Interim event of an OSPAP programme, 2021-22 academic year

**Submission template v1.1**

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**Please update contents table before submitting to the GPhC (right click update field).**

# Important please read the guidance below before completing the template

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| **This template should be used to demonstrate how your programme and institution continues to meet the** [Standards for the education and training of non-EEA pharmacists wanting to register in Great Britain](https://www.pharmacyregulation.org/sites/default/files/document/gphc_standards_for_the_initial_eduction_and_training_of_non-eea_pharmacists_wanting_to_register_in_gb.pdf) **in relation to your OSPAP programme offering.**The interim submission document should be a single document which includes this template complete in full. You should provide documentary evidence as appendices (**the suggested number of appendices is no more than 10 documents**) and should support the information that you have provided within the template. No additional documents should be provided. Some appendices have been listed in the documentary evidence section below and we request they be provided as part of this submission.Following review of your submission document and associated evidence, you may be required to submit additional items of evidence or further information. If this is necessary, you will be notified in advance of your event.Please ensure that you provide your submission in the correct format with the required level of detail and clarity. Failure to do so could lead to your event being cancelled or postponed. Information on how to submit your documentation can be found on the last page of this document.**When completing your submission template, do not alter the formatting or orientation of the submission template.****If you have any questions regarding your submission, please contact the GPhC’s Education (Quality Assurance) team at** education@pharmacyregulation.orgThe GPhC is committed to compliance with the General Data Protection Regulation (GDPR), details for our privacy policy can be found on our [website](https://www.pharmacyregulation.org/privacy-policy). |

**Please delete this section/page before submitting to the GPhC.**

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| **Guidance on completion of this template*** Next to each standard, please provide a narrative to explain how each standard will continue to be met, referring to changes and developments in the programme since the last event. Except where single piece information or lists are asked for, this narrative must be written in prose. Reference to links, file names, or module titles on their own are not acceptable.
* Full reference must be made within the narrative to the documents that you are providing as supporting evidence.
* Any diagrams or images should be submitted separately as documentary evidence and not embedded within the template.
* Hyperlinks may be used within your commentary to signpost to evidence, but please check that the links are not broken, and that external access is permitted.
* Supporting documents should be included as appendices and should be provided separately from the submission template.
* Each module must be referred to by its full title and not by module code.
* Should your commentary relate to more than one standard, it does not need to be repeated. Simply include a note referencing to the relevant commentary, e.g. ‘please refer to commentary under standard 1.

**Referencing documentary evidence*** Please give each piece of evidence a clear and meaningful title. For ease of reference, supporting documents should be numbered accordingly, e.g. **Appendix 1 -** **Programme application form**
* The document title referred to in your commentary should be identical to the name of the relevant .PDF file you have provided.
* When referencing supporting documents within the submission, please indicate the document clearly (for example, in **bold**) and use the full name and appendix number throughout, e.g. **Programme Application form (Appendix 1)**
* Please ensure that all file names are concise and do not contain any special characters including: **/ \ : \* ? ” < > | # { } % ~ &**
* Please ensure that file names are no more than 80 characters.
* You do not need to duplicate evidence - you may find that you need to refer to one piece of documentary evidence multiple times across more than one section.
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**Please delete this section/page before submitting to the GPhC.**

# Background programme information:

This template should be read in conjunction with the [Standards for the education and training of non-EEA pharmacists wanting to register in Great Britain](https://www.pharmacyregulation.org/sites/default/files/document/gphc_standards_for_the_initial_eduction_and_training_of_non-eea_pharmacists_wanting_to_register_in_gb.pdf)**.**

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| **Academic year:** 2021-22 |
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| **Name of programme provider:**  |
|  |
| **Contact name:**  |
|  |
| **Job title:**  |
|  |
| **Address:**  |
|  |
| **Telephone/mobile:**  |
|  |
| **Email:**  |
| **Programme name and UCAS code (as used on university advertising):**  |
|  |
| **Current number of cohorts over the last 3 academic years:****Planned number of cohorts for the next 3 academic years:**  |
|  |
| **Total student intake numbers per academic year, for the last three years:** **Planned maximum student intake numbers per academic year, for the next three years:**  |
|  |
| **Location/campus from which the programme will be taught (please list):** |

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| Introduction to the programme |
| **Your introduction must include:*** An introduction and scene setting to the programme.
* An overview of how the programme has developed since the last event, including a summary of any major changes.
* An explanation of how any conditions and recommendations from the previous event have been addressed including supporting evidence where appropriate.
* Where you have not opted to action a recommendation, an explanation of the rationale for this decision should be provided.
 |
| **Provider’s commentary** |
| Please type your commentary hereXX(expand as necessary) |

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| Managing the programme during the Covid-19 pandemic  |
| Please provide a brief narrative of any temporary changes that have been, or will be, made to programme design/delivery during the COVID-19 pandemic (no more than 300 words). Please elaborate further under the relevant standard. |
| **Provider’s commentary** |
| Please type your commentary hereXX(expand as necessary) |

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| Standards for OSPAP training |
| Standard 1 – Patient and public safety |
| **There must be clear procedures to address concerns about patient safety arising from pharmacy education and training. Concerns must be addressed immediately.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 2 – Monitoring review and evaluation of an OSPAP |
| **The quality of an OSPAP must be monitored, reviewed and evaluated in a systematic and developmental way.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 3 – Equality, diversity and fairness |
| **OSPAPs must be based on principles of equality, diversity and fairness. They must meet the requirements of all relevant legislation.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 4 – Selection of students |
| **Selection processes must be open, fair and comply with relevant legislation. Processes must ensure students are fit to practise as students at the point of selection. Selection includes admissions.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 5 – Curriculum delivery and the student experience |
| **The curriculum for OSPAPs must deliver the outcomes in Standard 10. Most importantly, curricula must ensure students practise safely and effectively. To ensure this, pass criteria must describe safe and effective practice.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 6 – Support and development for students |
| **Students must be supported to develop as learners and professionals during their OSPAP.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 7 – Support and development for academic staff |
| **Anyone delivering an OSPAP should be supported to develop in their professional role.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 8 – Management of an OSPAP |
| **An OSPAP must be planned and maintained through transparent processes which must show who is responsible for what.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 9 – Resources and capacity |
| **Resources and capacity are sufficient to deliver outcomes.** |
| **Provider’s commentary (an update covering the period since the last accreditation event)** |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |
| Standard 10 – Outcomes for non-EEA pharmacists wanting to register in Great Britain |
| **Expectations of a pharmacy professional.****Please provide a narrative of any changes and/or updates to the delivery and assessment of the programme outcomes since the last event.**  |
| Please type your commentary hereX(expand as necessary) |
| **GPhC use only.** **Standard continues to be met? Yes** [ ]  **No** [ ]  |
| For accreditation use only (to delete once commentary is added) |

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| Documentary evidence |
| **List below the documentary evidence that you are providing**Please refer to the guidance notes on referencing documentary evidence provided on page 3 |
| * Appendix 1: Admission and progression data for the last three cohorts by:
	+ Entry qualification(s)
	+ Sex
	+ Age
	+ Ethnicity
	+ Disability
* Appendix 2: Critical evaluation of the progression data in Appendix 1
* Appendix 3: OSPAP risk register for the next two academic years
* Appendix 4: Staff list and vacancies (with timelines for filling them)
* **(please expand as required)**
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| Submitting your documentation to the GPhC**You must send the following electronically via email or a secure link:*** A **Word** and a **PDF** version of your submission document
* A **PDF** version of each item of documentary evidence

 **@**envelope**education@pharmacyregulation.org**Please ensure that the documentation arrives with the GPhC’s Education team on, or before, the submission deadline. **The deadline for submission of documentation is normally six or seven weeks in advance of the event; however, you will be notified of your exact deadline date when we confirm the date of your event.** |

**Please delete this section/page before submitting to the GPhC. Please remember to update the contents page before submission to the GPhC.**