

# New Registrant application form 2020/21

The registration year in Northern Ireland runs from 1 June to 31 May annually therefore to retain registration you will be required to complete the retention process (including paying registration fees) on 1 June every year after first registration.

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[www.psni.org.uk](http://www.psni.org.uk)

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## PSNI Data Protection Statement

The Pharmaceutical Society NI is a data controller registered with the Information Commissioner's Office. We will make use of personal data provided to support our work as the regulatory body for Pharmacists and registered Pharmacies in Northern Ireland and for our work as the professional leadership body for Pharmacists in Northern Ireland. We will process your personal data for purposes including updating the register, administering and maintaining registration, processing complaints, monitoring fitness to practise, CPD monitoring and compiling statistics.

The Pharmaceutical Society NI will not share your personal data on a commercial basis with any third party. We may, however, share your data with third parties to meet our statutory aims, objectives, powers and responsibilities under the Pharmacy (Northern Ireland) Order 1976, the regulations made under the Order and other legislation. We may pass information to organisations with a legitimate interest including other regulatory and enforcement authorities, the Health and Social Care Board, employers and the Department of Health.

In defined circumstances, the Pharmaceutical Society NI will use the European Commission's Internal Market Information System (IMI) to share personal data relating to you with relevant competent authorities in other European member states. This data will relate to registration and fitness to practise matters. The Pharmaceutical Society NI will also check IMI records to confirm your standing with other Health and Social Care regulatory bodies. You have the right to request a copy of any records held on you in the IMI and to have your data corrected. For contact details and other information about IMI, see the IMI website. We will publish pharmacists' fitness to practise records on our website as described in our Disclosure and Publication Policy. This is subject to EU exit transition arrangement.

Your name, address, telephone numbers, email address, employment details and registration with other bodies are used by the Registrar and the Registration Coordinator. They are used for registration, CPD, and Finance. These details are held securely in paper and digital form and disposed of according to our data retention policy. By completing the retention process, you agree to The Pharmaceutical Society NI holding and processing these details under General Data Protection Regulation (GDPR) Article 6 (c)(d) (e)(f).

Employment data can also be used to develop regulatory activities and services in relation to the workforce. This information, as a statistic, may be made publicly available.

Your personal details are used by the Head of Public Affairs, Policy Standards and Engagement Lead and Policy Officer for communication activities to provide up to date information on regulatory activities. Declarations of health or character will be primarily processed by the Registrar and Legal Officer and, in some instances, the Registration Coordinator. This information can be used in conjunction with Fitness to Practise processes and can, where appropriate, be shared with relevant governing bodies.

Your personal details are also used by the Pharmacy Forum for the purpose of communications in relation to professional leadership activities. This can be sent by postal mail or email and, under GDPR regulations, are sent under legitimate interests. The Pharmacy Forum will also use your data to send periodic communications to raise awareness and seek financial support for the charitable work and activities of the Pharmacists' Advice and Support Service (PASS).

Your financial data is processed by the Head of Business Operations and Finance Assistant. Your payments are processed by Global Payments online and Elavon when processed as a terminal card payment.

You are entitled to see the information we hold about you. If you wish to see this information, please send your request in writing to: Data Protection Officer, Pharmaceutical Society NI, 73 University Street, Belfast BT7 1HL, detailing the information you wish to see. We are required to respond within 30 days. If you do not wish your information to be stored, where we are able to, we will remove upon request any information required. Please contact the data protection officer on 02890326927.



## Section One - Personal Details

Title	<input type="text"/>	TraineeNumber	<input type="text"/>
Surname	<input type="text"/>	Address Line 1	<input type="text"/>
Forenames	<input type="text"/>	Address Line 2	<input type="text"/>
Known as	<input type="text"/>	Town/City	<input type="text"/>
Previous Surname	<input type="text"/>	County	<input type="text"/>
Date of Birth	<input type="text"/>	Post code	<input type="text"/>
Mobile	<input type="text"/>	Country	<input type="text"/>
Home	<input type="text"/>	Email address	<input type="text"/>

## Section Two - Registration Data

Please note that all registrants will receive communications relating to registration/regulation. The data held by the Society will be stored securely in both paper and digital format. The organisation is required to maintain and update registration details on an annual basis and publish a register. The PSNI is legally required to provide copies of the registers to the DoH Pharmacy Inspectorate in compliance with the Pharmacy (Northern Ireland) Order 1976.

## Section Three - CPD

Continuing Professional Development (CPD) is a statutory and professional requirement for all registered pharmacists in Northern Ireland.

By completing and submitting this application form you are confirming that you will meet the requirements and conditions of the CPD framework in respect of continuing professional development for the CPD year 2020/21 (1 June 2020 to 31 May 2021).

## Section Four - Indemnity Insurance

Article 11A –(1) of the Pharmacy (Northern Ireland) Order 1975 as amended by The Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2013, makes it a statutory requirement that: “A registered person who practises as a pharmaceutical chemist must have in operation an indemnity arrangement which provides appropriate cover in relation to that registered person in respect of liabilities which may be incurred in practising as a pharmaceutical chemist.

The Council of the Pharmaceutical Society of Northern Ireland (Indemnity Arrangements) Regulations (Northern Ireland) 2014 also states: “A registered person who practises as a pharmaceutical chemist must promptly inform the registrar if for any reason they cease to have in operation, in accordance with Article 11A (1) of the Order, an indemnity arrangement which provides appropriate cover”.

I confirm I will not practise in Northern Ireland without having in place appropriate indemnity cover and also that I will comply with the requirement to inform the Registrar if for any reason I cease to have in operation such an indemnity arrangement.

Print Name

Signature





## Section Six continued - Declarations

4. Have you been notified by a regulatory body in the UK responsible under any statutory provision for the regulation of a health or social care profession of a determination to the effect that your fitness to practise is impaired, or a determination by a regulatory body elsewhere to the same effect, about which you have not previously advised the registrar in writing?

Yes  No

5. Are you subject to an investigation by another regulatory body (other than the PSNI) about which you have not previously advised the registrar in writing?

Yes  No

6. Are you the subject of any fraud investigation by an HSC body about which you have not previously advised the registrar in writing?

Yes  No

7. Have you been removed, contingently removed or suspended from, refused admission to or conditionally included in any list held by an HSC body or providers of pharmaceutical services on fitness to practise grounds about which you have not previously advised the registrar in writing?

Yes  No

8. Are you included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006 or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007) about which you have not previously advised the registrar in writing?

Yes  No

If you have answered YES to any of the above, please provide details of convictions/proceedings and any evidence that would help support your claim of good character for consideration by the registrar if not previously supplied.

Any information supplied must be marked confidential and for the attention of the Registrar only.

A declaration form is ONLY to be completed should you wish to make a declaration. A declaration form is available on the registration section of the website: [www.psn.org.uk](http://www.psn.org.uk).

Please note fitness to practise information declared (if resulting in a sanction) will be referenced on a Certificate of Current Professional Status and/or European professional card supplied by the organisation to another competent authority.

### Health Declarations

The Code of Ethics and Standards for Pharmacists in NI states:

- At Principle 3.1.6, that you must promptly inform the regulator, your employer and other relevant authorities of any circumstances that may call into question your fitness to practise or has the potential to bring the profession of pharmacy into disrepute.

- At Principle 5.1.1, that you must practise only when you are competent and fit to do so

Are there any matters to be declared in relation to your mental or physical health that may impair your fitness to practise about which you have not previously advised the registrar in writing?

Yes  No



## Section Six continued - Declarations

If you are concerned that a physical or mental health problem may impair your ability to practise, you must seek to clarify this with your physician or consultant and make a health declaration in writing to the Registrar. Any information supplied must be marked confidential and for the attention of the Registrar only.

Please note you may also be asked to undertake an occupational health assessment commissioned by the organisation. A declaration form is ONLY to be completed should you wish to make a declaration (this is available on the PSNI website).

I declare that all of the information I give in this form and in any supporting documents is accurate.

I understand and I am able to undertake the responsibilities of a registered Pharmacist which I acknowledge may include taking sole charge of a community or hospital pharmacy and the provision of advice in relation to the science of medicines or the practise of pharmacy or healthcare. I acknowledge and understand my obligations when working in a registered pharmacy as detailed in the Health Act 2006 and the Medicines (Pharmacies) (Responsible Pharmacist) Regulations 2008.

I understand my obligations as detailed in the Code of Ethics and Standards 2016 and the supplementary professional standards and guidance published by the organisation.

I have a legal obligation to notify the Registrar of any fitness to practise matters within 7 days of any occurrence throughout the registration year (1 June to 31 May). I understand that failure to do so may result in fitness to practise proceedings.

I understand that: If I am found to have given false or misleading information in connection with my retention on the register, this may be treated as impairment for the purposes of the Pharmacy (NI) Order 1976 which may result in fitness to practise proceedings.

### DECLARATION BY THE PHARMACIST:

I declare that the information provided above is true.

Print Name

Signature

## Payment Details

Please note all retention fees are non-refundable and cannot be paid on a pro rata basis or by installment. We are no longer able to accept credit card payments.

Please indicate the method of payment for your annual retention fee of £398.

Debit card only

Payments are taken on submission of an application.

Please return your completed form & payment to PSNI, 73 University Street, Belfast BT7 1HL.

### **Voluntary payments**

If you wish to make a contribution to the Pharmacists' Advice and Support Service (PASS), please visit: [www.pfni.org.uk](http://www.pfni.org.uk).