

## Application process to Register as a Pre-registration Trainee Pharmacist in 2020-21 now open

The Pharmaceutical Society NI has been reviewing all its activities in response to the ongoing Covid-19 pandemic, as part of this work we have reviewed the publicised plans for applying to register as a trainee pharmacist in 2020-21.

In light of this review, it has been decided that the most pragmatic and fairest approach to the 2020-21 application process, is to make appropriate adjustments to the current procedure; making it as simple as possible whilst ensuring it remains robust for applicants, tutors and training organisations, under the current circumstances.

It has also been decided that the training year for 2020-21 will begin on **01 July 2020**, meaning that applicants can therefore start their pre-registration training on this date, subject to successful application and confirmation from the Pharmaceutical Society NI.

The following information is for all applicants, tutors and interested parties and outlines how the application process for pre-registration training in 2020-21 will work.

### General Approach

We have designed the process to ensure that applicants and tutors can complete the application form remotely, without having to physically meet or exchange hard copies of documents, which we know is difficult at this time. The closing date for the submission of application forms is **29 May 2020**.

Applicants, tutors and employers should follow the steps outlined below:

1. The applicant should Download the fillable PDF form from the Pharmaceutical Society NI's website read it carefully and follow the detailed instructions therein: <https://www.psni.org.uk/wp-content/uploads/2020/04/PR-Application-2020-21-FINAL-290420-Fillable.pdf>
2. The PDF form must be opened in Adobe Acrobat or Adobe Reader to allow completion.
3. The applicant should complete the application form using the Sign icon in the tool bar or by using the Fill & Sign option on the right-hand pane.

4. Applicants should complete pages 1-3 of the application form; the applicant should then save a copy and send it to their prospective tutor via email only. Applicants should not complete the sections of the application form relating to health and fitness to practise declarations prior to sending the form to their prospective tutors.
5. The employer and tutor should open the form in Adobe Acrobat or Adobe Reader and complete the sections of the form relevant to them and send the form back to the applicant via email only.
6. Tutors should note that the application form should be signed by electronic signature only. Instructions on how to make an electronic signature can be found here:
  - PC: <https://www.psni.org.uk/wp-content/uploads/2020/04/Create-a-digital-signature-PC.pdf>
  - Other Device: <https://www.psni.org.uk/wp-content/uploads/2020/04/Create-a-digital-signature-Device.pdf>
7. Upon receipt of the form from their tutor, the applicant should complete the remaining sections of the application form, check the application form carefully, ensuring all relevant sections are fully complete.
8. The applicant should note that the application form should be signed by electronic signature only. Instructions on how to make an electronic signature can be found here:
  - PC: <https://www.psni.org.uk/wp-content/uploads/2020/04/Create-a-digital-signature-PC.pdf>
  - Other Device: <https://www.psni.org.uk/wp-content/uploads/2020/04/Create-a-digital-signature-Device.pdf>
9. The applicant should email the completed application form to [pre-registration@psni.org.uk](mailto:pre-registration@psni.org.uk), with all the required supporting documents as attachments to the form.
10. The Pharmaceutical Society NI will confirm receipt of your application form, at this stage you should make payment. To do so please contact the office on 02890326927 and select option 4. A member of our Finance Team will take payment over the phone by debit card only.

11. Once confirmation of payment has been received your application will be processed. Processing the application will take between 2-3 weeks, at which point the Pharmaceutical Society NI will contact you via email.

## **Important Health Message**

### **Decision to enter -pre-registration training during Covid-19**

Pharmacy students should make an informed decision about their health when deciding to enter pre-registration training during this period. Students should understand the risks to their personal health. If you have an underlying health condition, which may place you at greater risk of severe illness, if you were to catch Covid-19, you should seek medical advice in relation to joining the pre-registration training programme. All pre-registration trainees must follow the latest Government advice and follow the correct social distancing measures.

### **Pre-registration trainee induction**

We will correspond with all successful applicants about our approach to induction to the pre-registration programme for 2020-21. Whilst our approach will be dictated by the latest Government advice, we are currently preparing to carryout induction remotely.

### **Pre-registration training and tutors**

We recognise that this is an extremely pressurised time for tutors and we greatly appreciate the commitment and support tutors are providing to the pre-registration programme and the profession. We acknowledge that there is ongoing uncertainty about how the current cohort of trainees will finish their pre-registration training. We will be providing an update on this situation soon. At this point, we would ask tutors and employers to complete the application forms with start dates as normal for the 2020-21 intake.

### **Tutor Accreditation**

As we were unable to hold our April tutor accreditation event due to covid-19, we will be contacting those pharmacists who were registered to attend with details about our plans to complete their accreditation. In the meantime, we ask those pharmacists that have been planning to act as a pre-registration tutor for 2020-21 and have been unable to attain tutor accreditation, to continue with plans to take on a trainee on dates agreed. Plans will be put in place to allow tutor accreditation to be completed for all relevant pharmacists prior to 01 July 2020.

### **Queries**

Because our offices are closed and we are working remotely, you may experience delays in responses to enquiries. Before contacting us with any queries we request that all applicants and tutors carefully read the instructions provided above, the more detailed instructions contained in the application form and attempt to complete the

process. At this point if you are experiencing difficulties, please contact [pre-registration@psni.org.uk](mailto:pre-registration@psni.org.uk). The responsibility for completing the application form remains that of the applicant.

**Thank you for your co-operation**

Pharmacists, tutors and trainees have shown exceptional adaptability during this difficult period and we thank you for this. We have endeavoured to make the revised application process as easy and fair as possible for all involved, under the current circumstances and we appreciate your ongoing co-operation and support.