

# Completing your trainee's final progress report and declaration

July 2020

If your current trainee is in the final weeks of their training, you will need to complete a final progress report and declaration, through your myGPhC account. As well as your usual assessment of their competence, you will be asked to:

- check your trainee's identity using the documents they send to you
- 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 return it to the trainee. The trainee will be able access the form to download and print it, and their employer may also ask for a copy.

## Checking your trainee's identity

As part of your trainee's request, you will receive:

- a recent photo of the trainee
- a copy of their passport information page, EEA identity card, or UK or EU driving licence

Please make sure that you are satisfied that your trainee is pictured in the photo, and is the person named and identified in the document. The trainee name on the identity document does not have to be written in exactly the same way as it is on the top of the form – but if there are significant differences, (such as if they have changed their surname because they have married, for example) you should remind your trainee that they should complete a change of details form.

If either the photo is unclear, or the copy of the identity document is not legible, please reject the request and ask you trainee to update the files and resubmit them. If you have any concerns about the validity of the document or photo, please contact us.

## 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 online 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. This will be shared with the trainee.

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 from mid-July 2020.

## Completing the final progress report for trainees who are not eligible to join the provisional register

If your current trainee has previously sat and failed the registration assessment for example, they will not be eligible to join the provisional register. If they have not had a final progress report completed already, and can access the online request form, you should complete this, although you do not need to consult a second registered healthcare professional. Alternatively, you can also complete the PDF version in the pre-registration manual and follow the instructions nearer the time about joining the main register, once your trainee meets all of the criteria for registration.