

Date as postmarked

Dear Pharmacist

Annual retention with the Pharmaceutical Society of NI 2021-22

The Pharmacist's registration year for 2020/21, will end on 31 May 2021. The annual retention fee of £398 is consequently due on the 01 June 2021 as set out in the Pharmaceutical Society of Northern Ireland (General) (Amendment) Regulations (Northern Ireland) 2016. The registration year for 2021/22 will commence on 01 June 2021 and will run until 31 May 2022, and the fee remains at £398 in accordance with Regulation.

Please visit <http://members.psni.org.uk> to complete the retention process and maintain registration.

Online retention is only completed when full details are submitted by you including payment – receipt of payment will be confirmed to you online with a receipt. Should you prefer to complete the registration in a paper format, you can download the form available on our website: www.psni.org.uk Please allow adequate time if making a postal request as, due to COVID-19 restrictions, we are aware of postal delays and, due to current restrictions and social distancing measures, our ability to process paper applications is significantly reduced. We would urge online application where possible as we cannot guarantee to process paper applications by the retention deadline.

Please ensure that the data we hold is correct, updating where necessary and that all relevant declarations are completed.

Declarations of Health or Character

It is the responsibility of every registrant to ensure that all relevant declarations are made. Unless your circumstances have changed, it is not necessary to repeat declarations previously made. A declaration proforma is hosted on the website to facilitate any disclosure.

Withdrawal by Request

Registrants may apply to withdraw from the Register of Pharmaceutical Chemists in Northern Ireland in accordance with Regulation 7(6) of the Council of the Pharmaceutical Society of Northern Ireland (Fitness to Practise and Disqualification) Regulations (Northern Ireland) 2012. Normally, registrants who are subject to fitness to practise procedures will not be permitted to remove their name from the register by request. To withdraw from the Register, please complete the relevant form available on our website and email same to registration@psni.org.uk. Please note that applications to withdraw will not be processed until such times as CPD obligations have been fulfilled.

Continuing Professional Development

Following the extension of CPD year 2019/20 to 15 months, CPD Year 2020/21 has been reduced to 9 months, running from 01 September 2020 to 31 May 2021. CPD portfolios for this CPD year must be submitted by midnight on 31 May 2021. Pharmacists may use CPD cycles completed during the period 01 September 2020 to 31 May 2021 in their submissions for this CPD year.

The amount and type of CPD for this year has changed to reflect the reduced CPD year: full portfolio – 22.5 hours including 3.75 hours documentation time; and partial portfolio – 11.25 hours including 2 hours documentation time.

Please see CPD Framework at: <https://www.psni.org.uk/wp-content/uploads/2021/02/CPD-Framework-and-Standards-2014-Amended-for-CPD-Year-2020-21.pdf>

Equality and Policy

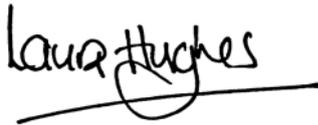
During and after the annual retention period, we are busy ensuring that the policies we create are honest and openly reflect our registrant members.

We ask that you complete an Equality Monitoring form each year to help us do this.

Please visit: <https://www.surveymonkey.co.uk/r/7LRQP58> to complete your monitoring form.

Thank you in advance for your cooperation with this process. For more information on the retention process, please visit www.psni.org.uk

Yours sincerely

A handwritten signature in black ink that reads "Laura Hughes". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Laura Hughes
Registrar