

Date as postmark

Membership of the Pharmaceutical Society of Northern Ireland 2013-14

Dear Pharmacist,

Retention/ registration fees

Please find enclosed with this letter your personal annual retention form to be completed in full and returned, to allow for continued registration with the Pharmaceutical Society of Northern Ireland. In this mailing you have received a number of items:

1. This letter from the Registrar
2. A personalised retention form;
3. A personalised invoice / receipt / counterfoil;
4. A communication from the Chief Executive;
5. A Direct Debit form and credit/debit card payment form;
6. An invitation to FIP Dublin in September 2013;
7. An application to withdraw voluntarily from the register;
8. A declaration form to complete if declaring a health or conduct issue

The personalised retention form

The retention form provided is partially personalised and holds relevant details previously supplied by you. This has been provided to you for three reasons:

1. To allow you to check information we hold with regard to your personal details;
2. To facilitate the correction of any details which are not accurate;
3. To update information on fields not personalised.

A grey text box has been provided on each form to allow for the correction of detail. Only one personalised form will be issued to each member, if an additional form is required this will be supplied as a generic blank form.

ALL SECTIONS OF THE FORM MUST BE COMPLETED TO THE SATISFACTION OF THE REGISTRAR. INCOMPLETE/ UNSATISFACTORY FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU AS UNPAID.

Notes on invoice and receipt for payments by cheque and credit/debit card.

The lower portion (counterfoil) of your invoice should be returned with the correct payment. If paying by cheque please make it payable to:

'The Pharmaceutical Society of Northern Ireland'.

We can now also accept debit/credit cards payments, by completing and returning the credit/debit card payment form provided. We will destroy these details once the payment has been processed. Please note there is a 2.4% surcharge on credit card payments.

We will NOT accept cash payments.

The main body of the invoice should be retained as a notice of the payment amount. Multiple payments by employers can be facilitated by first contacting the Business Manager joan.duffy@psni.org.uk. It is not possible to make payments by instalment or receive refunds for incomplete years.

Payments by Direct Debit

If you wish to arrange to pay by Direct Debit you must complete and return the enclosed Direct Debit form along with your retention form by the 1st June 2013. Forms received after this date will not be accepted. Payment will be collected in a single transaction from your account after the week commencing 1st June 2013. Those who have previously arranged their payment to be taken by this method must complete and return their retention form before the 1st June or an alternative method of payment will be requested.

PAYMENT WILL NOT BE PROCESSED UNTIL A COMPLETED RETENTION FORM IS RECEIVED BY THE OFFICE. INCOMPLETE DOCUMENTS WILL BE RETURNED TO REGISTRANTS AS UNPAID .

Guidance on completion of the retention form

1. **Section one.** Personal Details.
Please check if the information held on the database is correct. If making corrections please ~~strike through~~ the incorrect data and use the grey boxes to insert the correct information. It is helpful if amendments are made clearly and in block capitals, except in the case of email addresses where the appropriate case should be used. Pay particular attention to character or numerals in email addresses and mobile numbers which may require updating.
 - a. The Registrar of Pharmaceutical Society NI is dependent on a registrant to keep him informed of any change of address. We will always correspond with your last registered address so it is essential that you update when changes occur.
2. **Section two.** Payment Details.
Please indicate your preferred method of payment of fees and any additional voluntary contributions to: the Pharmacists Advice and Support Service and/or the Commonwealth Pharmacists Association.
3. **Section three.** Employment Details.
 - a. Registrants should indicate if they work for more than one employer if relevant;
 - b. We are seeking information on 'days worked per week' to improve workforce planning by auditing full time equivalents in both the community and the hospital pharmacy sectors;
 - c. We have separated the notation of personal and employer's indemnity insurance and asked for information on the insurance providers and a reason for not having this cover.
 - i. Currently we ask registrants to provide data on professional indemnity cover in a voluntary manner. The DHSSPS has consulted on the Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2013 to introduce a statutory requirement for all registered pharmacists to have in situ adequate professional indemnity cover. This requirement is to be introduced circa October 2013 and will in future require registrants to certify that appropriate cover is in place. The information submitted on June 2013 is therefore voluntary but will become mandatory when legislation is introduced in late 2013.
4. **Section four.** Mailing Options and use of Data Held.
 - a. Consent for details supplied to NICPLD;

- b. Consent for use of email correspondence;
- c. Consent to add your name to, or remain on, the National Emergency (pandemic) register.

5. **Section five.** Pharmacist Declarations.

There are four declarations to be made this year and these are made to ensure public safety;

- a. Character declaration;
- b. Health Declaration;
- c. Continuing Professional Development (CPD);
 - i. **CPD becomes a statutory requirement from 1st June 2013 for all registrants;**
 - ii. All requested portfolios [records] documented for 2013-14 must be submitted by 31st May 2014.
- d. Final declaration to affirm the accuracy of data provided and consent to compliance.

There have been a number of FTP cases where full disclosures have not been made to the Registrar and information then surfaces at a later date through other processes or sources. This situation could result in a finding of misconduct against the registrant, for not having made a full and frank disclosure. If in doubt, check with the Registrar for the detail of information which is currently held. A *declaration proforma* has been enclosed separately to facilitate any disclosure.

The Council of the Pharmaceutical Society of Northern Ireland (Fitness to Practise and Disqualification) Regulations (Northern Ireland) 2012 introduced, in October 2012, a statutory requirement that a registrant must notify the Registrar within 7 days of an event as listed in regulation 3(2). Prior to October 2012 this was simply a professional obligation.

Removal of members for non payment of fees

All members are contacted individually by letter to offer annual retention at their last registered address. It is your responsibility to update the Registrar on any change. Statutory notification will be made on 1st July 2013 as defined in the Pharmacy (Northern Ireland) Order 1976 to those pharmacists who remain unpaid. Following this notice, the names of those pharmacists who have not paid their fees are submitted to the Council. The Registrar will request the Council to instruct the removal from the register of those registrants who remain unpaid by 2nd September 2013. *On removal from the register, whether by a voluntary or statutory process, the original certificate of registration must be returned to the Registrar within 14 days for cancellation.*

All pharmacists and employers should check the online register to ensure that individuals are still registered. It should be noted that there are increasing numbers of removals [voluntary] between June and September each year. In the last number of years, various individuals have continued to practise as a pharmacist despite having been removed for non payment. This then resulted in implementation of a fitness to practise investigation. Any person who practises whilst not being registered will be subject to an investigation.

Removal of members by voluntary request

A form requesting voluntary withdrawal from the register is enclosed with this post. This form is also published on the website. Anyone wishing to apply to withdraw from the register must complete and submit this form to the Registrar together with their personal certificate of registration. Any pharmacist who is subject to a fitness to practise investigation will not have a request to leave the register granted, until the investigation is fully completed. This is a new statutory requirement introduced in article 14 of the Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2012, in October 2012. Removal will be confirmed in writing by the registration department. Please do not assume that removal has been actioned unless you receive this written confirmation.

Restoration of membership

The personal restoration fee varies, depending on the route by which removal from the register occurred.

- If the Pharmaceutical Society NI has been notified of a direction to withdraw voluntarily, and the registrant has received from us confirmation of this withdrawal, then restoration will be the annual fee plus £121. Proof of voluntary withdrawal will be required. The onus is on the registrant to ensure that the Pharmaceutical Society NI has received this application.
- If removed by Council for the non payment of fees, any restoration will be the annual fee plus £500.

In all cases any application for restoration must be made detailing any activities as a pharmacist with another Competent Authority during the period of absence. This will require that a Certificate(s) of Current Professional Status from any Competent Authority is submitted, where the individual has worked as pharmacist in another jurisdiction during that period.

A Photographic identity card

The PSNI introduced a photographic identity card in 2011 to aid those pharmacists who may require photo identity in the process of their work. Due to the minimal uptake of this option and the administrative costs to issue these cards, the Council have determined not to continue this option. It should be noted that the European Professional Qualification Directive is being amended to introduce an optional professional card for migrating professionals in the near future.

The online registers and the website

The registers of both pharmacists and pharmacies are a vital tool in establishing the validity and accountability of pharmacists and the registered premises, and are increasingly used both by the public and employers. You should check to ensure your name is listed on the online register at regular intervals during the year and contact the Registration department if there are any issues.

In 2012 there was a recorded instance where a pharmacy employed an individual as a pharmacist, where the individual was not a registered pharmacist. The online register was not checked by the employer engaging the individual.

There is a duty of care incumbent on employers to check on the validity of the registration status of all persons they employ as pharmacists. This should be conducted on initial engagement and on a regular basis, paying particular attention to any notices of statutory removal. The online register is updated daily when any changes occur.

The Pharmaceutical Society NI is constantly updating and populating its website www.psni.org.uk with information for pharmacist's employers and the public. It is important to review this site regularly. Your feedback on the functionality and benefit of the website is also important and all comment is welcome info@psni.org.uk

Changes to the Pharmacy (Northern Ireland) Order 1976 and associated Regulations

The NI Legislative Assembly introduced changes to the Order in January 2012 after a consultation process ending in June 2011. Four sets of Regulations were then made by the NI Legislative Assembly, with three commencing on 1st October 2012, CPD Regulations commence 1st June 2013. The new Regulations, amongst other things have:

- Provided a new appointed Council
- In fitness to practise
 - Provided a new statutory investigating committee called the Scrutiny Committee as well as increasing the number of members of the existing Statutory Committee;
 - Introduced a range of sanctions including, advice, warnings, interim orders, suspension, and conditions on practise. These are in line with other healthcare professions. Prior to these changes becoming enabled, the Statutory Committee had only a single sanction, removal from the register;
 - Introduced a statutory requirement to notify the Registrar within seven days of any misconduct as is listed in the amended Order;
 - Introduced a statutory requirement to apply to leave the register;
 - **NEW. Introduces a statutory requirement to maintain and submit a record of Continuing Professional Development, CPD, where noncompliance or substandard submissions will potentially lead to a removal from the register. A public consultation was undertaken by the Pharmaceutical Society NI in 2012-13, with respect to the CPD framework which governs the process. The CPD Framework will be published before 1st June 2013 all registrants will be notified of this in writing and it will be hosted on the website.**

It is important that all registrants fully review the new Regulations when established and published by the government. It is your responsibility to understand the significance of this legislation on your professional practise.

Standards Guidance issued by the Pharmaceutical Society of NI in 2012-13

Standards issued after consultation in 2012-13

1. Standards for pre-registration training;
2. Standards for internet pharmacy services;
3. Standards for independent pharmacist prescribers;
4. CPD framework, is to be published in May 2013.

Guidance issued

1. Guidance on raising concerns -This guidance was updated and issued to registrants to ensure that pharmacists fully appreciate their duty of care to raise concerns about the practise of pharmacists or other healthcare professionals, where the practise introduces significant risks to patients or the public. Not to raise a concern where this is appropriate is seen in itself as professional misconduct.

All of our Standards and Guidance documents are available on the website: <http://www.psni.org.uk/about/code-of-ethics-and-standards/>

Disclosure policy

The Pharmaceutical Society NI recently held a consultation on the disclosure and publication of fitness to practise information. Following analysis of the consultation responses and Council approval, the final policy will be published in the summer 2013. We have adopted an interim disclosure policy, whilst a formal policy is developed, published and consulted upon. We encourage everyone to familiarise themselves with the current policy in the intervening period. The interim disclosure policy can be viewed by following this link: <http://www.psn.org.uk/disclosure-policy>

Concluding comments

The Pharmaceutical Society NI continues to review all aspects of its registration/retention processes. We hope to move next year to online registration to facilitate registrants and new applicants. More details will follow later in 2014.

Feedback

We do welcome feedback on the annual retention process and would encourage this from registrants. Please direct any comment to registration@psni.org.uk or in writing to me brendan.kerr@psni.org.uk.

Yours sincerely



Mr Brendan Kerr FPSNI
Registrar