in regard to medications for abuse or misuse. Do not assume because it has been previously dispensed by a pharmacy or pharmacist that it is legal.

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