

## Welcome to the new stakeholder ebulletin from the Pharmaceutical Society of Northern Ireland (NI).

Over the past year there have been many developments to the Pharmaceutical Society NI.

In brief, a new, appointed Council, new fitness to practise panels and procedures and the introduction of compulsory CPD are the main features of the changes.

We want to let you know what we have been doing and what we are planning in the future.

We welcome feedback and if you have suggestions for future newsletters please let us know. You can contact us at [grainne.magee@psni.org.uk](mailto:grainne.magee@psni.org.uk)

## Our activities 2012-13

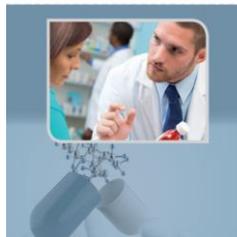
On 11 September 2013, for the first time, the Pharmaceutical Society NI officially laid its Annual Report with the Northern Ireland Assembly.

The requirement to formally lay the report with the Assembly comes as part of the modernisation programme required through the new legislation that came into effect in October of last year.

As an organisation we welcome the greater level of oversight and scrutiny that the new legislation introduced.

The report can be found at [www.psni.org.uk/publications/annual-reports-2/](http://www.psni.org.uk/publications/annual-reports-2/)

Pharmaceutical Society NI  
Annual Report and Accounts 2012/13



## Council

Our governing Council has 14 members in equal numbers of lay people and pharmacist registrants.

To find out more about our Council visit our website:

<http://www.psni.org.uk/news/a-new-era-for-the-psni/>

## Annual premises registration begins

On Thursday 28 November, all premises retention forms for the year 2014 were issued to all registered pharmacies.

These forms and the associated retention fee must be returned by **1 January 2014.**

To find out how to complete your registration renewal go to:

<http://www.psni.org.uk/news/annual-premises-retention-begins/>

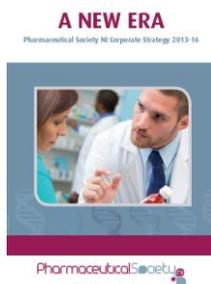
## 'A New Era' - Looking to the future

In June 2013 we launched '**A New Era 2013-16**' the Pharmaceutical Society NI Corporate Strategy.

A core theme of the Strategy is communication and ensuring systems are in place to ensure the patient voice is heard.

'**A New Era**' defines our core purpose and explains our strategic aims and how we are going to deliver them.

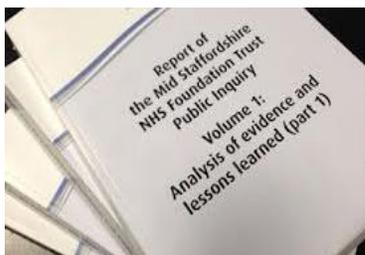
The Corporate Strategy can be found on our [website](#)



'**A New Era**' establishes our direction of travel and identifies six priorities which ensure we have in place, arrangements for:

1. Proportionate and progressive regulation
2. Robust, timely, transparent and fair fitness to practise
3. Fit for purpose education
4. Governance in the public interest
5. Regulatory leadership and responsiveness
6. Effective communication and relationships

## Response to the second Francis report



At its meeting held on 26 September 2013 the Council approved its formal response and action plan in relation to the Francis Report and the subsequent Berwick Report.

The action plan outlines ways we propose to improve our procedures and activities to ensure those whom we regulate, are fully aware of their responsibilities.

Within this document we have identified 12 workstreams.

In particular we have focused on the responsibility to put the needs of patients first and working to the highest professional standards and personal integrity.

The Report and recommendations can be found on our website <http://www.psni.org.uk/wp-content/uploads/2013/10/francis-response-26-sept-vers-5-pdf.pdf>

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## Fitness to Practise

The Pharmaceutical Society NI describes fitness to practise as a pharmacist's suitability to be on the register without restrictions.

This means: maintaining appropriate standards of proficiency, ensuring they are of good health and good character, and adhering to principles of good practice set out in the standards, guidance and advice issued by the Pharmaceutical Society NI.

Reasons which may impair a pharmacist's fitness to practise include a lack of the ability to competently practise as a pharmacist or findings of misconduct including convictions of a criminal offence.

## Fitness to Practise determinations

### **Kingham, Alison 2580**

Determination date: 12 August 2013

Suspension for six months

[Details](#)

### **Sterling, Victor James 2308**

Determination date: 23 July 2013

Suspension for twelve months

[Details](#)

### **Collins, Fiona Mary 4664**

Determination date: 21 June 2013

Conditions imposed

[Details](#)

### **Tallon, Paul John**

Determination date: 14 June 2013

Suspension three months

[Details](#)



## Hearings and determinations

Details of statutory committee hearings are published on our website

<http://www.psn.org.uk/about/fitness-to-practise/>

## Fitness to Practise report

In the first quarter of 2014 we will produce the Annual fitness to practise report.

This will contain statistics and key learning points for pharmacists arising from fitness to practise cases and issues throughout 2013.

## How to raise a concern

If you are unsure about whether to complain or not please telephone 028 9032 6927 and one of our staff will discuss your concerns with you.

Visit our website for more information on complaints and what we can and cannot investigate

<http://www.psn.org.uk/about/complaints-2/>

### Is your pharmacist registered?

There is a professional requirement on all pharmacists to ensure they are registered.

There is also a duty on employers to check the registration status of employees and locums on a regular basis.

Employers are also accountable for failures to check the integrity of the registration of all pharmacist staff.

### Checking registration status

Please check the registration status of all pharmacists employed:

- ✓ At engagement
- ✓ After annual retention in June
- ✓ In September after persons are removed for non-payment of fees
- ✓ If you have not employed an individual before
- ✓ If self employed

**Do not assume that the person is eligible to be employed as a pharmacist without first checking that they are currently registered.**

Refer to our revised '[Guidance on Raising Concerns' \(2013\)](#) which

- Contains advice for pharmacists who have concerns about the standards of care delivered to patients or who have a concern about a practitioner's competence or conduct
- Signposts pharmacists to existing advice and information about raising concerns
- Provides guidance on steps involved in raising a concern.

### Search the online register

The online register is a live feed and is the most current form of the Register available.

Details posted include the name of the pharmacist, registration number and date of registration.

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

### Improvements to the online register

In 2013, we held a consultation and asked for views on how the online register should display historic fitness to practise information, in terms of content and duration.

Council is currently considering the responses and an amended disclosure policy will be in place in early 2014. To read our interim policy <http://www.psn.org.uk/disclosure-policy>

## Six months to submit your CPD portfolio!

For the first time **all registrants** will be required to submit their CPD portfolio records to the Pharmaceutical Society NI by 31 May 2014.

A 10% sample will then be generated for assessment.

\*667 have begun the process of completing their CPD records (at 20 December 2013)



## Key dates

- ✓ We are now **midway** through the CPD 2013-14 year
- ✓ Submission portal will open for the online system from 1 April 2014 and the submission deadline is **31 May 2014**.
- ✓ Paper portfolios must be submitted by the 31 May deadline.
- ✓ Registrants who have been selected for CPD assessment will be notified on 1 June 2014.
- ✓ Assessment results will be issued to registrants by 31 July 2014.

### The main changes to the CPD process are:

- **All registrants** must submit a CPD portfolio record by 31 May each year.
- There are nine assessment criteria on the CPD record form - five of these are ESSENTIAL and the registrant must answer all these correctly for the cycle to be successful.
- Record a predominance of 'scheduled learning' cycles, which is, learning that begins at reflection and follows all four stages of the CPD cycle (Reflection, Planning, Action & Evaluation).
- Registrants must record how their CPD activity is relevant to:
  - the safe and effective practice of pharmacy,
  - scope of practice

## Resources

- The [CPD Framework and Standards – May 2013](#) outlines for registrants the minimum requirements for undertaking CPD activity.
- The [CPD-Assessment-Guide-for-Registrants- \(10 June 13\)](#) provides detailed guidance to registrants on how to record their CPD information to meet the assessment criteria required by the Pharmaceutical Society NI.
- The [CPD Online Manual](#) is an online resource covering all aspects of the CPD process.
- The Northern Ireland Centre for Pharmacy Learning and Development ([NICPLD](#)) provides live and distance learning courses.
- The [Pharmacy Forum](#) is available to provide facilitation support.

## CPD framework part 2 consultation

On 14 November 2013 we launched a consultation on the concluding part of the CPD framework.

### Why are we consulting?

The CPD framework part 1 published in May 2013 reflected the CPD regulations as made by the Assembly in August 2012.

It was recognised that further legislative amendments would be required to the CPD regulations.

Following direction from the Examiner of Statutory Rules, the DHSSPS published amendments to the CPD Regulations (Northern Ireland) 2012 which were consulted upon in February 2013.

The amendments to the CPD regulations, which came into operation on 31 May 2013 have informed the second iteration of the framework which flows from these legislative requirements.

### Want more information- come to our event!

Thank you to everyone who attended our two consultation information events held in December, in Belfast and Cookstown.

We will be hosting another information evening in January 2014.

To book your place visit:  
<http://www.psn.org.uk/events/>



### We want your views!

In the consultation we are seeking your views on

- How the Pharmaceutical Society NI will manage the application process for extenuating circumstances
- Requirements necessary for restoration to the register
- A proposed change to allow registrants to record some or all of their learning activity in the evaluation stage of the CPD cycle as either 'future application of learning' and/or 'simulation'.

The CPD framework part 2 also details the process for lodging an appeal for those not satisfied with the decisions.

Pharmacists will have the right to submit an appeal in writing or seek a hearing at the Statutory Committee.

### How to respond

To take part in the consultation process visit the website where the consultation document and questionnaire can be accessed

<http://www.psn.org.uk/cpd/cpd-framework-consultation/>

**The consultation closes on 23 January 2014**

## Pre-registration trainees 2013-14

211 trainees have entered the pre-registration training programme for 2013-14 with the Pharmaceutical Society NI.

All trainees have attended their induction events, and the majority of trainees are now submitting their 13 week appraisals.

### Pre-registration applications 2014-15

The application process for pre-registration trainees for the training year 2014-15 is now open.

Application forms can be downloaded from the Pharmaceutical Society NI website via the following link:

<http://www.psn.org.uk/wp-content/uploads/2012/10/PR-Application-2014-151.pdf>

**Closing date for applications 30 May 2014**

To find out more about the pre-registration training year, useful resources and other information, please visit

<http://www.psn.org.uk/professionals/pre-registration-training/trainee-information.php>



The screenshot shows the login page for the Pharmaceutical Society NI Pre-registration Training Website. At the top right, there is a link: "Need an account? [Register here](#)". The main header features the Pharmaceutical Society NI logo with the tagline "Protecting. Registering. Regulating." Below this, a dark purple banner reads "Welcome to the Pre-registration Training Website". The login form consists of two input fields: "Username" and "Password". Below the password field is a link: "Forgot your password?". A "Log in" button is positioned at the bottom right of the form. At the very bottom, a small note states: "Please remember that your password is case sensitive".

### Pre-registration training website

The pre-registration training website is in operation for its second year, and improvements are ongoing. These include:

- New for this year, all appraisals are now to be submitted online via the pre-registration training website.
- Practice Multiple Choice questions have also been added to aid examination preparation. Scores can be viewed by the trainee's tutor and the Pharmaceutical Society NI.
- Trainees and tutors will receive reminder emails two weeks before appraisals are due for submission, and again on the date that the appraisal is due.
- Trainees also now have the availability to complete their learning plans for the year online, and may use the built in message section to correspond with their tutors.

We would welcome any feedback from tutors, or trainees on ways in which the system could be improved. If you have any feedback you wish to provide, please contact [peter.mckee@psni.org.uk](mailto:peter.mckee@psni.org.uk)