

## Welcome to update



Welcome to the first edition of our regulatory update in 2016.

This edition explores a number of issues including Continuing Professional Development and the information you will need to make a successful submission; the Launch of the new Code for Pharmacists in Northern Ireland, which has replaced the Code of Ethics (2009); and the Regulator's drive towards online retention.

This edition also includes Pre-Registration reminders and information on how to keep up to date with decisions taken by the Regulator's governing Council.

## What's inside



**P.2 CPD— helpful information**

**P.3 Follow Council decisions**

**P.3 Pre-registration reminders**

**P.4 Launch of the new Code**

**P.5 Retention going online**



### Review previous editions

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

### Follow us on Facebook

You can now also keep up-to-date with all regulatory news by following us on [Facebook](#)

# Continuing Professional Development - the information you need

The CPD year 2015/16 commenced on 1 June 2015 and will finish 31 May 2016. In this article we outline the key information, dates and resources you need to successfully complete your CPD portfolio.



## Key Dates

- **31 May 2016:** **All** Registrants must submit a CPD portfolio to the Pharmaceutical Society NI before midnight on 31 May 2016.
- **1 April 2016:** The portal to the online system opens on 1 April 2016 and will close on 31 May 2016.
- **1 June 2015—31 May 2016:** All CPD activity completed during this period may be included in your CPD.

## New online system

The online system allows registrants to more easily manage and review their work. It is strongly recommended that you record and submit your CPD portfolio online.

The CPD online system has undergone important development work, making it more up-to-date, intuitive, easier to navigate and ultimately more user-friendly. Access to the online CPD system is via the homepage of the Pharmaceutical Society NI at <http://cpd.psni.org.uk>



An automatic email acknowledgement will be sent the instant an online portfolio has been successfully submitted. The acknowledgement is your proof of submission. If you do not receive an acknowledgement you must report this to the CPD department as soon as possible.

### Top tips!

*Leave plenty of time to record your CPD information and review your portfolio carefully before making a submission.*

**REMEMBER, you will not be able to retrieve or edit your portfolio once it has been submitted.**

## Paper Submissions

If you are submitting a paper portfolio you must provide two copies (one original, and one anonymised photocopy) to the Pharmaceutical Society NI. CPD record forms are available to download from our website. Both copies must be received before **31 May 2015**.

All postal submissions must be by recorded delivery. Once a portfolio has been received, an acknowledgement will be sent. If you do not receive an acknowledgement you must report this to the CPD department as soon as possible.

## Support Materials

Numerous resources are available via our website explaining your CPD requirements. These include a [CPD-Framework](#), [CPD-Assessment-Guide](#), and a [CPD Online Manual](#). The Pharmacy Forum provides facilitation services should you wish to avail of more focussed support.

The CPD [Frequently Asked Questions](#) in the *CPD Information* section of the organisation's website provides information on:

- accessing the new CPD Online system
- accessing archived portfolios
- your statutory CPD requirements, and
- the CPD submission process.

## Extenuating circumstances

Any registrant unable to fully comply with our CPD requirements due to *extenuating circumstances* can make an application for either a deferral, exemption or a partial submission. Application criteria apply and details of this process are available on our website at <http://www.psni.org.uk/Extenuating-Circumstances-Form.pdf>

All applications are dealt with on a case by case basis by the Registrar, in accordance with the [CPD-Framework](#) and must be supported with relevant documentary evidence.

Applications should be forwarded as soon as practicable to the Registrar, if possible, before the 31 April 2016.

[Return to contents page](#)

## CPD Continued

### Voluntary withdrawal

Any registrant who withdrew from the register during this current CPD year and did not submit an up-to-date CPD portfolio was advised that before restoration to the register, at a future date, they must furnish the Pharmaceutical Society NI with a compliant CPD portfolio for the CPD year they left the register. A relevant CPD portfolio must be received within 14 days of restoration to the register.

We strongly advise that, wherever possible, the registrant should submit a CPD portfolio before withdrawal from the register. This will avoid any unnecessary delay to reinstatement to the register at a future stage.

### CPD non-compliance

If you are eligible to make a CPD submission but fail to make a CPD submission before the deadline, you will be considered non-compliant with your CPD requirements. This may affect your registration status.

**For other CPD queries, email Michelle McCorry, Post-registration Lead at [cpd@psni.org.uk](mailto:cpd@psni.org.uk)**



## Pre-registration Reminders



### Pre-registration 2016-17

Information regarding applications for pre-registration training 2016-17 can be found by visiting the following link:

<http://www.psni.org.uk/wp-content/uploads/2012/10/PR-Application-2016-17.pdf>

**THE CLOSING DATE FOR APPLICATIONS IS 31 MARCH 2016.**

### Registration Examinations will be held on:

- Tuesday 7<sup>th</sup> June 2016 - SU Snack Bar, Queen's Students' Union 79-81 University Road, Belfast BT7 1NF; and
- Tuesday 4<sup>th</sup> October 2016 - Society House, 73 University Street, Belfast BT7 1HL.

The examination entry form is provided in the 2015-16 Training Manual (Section 7). Deadlines are:

- 1 May 2016 for June examinations; and
- 1 September 2016 for October examinations.

The fee for the Registration Examination 2016 is under review and you will be informed as soon as it is confirmed.

To aid your examination preparation sample papers and additional multiple choice calculation questions (MCQ's) are accessible through the pre-registration training website.

### Pre-registration Correspondence 2015-16

All pre-registration correspondence is logged on the Pharmaceutical Society website. This can be viewed using the following link:

<http://www.psni.org.uk/pre-registration/pre-registration-correspondence/>

## Keep up to date with Council decisions

The Council is the governing body of the Pharmaceutical Society NI and is responsible for ensuring its statutory duties are met; it sets the strategic direction for the organisation in line with its statutory purpose.

Council members are appointed by the Minister for Health Social Services and Public Safety NI. The Council has 14 appointed members with an equal number of lay and registrant members.

The Council meets on average 10 times a year and the minutes of those meetings and the decisions it reaches are published on our website.

Registrants can review Council meetings and keep up to date with its decisions by clicking on the following link: <http://www.psni.org.uk/about/psni/council-meetings-and-papers/>

# THE CODE

Professional standards of conduct, ethics and performance for pharmacists in Northern Ireland

Effective from 1st March 2016

The Pharmaceutical Society NI has launched its new Code (Professional standards of conduct, ethics and performance for pharmacists in Northern Ireland).

The code has been in effect since **1 March 2016** and has replaced the previous Code of Ethics (2009).

The new code has seen the reduction of key principles from eight in the 2009 Code to five in the current code.

- Always put the patient first
- Ensure the provision of a safe and quality service
- Act with professionalism and integrity at all times
- Communicate effectively and work properly with colleagues
- Maintain and develop your knowledge, skills and competence.

The Pharmacy (Northern Ireland) Order 1976 as amended imposes an obligation on the Council to “set standards relating to the conduct, ethics and performance expected of registered persons.” The purpose of the Code is to guide and support registrants in their scope of practice, professional development, conduct and decision making.

The Code puts patients’ interests first and reinforces the concept of patient-centred professionalism and care.

In the Code the Pharmaceutical Society NI outlines the standards of conduct, ethics and professional performance to be upheld by, and expected of, every registrant regardless of their scope of practice. It supports the organisation’s regulatory policies and procedures, and, it underpins all other professional standards and guidance documents issued by the regulator.

The Code also facilitates innovation and development of pharmacy practice whilst ensuring the consistent delivery of professional standards.

**PRINCIPLE 1: ALWAYS PUT THE PATIENT FIRST**

**PRINCIPLE 2: PROVIDE A SAFE AND QUALITY SERVICE**

**PRINCIPLE 3: ACT WITH PROFESSIONALISM AND INTEGRITY AT ALL TIMES**

**PRINCIPLE 4: COMMUNICATE EFFECTIVELY AND WORK PROPERLY WITH COLLEAGUES**

**PRINCIPLE 5: MAINTAIN AND DEVELOP YOUR KNOWLEDGE, SKILLS AND COMPETENCE**

There are circumstances where the ethical, professional and/or personal conduct of registrants will be examined and determined with respect to the requirements of the Code. If, as a consequence of a breach of the Code, a question arises about a registrant’s fitness to practise, this may lead to a finding of impairment.

## Launch Event

The Code was formally launched at a well attended event on Tuesday 9 February. Speaking after the event President Dr Jim Livingstone said:



*“The new Code seeks to modernise the principles to be followed by pharmacists in practise. We know that in reality, the principles set out in this document are followed day and daily by the vast majority of pharmacists in NI, and they recognise the importance and value to both patients and the profession.”*

The Registrar, Mr Brendan Kerr during his presentation made the point that over the past five years, since our last review of the Code, many issues such as whistle-blowing, the duty of candour and issues relating to the use of social media have all moved on. Stating:

*“This Code moves us on five years, and undoubtedly in another five years we will need to revise this Code, but what hasn’t changed and won’t change is the centrality of the first principle – ‘Always put the patient first’ and as a pharmacist I know how central this is to all we do”*

The key note speaker at the event was Dr Mark Timoney, Chief Pharmaceutical Officer.

All registrants should read the Code which can be found [here](#)

# Retention Going Online

In response to positive feedback from registrants about renewing registration online, the retention process is now focusing at online submissions to aid convenience and reduce your postage. We are subsequently changing the services we provide in relation to annual retention to the Register.

## What is changing?

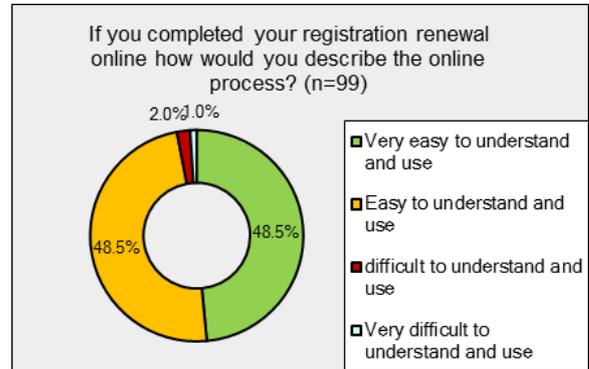
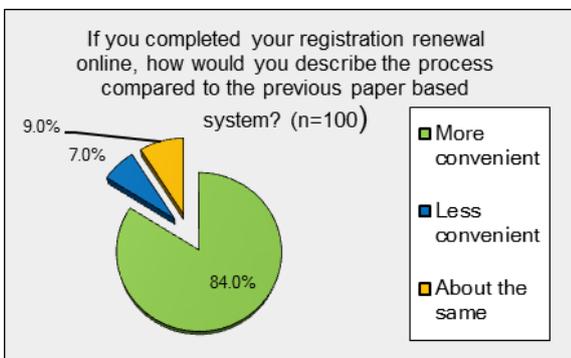
We will no longer post to all registrants a personalised and completed annual retention form for you to check, change and return with completed declarations and payment.

All registrants are encouraged to and will have the option to use the online retention system by accessing the Pharmaceutical Society NI website. On completing the online system and receiving confirmation that your payment has been received you will automatically be retained on the Register.

All Registrants will also have the option of downloading and printing a blank retention form from the Pharmaceutical Society NI website, completing it, and returning the completed form, plus payment, to the Pharmaceutical Society NI, 73 University Street Belfast, BT7 1HL.

## The benefits of the online system

Based on responses from the Annual Survey of Registrants, the overwhelming majority of respondents, who completed registration renewal online, found the system easy to understand and more convenient than the paper based system.



## Online retention 2016

The online retention system will be available to access at the beginning of May 2016.

In order to register for this system you must go to [members.psni.org.uk](http://members.psni.org.uk) click on the 'get started' button and then follow the instructions.

In the near future all registrants will receive a letter from the Registrar outlining the new process in detail.

## Paying online

On completing the online form, payment will be securely processed by our payment service provider. You should note that you will only be registered when your payment has been successfully processed. You will receive an email confirming that your payment has been successfully processed.

Unless you receive this confirmation email you are not registered.

If you choose to register online and pay by debit or credit card, a small charge will be applied.