Completing your trainee’s final progress report and declaration

December 2020

If your current trainee is in the final weeks of their training and is planning to apply to join the provisional register, you will need to complete a PDF version of the final progress report and declaration, and send it to us at prereg@pharmacyregulation.org. As well as your usual assessment of their competence, you will be asked to discuss your assessment with a senior registered healthcare professional.

The trainee will be able to request that you complete the final progress report and declaration from week 49 of their training.

You may find it helpful to save or print the completed form before you send it to us, and to share a copy with the trainee. Their employer may also ask for a copy.

Assessing your trainee’s competence

You should make your assessment of your trainee’s competence as set out in sections 4.12 and 4.13 of the pre-registration training manual.

You will be asked to confirm whether or not the trainee has met all 76 performance standards, and in your opinion, is a fit and proper person to be registered provisionally, if they choose to apply.

You will also be asked to declare if:

- you believe the trainee is safe to be registered provisionally
- that the trainee has demonstrated behaviours which indicate they could meet the standards for pharmacy professionals once registered, including using their professional judgement and speaking up when they have concerns or when things go wrong (standards 5 and 8 of the standards for pharmacy professionals)

If you have concerns about completing the final progress report, you should raise these with the trainee. You may feel that the trainee needs further training time before you are able to assess them as satisfactory. This may be arranged through an extension to the current training placement, or by the trainee looking for a new training site. The trainee will need to fill in and send us a change of training details form so that we can update their training record with their revised end date or new placement details.
You should still complete the final progress report even if it is unsatisfactory. You should work with the trainee to make an action plan, and arrange to complete the report again at a later date. The trainee will need to contact us when the later review is scheduled, to ask for the report request to be reset.

You can delay the signing of the final progress report until later in the training, when you are satisfied that the trainee meets the criteria. This will vary between trainees and there should be a clear plan of action agreed between you and the trainee to manage expectations where you feel a delayed sign off is necessary.

**Recording absence**

You will also be asked to record the number of days you trainee has been absent during their training. If they have been absent from your training site because of self-isolation or shielding, but have been able to continue training, you should record the number of days separately to sickness, or annual leave. If the other leave is related to COVID-19, please write ‘COVID-19’ in the comment box that appears, and do not provide any other details.

The scheme requirements state that trainees have a 40-day limit on the amount of absence that they can have during the pre-registration year. Due to the pandemic, we have taken a proportionate approach to this limit.

Trainees must have completed at least 52 weeks of training to be registered provisionally. But a trainee will not be ineligible to register provisionally, or to sit the registration assessment, simply because they have taken more than 40 days of absence during their training. It will depend on the impact of the absence and how you and your trainee have managed this.

The impact of any type of absence on training will be specific to the trainee. We expect trainees to have discussed their personal situation with you, and to have planned with you how to meet their developmental needs.

You should consider this, the arrangements you put in place during this time, and any additional training needs your trainee may have both in your comments and in your overall assessment of your trainee’s readiness to progress to provisional registration.

**Discussing your assessment with another registered healthcare professional**

You should discuss your assessment of the trainee and your proposed outcome with another registered pharmacy or healthcare professional who has:

- overseen their training as a Superintendent Pharmacist or Chief Pharmacist, or
- been involved in the quality assurance of their training as a member of an education and training organisation, or
- worked with the trainee as a member of the pharmacy or hospital team

You will need to have a conversation with them before completing the report, to discuss the performance of the trainee and make sure that your views are aligned.

They may want to see the trainee’s portfolio of evidence or other personal development records in order to make a decision about the trainee’s overall performance.

They must confirm to you that they have not seen any behaviours or practice which would prevent the trainee meeting the standards for pharmacy professionals.
Please make sure you have made a note of their name and registration number, and their registration body if they are not registered with the GPhC, as you will need to include it in your declaration. Please make them aware that this information may be shared with the trainee, and that we will keep this information and may contact them in relation to this declaration. The information will become a part of the trainee’s full GPhC record, and will be kept in line with our existing policies and our privacy policy.

Assessing your trainee as ‘satisfactory’: next steps

If you consider your trainee to have achieved a satisfactory outcome, this will allow them to choose to apply for provisional registration, and if they meet the criteria for registration as a pharmacist (including passing the registration assessment), to apply to join the main register.

You can include comments about your assessment in the comment boxes on the form.

By signing the final progress report you are making a decision at that point in time. We will assess any potential future concerns about the trainee’s fitness to practise if they are raised with us.

If your trainee is employed while provisionally registered, their employer will have responsibilities to make sure they are practising safely and within their competence. These include ongoing risk assessment, making sure there is a senior pharmacist who is available to provide individual guidance and direction, providing time for registration assessment preparation, and other support such as access to a mentor. Separate guidance for employers which sets out their responsibilities for provisionally registered pharmacists is available.