

Applying to join the pharmacist pre-registration scheme

Guidance on completing your application

May 2020

To qualify as a pharmacist in Great Britain, you must complete:

- a UK accredited MPharm degree or OSPAP qualification
- 52 weeks of pre-registration training in England, Scotland or Wales signed off as satisfactory by your tutor
- the GPhC registration assessment with a pass result

As a trainee, the pre-registration training placement gives you the opportunity to develop and demonstrate the skills, knowledge and behaviours needed to practice to the standard expected of a pharmacist. It also gives you the opportunity to apply your academic knowledge in real-life situations.

During your placement at a **GPhC approved training site**, you will work under the guidance and supervision of a **GPhC approved tutor**, and must demonstrate over a minimum of 52 weeks that you meet all of the performance standards set out in the **pre-registration manual** to the level expected of a newly registered pharmacist.

You are responsible for finding your own training placement and tutor. It is also your responsibility to let us know the arrangements by making a successful application before you start training. We will assess this application to ensure that you are eligible to start training and that the arrangements meet our scheme requirements. This will only be successfully completed once all the details have been approved, including your degree result, and we have received payment.

You will usually make your application through the myGPhC online system, unless you are studying the Bradford sandwich course or a five-year integrated degree. Please contact your university directly for information on how to apply to the pharmacist pre-registration scheme if you are studying these courses, as the myGPhC online application is currently only for OSPAP and four-year MPharm students.

If you are planning to train part time, you should contact us as soon as possible at **prereg@pharmacyregulation.org** so that we can confirm that your proposed arrangement meets the scheme requirements and advise if we need any further information from you. We will advise you how to apply using the myGPhC online system.

Please read this guidance carefully to help make sure that you provide all the information we need, in the correct format.

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1. The application process

To apply to start pre-registration training you will need to:

1. Find out the name and address of the site(s) or training programme details where your training will take place.
2. Make sure that your intended training sites are approved for the whole of your training period.
3. Ask your employer for a copy of the training plan you will be following during your training.
4. Confirm the name and registration number of your prospective pre-registration tutor(s) so you can include this information with your application. Your tutors will be required to enter into a learning contract with you as part of your application, through their myGPhC account.
5. Please ensure your MPharm/OSPAP results will have been released before the date you enter to start training.
6. Copy a form of photo ID to upload to your online application.
7. Create an account on the **myGPhC online system**, to create and submit your application. The information you input is saved as you go, so you don't have to complete your application in one session.
8. Ensure your tutor has confirmed your application details vis their myGPhC account.
9. Pay an application fee of **£142** before submitting your application.

Once we receive your application, we will assess it to make sure that:

- you are eligible to start training
- your training arrangements are suitable

We will send a notification via your myGPhC account to let you know that your application is accepted. But we will only let you know if you have been successful or not in joining the scheme when we receive your MPharm or OSPAP result from your university.

If there are any issues with the information you have given us, we will contact you via email. Once these are resolved, we will send you a notification to confirm that your application form is complete and that you will be able to join the scheme if you receive a pass result.

If your application form is accepted and you receive a pass result in your MPharm or OSPAP, we will send you a notification, to confirm that your application has been successful. Once you receive this, you can begin your training on the date specified on your application.

If your application form is accepted and you receive a fail result in your MPharm or OSPAP, but you will be resitting exams this year, it's likely you will need to change some of the details in your application, such as the start date, or even your tutor or training site.

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Once you have made any changes to your training arrangements, **submit a change of training details form**. We will let you know if your updated arrangements are acceptable and wait for confirmation of your resit results.

If there is a delay in your university confirming your results, you may have to delay starting training. Some universities may not send us your results until after the pre-registration scheme opens in July. Please bear this in mind when selecting your start date, as you will not be able to start training until after we have received confirmation of your result.

Application deadlines

The earliest date you can start your training is **13 July 2020**. If you complete any training before this date, it will not count towards your 52-week total.

You **must** start your training on or before **13 November 2020**, the closing date of the 2020 scheme.

Your start date will affect your eligibility for a particular assessment sitting, and the earliest date that you can join the register.

Important: in most cases, if you submit your application by the deadline, you will be able to start training on the date you plan to. But we can't guarantee this as we also need to receive confirmation that you have passed your MPharm or OSPAP, and we may need to investigate information you provide in your application. See the *What will delay me starting my training?* section for more information.

If you do not pass your MPharm or OSPAP first time, your application will stay open until **13 November 2020**, the closing date of the 2020 scheme.

If you do not pass your MPharm or OSPAP, submit an application, and receive confirmation from us that your application is successful by this date, you will not be able to join the pre-registration scheme this year. You will have to submit a new application the following year and pay another fee.

We will keep some information from your application (your personal details and your qualification result) to help assess your eligibility for pre-registration training, should you decide to apply again within the time limit to meet the criteria for registration as a pharmacist.

Important: you must wait for your MPharm/OSPAP results **and** confirmation from us that your application is successful before starting your training.

2. Your pre-registration training site

Use our training premises online search to confirm that the site where you want to train is approved for pre-registration training.

If your intended training site is not shown on our website, or the approval expiry date is before you finish training, you should contact your training provider immediately as you will not be able to submit your application to train there. You are responsible for contacting your training provider if your intended training site is either not approved for pre-registration training or the approval expires before the end of your training.

If you are on a multisector, split, or joint training programme, such as one where you train jointly with a GP practice, you should search by postcode and identify the programme you are following, based on the name of the programme. The postcode will be linked to the main community pharmacy or hospital training site. In most cases the training plan will cover the whole programme and you will be linked to this programme for your full training period.

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If you are planning on training at more than one pharmacy or will be moving from one employer to another such as a joint programme with academia or industry, please make sure that you select all sites where you will be spending a block of 13 weeks or more when you complete the application. You do not need to enter the details of any sites where you will spend less than 13 weeks.

If you are planning on carrying out pre-registration training on a part-time basis, please contact us in advance to discuss your arrangements before you apply.

3. Your tutor

You will need to enter into a separate learning contract with each of your proposed tutors as part of your online application. They will receive your request to enter into a learning contract through their myGPhC account - so you will need to know their name and registration number to send it to them.

If you are on a multisector, split or joint training programme, such as one where you spend time within a GP practice, we would expect you to have a joint tutor arrangement with a named tutor for each site you will be spending equivalent to 13 weeks or more at.

You may want to let your proposed tutor know when you are completing your application, so they are ready to consider your request.

As **set out in our tutor suitability policy**, your tutor must have:

- been registered with the GPhC as a pharmacist for at least three years
- been practising in the sector where they intend to tutor for at least three years (for example, they must have practised for three years in a community pharmacy to tutor in a community pharmacy, in secondary care to tutor in a hospital) **or** have equivalent experience in a sector which parallels the service or main activities within the training environment (for example, working in a research environment such as either industry or academia to tutor in industry)
- no sanctions or conditions on their registration that stop them from being a tutor
- no current fitness to practise issues that stop them from being a tutor

They must comply with all elements of the pre-registration training scheme.

To make sure there is an objective relationship between trainees and tutors, you must not train anywhere that you have a:

- significant financial interest in
- 'significant relationship' with a director, owner or employee. 'Significant relationships' include:
 - any family relationships, such as father, mother, aunt, uncle, cousin and so on
 - family relationships through marriage or civil partnership
 - girlfriend-boyfriend-partner relationships
 - people you depend on financially, or to whom you have a financial commitment
 - people who depend on you financially, or who have a financial commitment to you

In a public sector placement (for example, at an NHS hospital trust) where there is clearly no commercial interest, we will consider applications from trainees wanting to train at a site where a family member or partner works. However, the training provider is responsible for making sure that training and assessment is managed by someone else, to avoid any conflict of interest. Any operational issues that may arise through this must be managed by the training provider.

Important: The tutor is responsible for approving the competence of their trainee. Any abuse of this responsibility resulting from any family relationship will be a fitness to practise issue for the tutor pharmacist and we may terminate the trainee's training placement. **See section 2 of the pre-registration manual** for more information about training arrangements and your pre-registration tutor.

4. Photo identification

To help us verify your identity, you must supply a form of photo identification which was issued within the last five years. This can either be a university ID card which includes your photo, a valid passport, or an UK/EEA photo driving license.

You will need to upload a photocopy of your identification document to your online application. You do not need to get your ID document certified. Not providing the correct document however may delay the date you can begin training.

5. Starting your training

You can only start your training if:

- we have assessed and accepted your application to join the pre-registration training scheme and there are no outstanding issues with the information you have provided
- your university has notified us that you have passed your MPharm or OSPAP course
- we have confirmed to you that your application to join the scheme has been successful and that you are eligible to start training

Important: any time you work or are employed as a trainee before the date we confirm that you are eligible to start training will not count towards you meeting the 52-week training requirement.

Once we have confirmed the date that you can start training, you will be able to download a copy of your training record from your myGPhC account. Please print a copy and give it to your employer.

If the details of your training change from those that have been approved and are shown on your training record, you must tell us by **submitting a change of training details form**. We will assess your new training arrangements to make sure they meet the scheme requirements. If there are any issues with them, we will contact you. If your new arrangements meet the requirements, we will update your training record, and send a copy of it to you via email. This can take up to 28 days.

6. What will delay me starting my training?

The start of your training may be delayed if:

- you submit an incomplete application
- your university does not provide your MPharm or OSPAP results promptly
- you need to re-sit your final exams
- your training site is not accredited for all your training period
- your tutor does not meet our **tutor suitability requirements**
- you make a declaration that requires further investigation

We recommend that you gather the details about your tutor and training site in good time before you want to apply, to make sure any issues can be resolved without delaying your application. If the full application process isn't completed on or before **13 November 2020**, you will not have joined the pre-registration scheme this year. You will have to submit a new application in 2021 if you are still eligible to train.