

Guidance on completing your final declaration and progress report and applying for provisional registration

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Towards the end of your training, your pre-registration tutor will need to assess your progress and confirm that they agree that you have demonstrated the necessary knowledge, skills and behaviours to provisionally register as a pharmacist. If you have reached this standard, this means that your pre-registration training is complete.

You should start this assessment process once you have completed week 49 of your pre-registration training regardless of whether you intend to apply for provisional registration.

If you receive a satisfactory final declaration and progress report, you will be able to:

- apply to sit the registration assessment, when this is rescheduled
- apply for provisional registration, if you meet the criteria (see part b of this guidance)

Please read this guidance carefully to help make sure that you submit the correct information as part of your final declaration and progress report, and, provide all the information we need, in the correct format, to assess your application for provisional registration, if you chose to make one.

We will use the information we receive in your final declaration to confirm your identity, and as evidence of your eligibility to apply to sit the registration assessment, and apply for provisional registration. We will use the information you give us in your provisional registration application to assess if you meet the criteria for provisional registration. This information will become a part of your full GPhC record, and will be kept in line with our **existing policies and our Privacy Policy**.

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Part a) Final progress report and declaration

1. Requesting that your tutor completes your final declaration and progress report

To request that your tutor completes your final declaration and progress report, you will need to:

1. Arrange for your tutor to make a final assessment of your competence as detailed in **section 4.12 of the pre-registration manual**.
2. Complete the final progress report and declaration form available in your my GPhC account from week 49 of your training. You will need to check the training details we hold for you and upload copies of two pieces of personal identification.
3. Request that your current tutor completes your final progress report, through the myGPhC system. Make sure you have told your tutor when they should expect to receive it.
4. Check you have received a notification through myGPhC once your final progress report has been completed by your tutor.

Important: If your tutor has already completed a paper version of the final declaration form, you will still need to complete the online process.

2. The information you will need to provide

Your training details

You will need to check the training details we hold for you when you submit your progress report request, and your tutor will be asked to check these when you submit your request to them. If any of these details are incorrect, please contact us at prereg@pharmacyregulation.org. If you need to update any details, please wait until the new details are showing on the form before you send it to your tutor.

Identity documents

You will need to upload:

- a) A recent photo of you. The photo should be of your head shoulders, showing you facing straight to the camera, against a plain background.
- b) A scanned copy or photo of one of:
 - the details page of your passport (including your photo)
 - EEA identity card
 - driving licence (you can use your provisional licence).

Make sure your identity details are legible in the images you upload. Your tutor will be able to view these files and will be asked to verify your identity using them.

Your name

We will confirm to you the name we hold for you before you are able to complete your final declaration and progress report. This may be different from the name displayed on your myGPhC account as this does not include your middle name.

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If you chose to apply for provisional registration and the name that we hold for you is different to the one on your identity documents, we will ask you complete a change of details form. This is so that we can add your name to the provisional register as it shown on your identity documents, if your application is successful.

3. Submitting your request to your tutor

Once you have checked your training details, uploaded your identification documents and clicked submit, your request will be submitted to your tutor. They will receive an email notification from myGPhC to log in and complete the final progress report and declaration.

Make sure you have told your tutor when they should expect to receive your request.

You will receive a notification through myGPhC when your tutor has completed your final progress report and declaration.

4. The report and declaration your tutor must complete

Your tutor must make an assessment of your competency to provisionally register as a pharmacist as part of the final declaration and progress report. They must make this assessment whether or not you chose to apply for provisional registration.

They will need to discuss the outcome of their assessment with another healthcare professional.

They will be asked to confirm that:

- you have met all 76 performance standards and that, in their opinion, are able to apply in practice knowledge of the law covering the practice of pharmacy
- you have a professional attitude and sense of responsibility, and have demonstrated behaviours which indicate you could meet the standards for pharmacy professionals once registered, including using your professional judgement and speaking up when you have concerns or when things go wrong (standards 5 and 8 of the standards for pharmacy professionals)
- you are a fit and proper person and safe to be registered provisionally (if you choose to apply)
- you will have completed at least 52 weeks of training in total, within the next four weeks
- they do not know of, or have not observed, any mental or physical health problems which they believe may compromise your ability to carry out the duties and responsibilities of a provisionally registered pharmacist

Managing absence from training

Your tutor will also be asked to record the number of days you have been absent during your training. If you have been absent from you training site because of self-isolation or shielding, but have been able to continue training, this will be recorded separately to sickness, or annual leave. If the other leave is related to COVID-19, your tutor will write 'COVID-19' in the comment box that appears. You do not need to 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.

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

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

Your tutor should consider this, the arrangements you put in place during this time, and any additional training needs you may have both in their comments and in their overall assessment of your readiness to progress.

A second opinion on your final declaration and progress report

The final declaration and progress report from your tutor must include confirmation that they have obtained the views of a named second registrant or other healthcare professional who has:

- overseen your training in their capacity as a Superintendent Pharmacist, Chief Pharmacist
- been involved in the quality assurance of your training as a member of an education and training organisation, or
- worked with you as a member of the pharmacy or hospital team and who has confirmed they have not seen any behaviours or practice which would prevent you meeting the standards for pharmacy professionals.

You will receive a notification when your tutor completes the final declaration and progress report. You will be able to see the final report, including any comments your tutor makes. Your tutor will be asked to record the name of the registered healthcare professional with whom they discussed their decision, and you can ask for this information.

5. The outcome of your final progress report and declaration

If the outcome of your final progress report and declaration is satisfactory, you will be able to apply to sit the registration assessment when this is rescheduled, and to apply to be registered provisionally as a pharmacist.

If the outcome of your final progress report and declaration is unsatisfactory, you should talk to your tutor about your next steps. You can submit another request when you and your tutor agree you are ready.

If you have not met all the performance standards because of problems or slow progress and you need to have an extension to your training, you should have a discussion with your tutor to identify your developmental needs and agree an action plan to address these.

You can continue to train at your current site for time you need to achieve the required standard, or you may need to arrange to complete further training elsewhere. Please refer to **section 2.22 and 2.23 of the preregistration manual** for more information.

You should tell us about your proposed revised finish date or change of training site using a **change of training details form**. You will need to contact us to reset the application process when you are ready to repeat your final progress report.

Part b) Applying for provisional registration

6. Eligibility criteria for provisional registration

To be able to practise as a pharmacist in Great Britain, you must meet the criteria for provisional registration as a pharmacist. This is to make sure that patients can have confidence that the individuals who appear on our provisional register are qualified and meet all our standards.

To provisionally register as a pharmacist with a recognised UK qualification you must have:

- been awarded a GPhC-accredited Master of Pharmacy (MPharm) degree or Overseas Pharmacists' Assessment Programme (OSPAP)
- successfully completed 52 weeks pre-registration training in 2020; or successfully completed 52 weeks pre-registration in 2019, and not sat the registration assessment
- not previously failed the registration assessment
- self-declared that you are fit to practise as a pharmacist; that you have read and understood the parameters within which you must practise if your application is successful and an undertaking to only work within your scope of competence
- received a satisfactory final declaration and progress report from your tutor through myGPhC, which confirms that they consider you safe to practise as a provisionally registered pharmacist

If your tutor has assessed your performance as unsatisfactory at this stage or does not feel able to sign the final declaration and progress report, this means that you do not currently meet the criteria to apply for provisional registration as a pharmacist.

7. Progressing to provisional registration

If you want to work as a pharmacist when your pre-registration training finishes, you must apply for provisional registration. But if you do not, or are not yet sure, you do not have to apply for provisional registration, even if you are eligible. You can also decide to make an application at a later date. You may want to discuss your next steps with your tutor or other colleagues before making a decision.

If you chose to apply for provisional registration, you should complete the application available through myGPhC. There is no fee for joining the provisional register.

If you do not want to apply for provisional registration, you should click 'No' on the first page of the application. This means that we will receive your final declaration and progress report, without you submitting an application. If you change your mind, and want to apply later, you will need to contact us for a paper application.

We will let you know that we have received your submitted online application for provisional registration by myGPhC notification.

We will let you know the outcome of your application by email, or if we need you to provide more information.

If your application is successful, you will be added to the provisional register on the next available registration date. Your provisional registration will start on either the first or the fifteenth day of the month. Your provisional registration number will be the same seven digit number (starting with a '4') as

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your current preregistration trainee number. The online register will show your name, provisional registration number and postal town.

If your application is unsuccessful, we will contact you by email to let you know.

Important: do not practise as a pharmacist until your name appears on the provisional register that is published on our website. Practising as a pharmacist while not listed on the register is breaking the law and you can be prosecuted.

The earliest date you can join the register is 1 August 2020. The provisional register will close on 31 July 2021. If you have not sat and passed the registration assessment by this date, you will no longer be provisionally registered. This means you will not be able to practise as a pharmacist.

8. Completing your application

As part of your application, you will need to make three sets of declarations, about:

a) Your fitness to practise as a provisional pharmacist

See the [something to declare section of the main GPhC website](#) to find about the kinds of character and health issues you may need to give us more information about, so we can assess whether these may affect your ability to practise safely. These are same set of declarations you will have to make to join the main register

b) Your responsibilities on while on the provisional register

This includes having indemnity insurance in place, and notifying us of a change in name or address. These are same set of declarations you will have to make to join the main register

c) Your application

It's important that the information you give as part of your application is accurate and true- we ask you to confirm this to us

Once you have started your application you can save it at any point, and come back to it later.

9. Sitting the registration assessment and moving to full registration

During the period of provisional registration, you must sit the registration assessment at the first opportunity, if you are fit to do so.

If you pass the registration assessment you must make a full application to join Part 1 of the register of pharmacists and pay the applicable application and entry fee. You must apply within 28 days of being notified that you have passed the registration assessment. If you do not apply within this time, your provisional registration will lapse.

If you fail the registration assessment you will not be eligible to remain on the provisional register and will be removed immediately. You must no longer practise as a pharmacist.

You will need to sit and pass the registration assessment at a future date in order to make a full application to join Part 1 of the register.

10. What will delay my application for provisional registration?

Your provisional registration will be delayed if:

- your current tutor does not accept your request to complete your final progress report

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- you do not achieve a satisfactory final declaration and progress report (see *The outcome of your final progress report and declaration* section above)
- you need to contact us to fill in a paper copy of the application form (see the *Progressing to provisional registration* section above)
- any stages of your application for provisional registration are incomplete, or you do not submit your application
- we cannot verify your identity because your name on your record does not match the name on your photographic identity document and we have not previously been notified of a change of name
- if you have declared a fitness to practise matter, or a health issue which may affect your fitness to practise as part of your application