

Joint-tutoring application form

Trainee's full name

Trainee's pre-registration number

Training site address

GPhC premises registration or training site number

Trainee email address

Trainee phone number

1. Tutor declaration

We, _____ (lead tutor) and _____ (support tutor)

- request to enter a joint-tutoring arrangement for the above trainee
- can confirm that neither of us is or has been under investigation by the GPhC
- will both be responsible for carrying out the trainee's progress reviews
- confirm that our combined contact time with the trainee is at least 28 hours over 4 days
- will communicate with each other regularly to make sure we agree the trainee's current training needs and level of competence

Date

Lead Tutor

Lead tutor's GPhC number

Lead tutor's signature

Support Tutor

Support tutor's GPhC number

Support tutor's signature

2. Trainee declaration

I, _____(trainee), consent to the above arrangement.

Signed (Trainee):

Date:

Scan and email your form to: prereg@pharmacyregulation.org

Or you can send it by post, but it will take longer to reach us.

Post your form to:

**Pre-Registration Tutor Approval
GPhC
25 Canada Square
London E14 5LQ**

3. Learning contract

This is an agreement between the pre-registration tutor(s) and trainee. It covers the key aspects of working together. It clarifies what is expected in preparation for, and during, pre-registration training. It should be discussed and signed by both parties.

I, _____ (*trainee name*) and

I, _____ (*tutor name*)

& I, _____ (*second tutors name if applicable*)

will act in line with the GPhC's standards for pharmacy professionals. We make the following commitments to each other. We:

- will follow the GPhC pre-registration scheme requirements, as explained in the GPhC's pre-registration manual, and understand the GPhC's expectations of a tutor as explained in their guidance
- understand the learning outcomes required by the GPhC to complete pre-registration training and meet the criteria for registration as a pharmacist. The learning outcomes, set out in section 10 of the education standards, are: skills, attitudes and knowledge as defined by 76 performance standards, described in the pre-registration manual, the GPhC standards for pharmacy professionals, and the registration assessment framework
- will carry out GPhC formal progress reviews at weeks 13, 26 and 39, and at the end of training, and submit these to the GPhC when progress is assessed to be unsatisfactory
- will carry out regular progress reviews that are conducted in a professional manner, and are open and honest, to provide meaningful feedback to both trainee and tutor. These reviews will be supportive and encourage learning
- will discuss and resolve any concerns at an early stage. If we cannot resolve a concern, or if the problem is outside the scope of our learning relationship, we will escalate as appropriate
- expect the training to be self-directed, with mutually agreed time dedicated to study and reflection on learning that will be documented in a portfolio for joint review
- will ensure that all practice is supervised appropriately, and is respectful of the skills and knowledge of all team members, whose feedback should also be considered

Learning contract continues onto the next page

- will encourage a proactive approach to seeking answers and solving problems, with clearly defined boundaries related to the stage of learning to make sure patient safety is maintained
- understand the tutor suitability policy and be aware that tutoring can be revoked if this is not met
- will work to a training plan that is provided by the tutor and agreed before training starts

Tick here to confirm that an initial training plan template has been shared

The training plan will:

- provide a structure to meet all the GPhC's required learning outcomes
- include targets and objectives to define practical competence at any particular stage
- include access to off-site learning opportunities such as study days, training events and multidisciplinary working
- schedule GPhC formal progress reviews
- be reviewed jointly, adapted and agreed at the start of the training period and after each formal review to target individual learning needs

As the tutor, I will act in line with the GPhC's guidance on tutoring for pharmacists and pharmacy technicians.

Signed (Trainee):

Signed (Tutor):

Signed (second Tutor):

Date: