

Standards for Pre-Registration Training

Pharmaceutical Society NI

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Standards

These standards are for all trainees, prospective trainees, pre-registration tutors and employing organisations.

Terminology

The Pharmacy (Northern Ireland) Order 1976 states there '*there shall be kept a register of students*'. Pre-registration students are considered trainee pharmacists and will be referred to in the standards for pre-registration training as '**trainees**'.

The term '**trainee**' refers to any registered person undertaking pre-registration training in Northern Ireland with the aim of being admitted to the register of pharmaceutical chemists.

The term '**tutor**' refers to any registered pharmacist, who agrees to supervise the trainee, accepts the associated governance responsibilities of tutoring and meets the published criteria for being a tutor as specified by the Pharmaceutical Society NI.

For ease of reading we have opted to refer to tutors as female and pre-registration trainees as male.

The term '**relative**' refers to a person connected by blood (parent, sibling, offspring, cousin, niece and nephew), marriage or civil partnership.

The **Pre-registration Lead** is responsible for the management and development of the pre-registration programme and provides support to pre-registration trainees and tutors alike.

1. Aims and objectives for pre-registration training

- (1) The primary aim of the pre-registration training experience is to reinforce among the trainees an awareness that they are to become members of a healthcare profession, and to develop a professional attitude and a sense of responsibility, embracing the requirements of The Code (Professional standards of conduct, ethics and performance for pharmacists in Northern Ireland) and its associated standards and guidance.
- (2) **The objectives for pre-registration training are:**
 - (a) To give the trainee experience of applying in practice the knowledge acquired during their undergraduate course or equivalent qualification¹
 - (b) To emphasise that the trainee's positive attitude towards the experience is important if the aims are to be fulfilled.
 - (c) To facilitate the development of a responsible attitude by requiring the trainee to reach a satisfactory level of competence in relation to the time spent in pharmaceutical practice.
 - (d) To develop the ability of the trainee to communicate clearly with members of the public and allied health professions.
 - (e) To give the trainee an appreciation of the pharmacist's extended role within and out with the health service, the pharmaceutical industry, and within the community.
 - (f) To give the trainee an appreciation of the need for continuing study i.e. continued professional development (CPD), throughout their professional career.
 - (g) To increase the trainee's awareness of the whole spectrum of pharmaceutical activities, including a direct involvement with patients regarding the proper use of medicines and the promotion of good health.
 - (h) To bring the trainee to the commencement of a career in pharmacy with a:
 - (i) willingness to make professional decisions within his current sphere of competence.
 - (ii) desire to improve his competence through gaining additional experience.
 - (iii) knowledge of the need for continuing professional development.

¹ OSPAP overseas pharmacist assessment programme

- (i) To give the trainee an understanding of the development, structure and functions of:
 - (i) the Pharmaceutical Society NI.
 - (ii) other pharmaceutical bodies and organisations within the United Kingdom.

Note for information

It is expected that having completed the pre-registration training year and having achieved a satisfactory standard in all compulsory assessments, the trainee will have met the aims and objectives of pre-registration training.

2. Registering as a trainee

In order to register as a pre-registration pharmacist a potential trainee must:

- (1) Organise his pre-registration training placement in an establishment that has been approved for this training purpose (section 6) under the supervision of an accredited tutor (section 7). **(s)**

Explanation

Pharmacists qualifying to register from the pre-registration programme must meet the standards to maintain public confidence in the profession and ensure public safety. To allow the trainee to experience as high a level of training environment as possible his tutor must be accredited and the employer/superintendent meet the premises requirements set out on the pre-registration application form. This will allow a sound basis to begin training.

- (2) Apply in writing by the date stipulated by the Pharmaceutical Society NI each year, using only the specified application form, providing confirmation of the date of commencement of training, where he is to undergo training and the name(s) of his tutor(s) for the full period of training. **(s)**
- (3) Submit documentary evidence that he has been awarded an MPharm degree/or equivalent qualification² in pharmacy at a UK-based University recognised by the Pharmaceutical Society NI. **(s)**

Explanation

The Pharmaceutical Society NI must have documentary evidence of accredited qualifications to ensure all trainees entering the pre-registration programme are suitably qualified.

- (4) Pay in full the required fee to the Pharmaceutical Society NI. **(s)**
- (5) Be familiar with and accept the rules and regulations on pre-registration training specified by the Pharmaceutical Society NI and outlined in these standards. **(s)**
- (6) Be in good health. **(s)**

Explanation

Trainees entering the pre-registration training programme must be of appropriate good health as they are entering a patient facing profession and safety of the public is the highest priority.

² OSPAP overseas pharmacist assessment programme

Notes for information

Good health is defined as having no reason on grounds of mental and physical health, why he should not be able to discharge the responsibilities of (a) a trainee pharmacist (b) a registered pharmacist.

- (7) Affirm that he will abide by the Code and Professional Standards and Guidance documents. **(s)**
- (8) Be fit to practise as a pre-registration trainee. A statutory declaration must be made that there is nothing in his past history, conduct or character that, having regard to patient safety and public health, would render it unsafe for him to undertake pre-registration training. **(s)**

Explanation

Trainees entering the pre-registration training programme must be of good character as they are entering a healthcare profession and the safety and welfare of the public are the highest priority. Any such issues must be brought to the attention of the Registrar prior to initiation of training and each application will be dealt with on a case by case basis.

- (9) In addition, an applicant wishing to be registered as a trainee must:
 - (i) not have been refused permission to join the General Pharmaceutical Council (GPhC) training programme/register. **(s)**
 - (ii) not have previously failed the GPhC registration assessment three times or where there is any other reason that has resulted in refusal by the GPhC to permit him to undertake or complete pre-registration training. **(s)**
 - (iii) not have taken longer than eight years from commencing the MPharm degree programme to graduation and completion of pre-registration training to registration or four years from commencement of the Overseas Pharmacist Assessment Programme (OSPAP) route to registration. **(s)**
 - (iv) not have taken longer than 24 months from graduation to commencement of pre-registration training. **(s)**
 - (v) any extenuating circumstances for 9 (iii) and (iv) may be considered on a case by case basis on the submission of supporting evidence. **(s)**

Explanation

Trainees must not have been refused permission to join the GPhC register/training programme as the Pharmaceutical Society NI wish to maintain consistency with GB on pre-registration training across the UK.

Trainees must not have taken longer than eight years to graduate with an MPharm degree and complete their pre-registration training or four years for the OSPAP qualification. Training must commence within 24 months of receiving their MPharm qualification.

These measures are put in place to ensure the trainees knowledge and skills are up to date with regard the Pharmacy environment.

The training period will not be recognised unless all of the conditions specified above are met in full

Notes for information

Suitable sites normally include community pharmacies and hospital pharmacies.

Training can be completed in a variety of pharmacy sites but must include a minimum of 26 weeks in a patient facing site, in either a community or hospital pharmacy, during the 52 weeks of pre-registration training.

Training in non-patient facing sites can be undertaken for a maximum of 26 weeks and must form part of the 52-week training programme.

Non-patient facing sites can include the pharmaceutical industry, prison pharmacy, primary care organisations (or their equivalent), Academia or Veterinary Pharmacy. The list is not limited to these sectors of practice. An application for training in any non-patient facing site should be made in advance of commencement of any training (application available on request).

It is only possible to start pre-registration training provided there is written evidence from the university awarding the degree that the trainee has been successful. The university degree certificate must normally be submitted for verification within two months of commencing training.

If there is any doubt about any aspect of the requirements, clarification should be sought from the employer, tutor or from the Pharmaceutical Society NI.

If undertaking a PhD immediately after graduation – it should be noted that the eight year stipulation at 9 (iii) above will still apply.

3. Pre-registration trainee employment conditions

- (1) Employment for pre-registration training is only acceptable if it is full-time and during normal working hours of the establishment concerned. **(s)**
- (2) Periods of training must total one continuous year (12 months) and include the normal holiday entitlement for the establishment concerned and public holidays. **(s)**
- (3) The trainee will be expected to work 35 - 45 hours per week. If an establishment opens for an extended period each day, the hours of employment must be agreed with the employer, provided the total number of hours worked per week does not exceed the 35 - 45 hours specified. **(s)**
- (4) If a trainee is absent on sick leave, or for any other reason (excluding normal holiday entitlement), for more than the equivalent of one working week you must inform the Pharmaceutical Society NI and provide a valid and documented reason. A maximum total absence of 42 days (inclusive of annual leave, sick leave, public and bank holidays) out of the 12 months pre-registration training is allowed before an extension to training is required. The Pharmaceutical Society NI has the discretion with regard to any allowances that can be made. **(s)**
- (5) Pre-registration training must not be undertaken in an establishment in which the trainee has a potential conflict of interest, for example where there is significant financial interest or where the trainee is related³ to an owner, director or employee (including a tutor) of the pharmacy where they will be training. **(s)**

Notes for information

Trainees will be registered as pre-registration pharmacists with the Pharmaceutical Society NI for 12 months training, after which they will cease to be registered as pre-registration pharmacists. Those undergoing agreed extensions to training will remain on the register of pre-registration pharmacists for the agreed training period.

It is considered a conflict of interest for a trainee to undertake pre-registration training in an establishment in which the trainee has a significant financial interest or where the trainee is related to an owner, director or employee (including a tutor) of the pharmacy where they will be training.

³ See definition on page 3

4. Pre-registration training requirements for trainees

- (1) The trainee is required to demonstrate that he has developed adequate competence during his training such that upon joining the Pharmaceutical register, he will be able to undertake all the duties of a pharmacist.

Competence is having the necessary skills, knowledge and attitudes to consistently undertake the role of a pharmacist. Performance standards have been specified and published which make explicit the competencies to be developed. All performance standards must be achieved before the final declaration document can be signed by the tutor. **(s)**

Explanation

Tutors must validate all performance standards claimed by the trainee to ensure they are of a satisfactory standard. Ensuring trainees complete their portfolio to a satisfactory standard will result in many aspects of pharmacy being covered in depth and will provide a sound knowledge base on completion of training.

- (2) The trainee is required to prepare a portfolio of evidence to demonstrate completion of the performance standards. The trainee must achieve a satisfactory standard in all performance standards in order to complete the pre-registration training year. **(s)**
- (3) The trainee must complete all mandatory elements of training. **(s)**
- (4) The trainee must attend all mandatory training days. **(s)**

Explanation

Mandatory study days are now deemed to be essential components of the training programme and must be attended by all trainees to receive required training in these areas.

- (5) The trainee's progress will be assessed regularly by his tutor. The purpose of this procedure is to help both the tutor and trainee to regularly monitor progress during the year. It should be carried out openly and jointly to enable any problems to be fully addressed as they occur. **(s)**
- (6) Reports throughout the year on trainee progress must be submitted using only the specified procedure and must meet the deadlines specified. **(s)**
- (7) The trainee must achieve a pass in the Registration Assessment within a maximum of three entries (section 5). **(s)**

- (8) If a trainee fails to make satisfactory progress throughout the year and/or fails to attain a satisfactory standard at the end of the training period, his training will be reviewed and he may be required to extend his training for a further period until he is deemed to have achieved a satisfactory standard by tutor appraisal/passing the registration assessment. **(s)**

Explanation

This extended training period is to ensure that trainees joining the register are fit and competent to work as pharmacists.

- (9) During the year, if the trainee experiences any problems in relation to the training provided, the matter should first be discussed with the pre-registration tutor and employer, and then, if necessary, with the Pre-registration Lead. Problems addressed at an early stage have a higher chance of being resolved. **(g)**
- (10) While recognising the important role of his tutor, the trainee must nevertheless at all times take responsibility for his own learning. **(s)**
- (11) The trainees must review their learning contract with their tutor and sign it prior to commencement of pre-registration training. **(s)**

Explanation

A learning contract will provide a structure to the training year and will be available for use as a reference tool if required.

5. Requirements for the Common Registration Assessment

- (1) A pass in the Common Registration Assessment is a pre-requisite for registration. **(s)**
- (2) Further information is contained in chapter 10 of the Pre-registration Training Manual and on the Pharmaceutical Society NI [website](#).

6. Pre-registration training requirements of employers

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- (1) All establishments in which pre-registration training is provided must be approved for this purpose. The relevant section of the pre-registration application form must be completed by the pharmacy owner/superintendent to ensure premises meet the needs of the trainee. **(s)**

Explanation

Approval of pharmacy premises as a training establishment is completed on a yearly basis as part of the pre-registration application process. The details set out in this section of the application form are required on an annual basis to ensure the pharmacy premises comply with training requirements in order to meet the training needs of the trainees.

- (2) Applications for approval of an establishment should be made on the pre-registration application form. **(s)**
- (3) The employer must ensure that a suitably qualified tutor is available to supervise the trainee before offering employment to the trainee and that the tutor will be able to fulfil the role of tutor as specified. **(s)**
- (4) The programme of experience provided by the employer should enable the trainee to develop the competencies specified in the Performance Standards programme. A detailed description of the experiences to be undertaken will be published and provided at the commencement of pre-registration training. **(s)**
- (5) If any aspect of competency development cannot be ensured at the employing establishment, alternative arrangements to develop the competency must be in place and these must be explained to the trainee. This may include attendance at training events identified by the tutor. **(s)**
- (6) Facilities within the establishment should allow the trainee to keep up to date with recent developments relevant to the practice of pharmacy. **(s)**
- (7) The employer must agree to allow the trainee to attend the mandatory training days specified. Attendance at mandatory training days is normally during the working week. The trainee is not expected to take these days as holidays but should be given this time off work. **(s)**

Explanation

Trainees are considered supplementary to the workforce and attendance at mandatory training days is a requirement of the pre-registration programme and these should not be deducted from a trainee's annual leave.

- (8) The employer is encouraged to allow the trainee to attend any additional training events that are identified as being conducive to his development. **(g)**
- (9) An employer must be aware of all the requirements for pre-registration training. **(s)**
- (10) An employer, who is not the tutor, must be aware of the duties and responsibilities of a tutor and commit and agree to facilitate the tutor to enable her to carry out these duties. **(s)**
- (11) Pre-registration training must not be undertaken in an establishment in which the trainee has a potential conflict of interest, for example where there is significant financial interest or where the trainee is related to an owner, director or employee (including a tutor) of the pharmacy where they will be training. **(s)**

Explanation

This is to ensure training is impartial and there can be no influence with regards the completion of training assessments for the individuals.

- (12) The trainee should be given access to the internet if required during designated Personal Protected Professional Development Time. Trainees must adhere to the employer's standards on internet behaviour. **(s)**

Explanation

The pre-registration training portfolio is an on-line based recording system. The portfolio will contain cycles of learning used to meet the requirements detailed in the performance standards. Training sites are required to have internet access and allow trainees to use the internet during the working week to aid training as appropriate to the workflow of the Pharmacy. Online access will give the trainee and tutor the opportunity to review the online portfolio together.

Notes for information

Personal Protected Professional Development Time is to be given to the trainee to allow him to concentrate on improving specifics of practice. This should be agreed with the tutor and will involve different areas related to the pre-registration experience. The time may be spent developing areas of practice e.g. over-the-counter (OTC) experience, training opportunities provided by his tutor/employer, developing his portfolio, studying for the registration assessment or other activities identified throughout the training year. Review of how time is spent should be discussed on a regular basis by the tutor and the trainee.

- (13) An employer/superintendent pharmacist must ensure that the pre-registration trainee will have onsite Personal Protected Professional

Development Time agreed by both the trainee and the tutor. Training needs should be reviewed regularly. A minimum of the equivalent of four hours per working week must be dedicated to Personal Protected Professional Development Time. **(s)**

Explanation

Pre-registration trainees are supplementary to the pharmacy workforce. Trainees are expected to study and complete a portfolio during their training year and prepare for a registration assessment. Protected time is to be given to trainees to aid with study and professional development.

Notes for information

In exceptional circumstances a trainee may wish to be considered for pre-registration training other than in a full-time capacity Under such circumstances he must apply in writing to the Pharmaceutical Society NI

7. Pre-registration training requirements of tutors

- (1) A pharmacist can only act as pre-registration tutor if they hold three years post-registration relevant experience. **(s)**

Explanation

If a pharmacist wishes to be a tutor, they must have a minimum of three years practice experience within the previous five years in the field in which they wish to tutor e.g. community or hospital pharmacy. This is to ensure that the tutor has the relevant experience to be a tutor in their chosen area of pharmacy.

- (2) A pharmacist who wishes to act as a pre-registration tutor must first complete any courses of instruction specified. This is normally a one day course. Courses are only offered on set dates each year (see website for details). **(s)**
- (3) A pharmacist who has completed the first pre-registration tutor training course must attend within the next 5 years, and at intervals no longer than every 5 years thereafter, a further course of instruction as specified in order to continue to be recognised as a tutor. **(s)**

Explanation

This re-accreditation is to ensure a high level of tutoring and give tutors the opportunity to refresh their skills and meet fellow tutors to discuss aspects of tutoring. It also gives tutors the opportunity to ask any questions relating to the pre-registration process.

- (4) Pre-registration training must not be undertaken in an establishment in which the trainee has a potential conflict of interest, for example where there is significant financial interest or where the trainee is related to an owner, director or employee (including a tutor) of the pharmacy where they will be training. **(s)**

Explanation

This is to ensure training is impartial and there can be no influence with regards to a trainee's training assessments.

- (5) With the exception of one particular circumstance, the pre-registration tutor must personally supervise only one trainee at a time.

The exception to this rule can be at the beginning or end of a period of pre-registration training, only in circumstances where the outgoing trainee started training late due to not achieving their MPharm in the normal timeframe. Both trainees must consent to the overlap. A maximum of six weeks overlap may be approved subject to the conditions set out in the explanation being satisfied. **(s)**

Explanation

The Pre-registration programme's primary objective is to ensure that trainees receive the appropriate level of training and are robustly and fairly assessed against criteria set out for the performance standards programme and appraisal process. This is best achieved when each trainee has a dedicated tutor as their exclusive pupil. Such an arrangement ensures that a trainee receives appropriate supervision, mentoring and support to help them prepare for practice and to be fully prepared for the Registration Assessment whilst also allowing the tutor to be well placed to deliver robust and accurate assessments.

There is a single exception allowed for, which is, that in exceptional circumstances, up to 6 weeks at the beginning or end of training may allow a tutor to supervise two trainees. This is only to be offered in exceptional circumstances when an outgoing trainee's start date was delayed due to not achieving their MPharm and when all other options have been exhausted.

An employer can request an application form for an overlap in tutor supervision by email at pre-registration@psni.org.uk. The application must clearly show evidence that all other options for tutor supervision have been exhausted, must provide details of efforts made by the employer / tutor to minimise the potential adverse effects on training which may arise from a tutor supervising two trainees simultaneously, must provide evidence that both trainees affected have consented to the overlap alongside details of proposed arrangements to minimise the impact of any proposed overlap on the trainee's progress against the performance standards and professional development areas. Please note that training will only be recognised if the overlap arrangement has been approved in advance.

- (6) A Tutor must be aware of all the requirements for the pre-registration training programme. This includes reviewing and signing a learning contract with their trainee at the beginning of the pre-registration training year. (s)

Explanation

A learning contract ensures a tutor is aware of their responsibilities regarding the training of the trainee and also gives the tutor a referral source if required to deal with any issues that may arise during the year.

- (7) A Tutor must be aware of and accept the supervisory responsibilities of being a tutor as specified below:

Tutors are responsible for the supervision and delivery of pre-registration training. In conducting their supervisory responsibilities, tutors are expected to provide training, deliver constructive feedback to trainees about performance in practice, conduct assessments objectively and act

as a mentor to their trainees. Tutors are also expected to work with the trainee to help them develop the necessary professional skills so that they have the right attitude expected of healthcare professionals, have good communication skills, can work with others and can demonstrate leadership. An important part of the tutor role is making the final declaration that their trainee is fit to practise and tutors will gather evidence for this throughout the year from the verification of multiple competencies (Performance Standards) via online reflective portfolio and the appraisal process.

Other tutor supervisory responsibilities include:

- helping their trainee plan training and identify training needs
- providing timely and constructive feedback on trainee performance
- providing assessment of trainee progress in a robust, objective and fair manner
- encouraging trainees to reflect on their own performance
- working with their trainee to set objectives
- providing training opportunities to enable the trainee to meet the performance standards programme
- welcoming feedback from their trainee to help and identifying their own learning needs in relation to being a tutor
- listening and respecting the views of their trainee
- acting as a role model
- acting on commitments made in the learning contract
- conducting quarterly appraisals and submitting progress reports to the Pharmaceutical Society NI in a timely manner
- providing support if a trainee encounter difficulties. **(s)**

- (8)** The Pharmaceutical Society NI expects that trainees will be well supported and will receive an appropriate level of training. This is best achieved when each trainee has a dedicated tutor who is responsible for ensuring robust and fair assessment of trainees in line with the pre-registration training requirements.

In any period of training at one approved training site, and in order to undertake their supervisory responsibilities, a tutor normally shall be engaged full-time at the same training site as a trainee.

The Pharmaceutical Society NI defines full-time as a pharmacist working a minimum of 30 hours over a minimum of four days each week at the training site where the trainee is based.

Where training occurs in the community pharmacy setting, and where the majority of clinical pharmacy services and training experiences are provided at the same premises, the expectation is that the trainee and tutor will be located together at the same training site with the tutor

providing the majority of the training experience whilst fulfilling their supervisory and assessment responsibilities for a minimum of 30 hours over a minimum of four days each week at the same training site at which the trainee is based.

If a tutor is of the view that training would be enhanced by gaining experience in another branch of the same pharmacy business, the tutor may seek approval by writing to the pre-registration department pre-registration@psni.org.uk, setting out their reasons for requesting this arrangement at another branch within the same organisation. The tutor is required to submit a training plan, in advance, which indicates:

- the number of days the trainee will be away from the approved training site (up to a maximum of 5 days per training year)
- what areas of pharmacy practice will be covered
- what performance standards will be met
- what governance arrangements will be in place to ensure continuity of training and verification by the tutor
- confirm that an accredited tutor will be available on site

Where training occurs in a hospital pharmacy setting, and where a trainee is required to meet the performance standards across a range of disciplines by visiting multiple departments and as it is recognised that other healthcare personnel may need to be involved in the delivery of this training the following must apply:

- the nominated tutor still has overall responsibility for conducting assessment of outcomes of training provided and for submission of those assessments to the Pharmaceutical Society NI and must therefore be directly involved in the planning and delivery of training provided.
- Arrangements must be in place to ensure that there is clear and ongoing communication about the trainee's progress between the tutor and other personnel providing the different aspects of training experience.

The expectation is that the tutor in this instance will still be cited at the same hospital training site as the trainee for a minimum of 30 hours over a minimum of four days each week. This is to ensure that the tutor is available for a sufficient period of time to provide support and to intervene, if required, to ensure that adequate training is being provided, to provide feedback and to monitor and assess progress. **(s)**

Explanation

The tutor is accountable for making the final declaration that a trainee is fit for practise and consequently must have appropriate first-hand knowledge of their trainee's performance to do so. In order to fulfil their duties and supervisory responsibilities including being adequately informed to make the final declaration, the Pharmaceutical Society NI expects that a tutor will be working at the same training site as a trainee for a minimum of 30 hours over a minimum of four days per week.

- (9) The preferred arrangement for tutor supervision is that a single tutor has a sole trainee for the duration of training. In exceptional circumstances, such as when a tutor is unable to supervise a trainee for the requirement, of a minimum of 30 hours over a minimum of four days a week and when all other options for single tutor supervision have been exhausted, a co-tutoring arrangement may be considered where both tutors share supervisory responsibilities. A form should be accessed at this [link](#) and should be submitted for approval via email to pre-registration@psni.org.uk. The trainee must consent to the co-tutoring arrangement.

In a co-tutoring arrangement, the aggregate hours worked by tutors must meet the minimum full-time requirement as described above. One tutor will be nominated to conduct quarterly appraisals and to validate learning cycles via the reflective e-portfolio. Both tutors in a co-tutoring arrangement must co-sign the final declaration.

Please note that co-tutoring will only be recognised after a co-tutoring arrangement has been approved. **(s)**

- (10) While it is the responsibility of each trainee to inform the Pharmaceutical Society NI in writing by the date specified prior to the commencement of training, where he is undergoing training and the name(s) of his tutor(s), a tutor should confirm with each trainee that this has been completed before allowing the commencement of the training period. **(s)**

- (11) (i) The Pharmaceutical Society NI must be informed of any proposed change of tutor as soon as possible and training will only be recognised after the change has been approved by the Pharmaceutical Society NI. **(s)**

(ii) In some circumstances a trainee may be required to find an alternative suitable training position, for example if no alternative tutor is available. **(s)**

- (12) If a tutor receives unsatisfactory feedback from their trainees for three consecutive years tutoring, they will lose accreditation as a tutor for one

year. Further to this they will be asked to submit a tutor development plan and be required to attend a full day tutor training course before accreditation may be awarded again. **(s)**

Explanation

The tutor feedback quality assures the tutor standards and maintains a robust training programme. It enables the monitoring of training and a mechanism to deal with any training which is below standard. The removal of a tutor's accredited status is in place to ensure that trainees receive the highest possible standard of training. At any stage of the year tutors are welcome to contact the Pre-registration Lead to discuss any aspects of tutoring.

- (13)** Continuing Professional Development; a part of their portfolio record should be relevant to their role as tutor pharmacist. **(g)**

Explanation

Due to the importance of being involved with the training of future pharmacists, aspects of tutor's CPD are advised to be linked to their role.

- (14)** A tutor must provide opportunities for the pre-registration trainee to complete all performance standards required. **(s)**
- (15)** A tutor must ensure that the pre-registration trainee will have onsite Personal Protected Professional Development time, agreed through discussion between trainee and his tutor. Training needs should be reviewed regularly. A minimum of the equivalent of four hours per working week must be dedicated to Personal Protected Professional Development Time. **(s)**

Explanation

Pre-registration trainees are supplementary to the pharmacy workforce. Trainees are expected to study and complete a portfolio during their training year. Protected time is to be given to trainees to aid with study and personal professional development. Training needs should be reviewed regularly.

Notes for information

Personal Protected Professional Development Time is to be given to the trainee to allow him to concentrate on improving specifics of practice. This should be agreed with the tutor and will involve different areas related to the pre-registration experience. The time may be spent developing areas of practice e.g. over-the-counter (OTC) experience, training opportunities provided by his tutor/employer, developing his portfolio, studying for the registration assessment or other activities identified throughout the training year. Regular review of how time is spent should be undertaken by the tutor and the trainee.

8. Pre-registration training tutor responsibilities

- (1) As part of the tutor's role they are expected to lead by example as the trainee will be influenced by the professional activities of the tutor. **(s)**
- (2) A tutor is expected to complete any assessment of the trainee promptly and professionally. This must not be delegated to any other individual. **(s)**
- (3) A tutor is expected to give regular feedback to a trainee on progress to help him identify strengths and weaknesses and, in association with the trainee, to develop activity that will help ensure the trainee reaches the required standard by the end of the training period. Tutors should hold fortnightly meetings, as a minimum, with their trainees to discuss training needs. Good practice would be that the outcomes of these discussions are documented. **(s)**

Explanation

Some issues will arise during the pre-registration training year. When dealt with early these issues are less likely to escalate into a problem. Fortnightly meetings are a good way to keep up to date with ongoing training needs and in general how the trainee is progressing with their pre-registration year.

- (4) If a tutor is concerned about the progress of a trainee, she must inform the Pre-registration Lead of her concern as soon as possible. **(s)**
- (5) A tutor must make a final declaration that a trainee is eligible for registration. If a tutor is unwilling to make this final declaration, she must inform the trainee and indicate what further training is necessary. The tutor must inform the Pharmaceutical Society NI who will review further training requirements on a case-by-case basis. A further continuous 3 months assessed training is the expected minimum additional training period. The tutor is under no obligation to accept the trainee for an extended training period. **(s)**

Explanation

At least a further continuous 3 months assessed training is expected if a tutor decided that the trainee is not eligible for registration at the final declaration. This gives sufficient time to allow appropriate additional training without holding up trainee's registration for a prolonged period of time.

- (6) A pre-registration trainee shall be eligible to sit the registration assessment after completion of not less than forty-five weeks of pre-registration training provided that:
 - (i) they have paid an examination fee of £174 and

- (ii) after completion of not less than thirty-nine weeks of pre-registration training, a pre-registration tutor, approved by the Council, has submitted a satisfactory appraisal report on him.

It is the responsibility of the tutor to ensure that the Pharmaceutical Society NI has the aforementioned information in order that the trainee may be allowed to sit the registration assessment

- (7) A tutor must ensure that the pre-registration trainee has onsite Personal Protected Professional Development time, agreed through discussion between trainee and his tutor. Training needs should be reviewed regularly. A minimum of the equivalent of four hours per working week must be dedicated to Personal Protected Professional Development Time.
(s)

Notes for information

Personal Protected Professional Development Time is to be given to the trainee to allow him to concentrate on improving specifics of practice. This should be agreed with the tutor and will involve different areas related to the pre-registration experience. The time may be spent developing areas of practice e.g. Over the Counter (OTC) experience, training opportunities provided by his tutor/employer, developing his portfolio, studying for the registration examination or other activities identified throughout the training year. Regular review of how time is spent should be undertaken by the tutor and the trainee.