

# **PRPS Information Booklet for Training Providers**

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## Introduction & Background

### **Pre-registration pharmacist training in Scotland continues to develop as the NHS Pre-Registration Pharmacist Scheme (PRPS) evolves.**

Since the launch of the PRPS in 2006 NHS Education for Scotland (Pharmacy) has facilitated the organisation, administration and funding of pre-registration placements in both community and hospital practice.

The scheme ensures that all pharmacists are prepared in a way that allows them to use their clinical skills to effectively serve patients and the NHS.

All pre-registration pharmacists recruited into the PRPS receive the same salary, enjoy the same core terms and conditions and follow a similar training programme. A series of nationally co-ordinated educational events run by NES complement the training programme.

NES Pharmacy works with the General Pharmaceutical Council (GPhC), the Royal Pharmaceutical Society, and Training Providers to ensure that every pre-registration pharmacist funded by NHS Scotland receives the same high-quality training opportunity, support and experience regardless of the practice setting. The working relationship between NES Pharmacy and the GPhC is formalised in the terms of a Memorandum of Understanding. As well as ensuring quality of training placements, this involves ensuring that all tutors and trainers are suitably trained, approved and fully supported in their role.

## Overview

**The PRPS has established and utilises an educational framework for pre-registration pharmacist trainees, supervisors and tutors from both hospital and community practice in NHS Scotland. The PRPS uses approved tutors who will supervise trainees on standardised, broad-based training covering primary and secondary care sectors, all in accordance with the requirements of the General Pharmaceutical Council (GPhC).**

The progress of the scheme is overseen by a Sub-group of the NES Pharmacy Advisory Group (PAG) that involves individuals - representative of all interested parties - with a knowledge of, or expertise in, the provision of pre-registration training.

The main components of the scheme specified by the NHS Circular (PCA (P)(2006)22), issued in September 2006, include:

- **Educational Agreements/Service Level Agreements**

The Educational Agreement or Service Level Agreement between NES Pharmacy and the approved Training Provider states the funding to be provided in respect of the placements and specifies the NES & the General Pharmaceutical Council (GPhC) requirements for the training placement.

Some aspects of employment terms and conditions – for example salary, weekly hours of work, holidays and study time – are included in the educational agreement/service level agreement to ensure consistency between Training Providers.

All pre-registration pharmacists involved in the PRPS will be paid the same salary, whatever their training “base” and as the PRPS is an NHS scheme, this will be determined under the [Agenda for Change salary scale](#). The salary is equivalent to the first point on the Band 5 scale. The trainees are NOT being appointed to Band 5 and the increment applied to Band 5 appointees under the preceptorship arrangements does not apply.

The trainees will also have the same generic pre-registration pharmacist Job Description.

- **A centralised recruitment process**

Selection of suitable recruits into the scheme will be by means of a standardised co-ordinated process and the placement of the successful PRPS trainees will take full account of Training Provider and applicant preferences.

Training in the recruitment and selection process will be provided to all assessment panellists where necessary. This will include training in equality and diversity and guidance on conducting the applicant assessment.

The recruitment processes followed by the PRPS will comply with appropriate Human Resources requirements and the current General Pharmaceutical Council (GPhC) Recruitment Guidance.

- **Core training programme and course work**

All pre-registration pharmacists recruited into the PRPS will follow a training programme framework consisting of a workplace training plan and a core learning programme.

The programme framework is established to meet the General Pharmaceutical Council (GPhC) requirements for pre-registration training and the programme will be approved by the Council.

The Workplace Training Plan provides programme templates for hospital, community and modular trainees and all Training Providers will be required to base their workplace training on this NES template.

The NES core learning programme has a focus on national issues and elements aimed at addressing topics from the GPhC registration assessment framework and Performance Standards. The NES core material is offered in the form of discussion sessions and timetabled distance and e-learning.

The learning programme will offer specified direct learning with an increasing emphasis on learning via facilitated small group discussion. This will include reflection on workplace experience, opportunities to review progress with the core elements and to address any particular areas of concern raised by tutors or trainees such as, for example, calculations.

The programme framework includes first aid training and a mock registration assessment.

## What is new for 2021 Recruitment?

Pre-registration Pharmacy recruitment for 2021 will continue to use the upgraded Oriol 2 online system. This will not change any of the underlying recruitment processes but will make the applicant experience online more user-friendly.

As a result of the outbreak of COVID-19 in 2020 NES joined up with HEE and HEIW to establish contingency plans to allow recruitment to proceed. Last year, there was no face to face assessment, and applicants were assessed using only a Situational Judgement Test (SJT) and Numeracy Test. Unfortunately, the COVID-19 pandemic has persisted and continues to necessitate periods of self-isolation and strict social distancing measures. Ongoing government restrictions to face to face gatherings are planned to continue for the foreseeable future, and we will continue to adopt an agile approach to assessment methodology for 2021, approaching our conclusions on the basis of what we feel is the fairest and least onerous way for applicants to demonstrate their capabilities during these unique times.

Working with colleagues in HEE and HEIW, the Pre-Registration Pharmacy assessment methods will continue to be reviewed to ensure that they comply with the following stipulations:

- The delivery process used must be robust and evidence-based
- The delivery process must be aligned to NHS and government advice on social distancing.
- The delivery process should be accessible to all applicants irrespective of which country they are in and whether travel restrictions are in place.
- No new assessment methodology would be used. The delivery process may change, but the assessment methodology should remain similar to previous years.
- Public safety must be at the forefront of any decision.

Prior to recruitment 2021 commencing, NES consulted with our valued stakeholders, including employers on plans for the year ahead, including contingencies. An agreed assessment process will be communicated via supplementary guidance in the first quarter of 2021.

While we are working with Health Education England (HEE), they have their own employer registration process, for more details please visit their [website](#). England and Wales will be using the same selection methods as Scotland and follow the same recruitment timeline. Specific dates will be provided by the recruitment team at Health Education England. This means that applicants can apply to both vacancies but will only be assessed once.

Further information can be found on our website:

<https://www.nes.scot.nhs.uk/our-work/pre-registration-pharmacist-scheme-prps/>

## Training Provider Participation

### Requirements for Training Provider Participation

Pharmacy organisations will be invited to express their intentions to participate in a specified PRPS training year at the start of the calendar year. We invite those Training Providers who have been included on our mailing list in the previous year of recruitment, including those who did not take part in that recruitment. We also welcome newcomers by sharing registration information on our website and with Community Pharmacy Scotland for distribution.

All Training Providers declaring an interest to be involved in the PRPS are required to sign up to the Educational Agreement or Service Level Agreement. This is a declaration that the organisation will adhere to the requirements of participation in the PRPS. The Training Provider must also complete an online Training Provider Information Statement (TPIS) that will be available to PRPS applicants, detailed in the next section.

When the recruitment cycle is complete and the trainees have been matched to their Training Providers, NES will begin the approval process for each training practice to be registered with the GPhC. **All new training sites must be visited so that NES can carry out the PRPS approval visitation procedure.** This includes any training site that has not been active in pre-registration training for more than three training years. This approval visitation process is being adapted for 2021 to take into consideration any restrictions on face to face visits due to COVID-19 and we will work with training providers on the delivery of these.

For training sites with previous experience (i.e. currently active or have hosted a trainee within the previous three training years) the approval process is determined by recorded data pertaining to that pharmacy, intelligence from other sources and verification that quality standards continue to be met.

The NES approval will be notified to the GPhC to progress the registration of these pharmacies as training sites

The approval process aims to ensure that training practices demonstrate that a suitable educational environment exists. That is, the necessary facilities and support are in place to provide the trainees with the level of training required and that the training practice provides a safe working environment.

### Expressions of Interest to participate in 2021 cycle

A key element of participation in the 2021 cycle is deciding how you want to recruit to your posts. In Scotland, we match trainees to a Training Provider, at programme level, not at post level, which means 'base location' for posts will be determined and confirmed to candidates by Training Providers

For Training Providers with only one pharmacy location, this is your programme and will be your Employer Name.

For Training Providers with more than one pharmacy location, there are two options you can choose from:

#### Option 1

All your pharmacy locations will be advertised as one programme, under one Employer Name.

## Option 2

You can split your locations into **two** groups/programmes. In this case, your Employer Name will need to distinguish the difference between the two programmes.

### Examples of different scenarios:

- You have only two locations and would like to advertise them separately. In this case, you should use format 'Employer Name (Location)' or Employer Name (Pharmacy Name).
- You have one or more locations and would like to advertise a remote and rural post separately. In this case, you should use format 'Employer Name' and 'Employer Name (Remote and Rural)'.
- You have various locations and would like to split them up based on geographical location, sector or any other reason. In this case, you should use format 'Employer Name (Location/Sector/Other)'.

It is important during visitation to emphasise to applicants they must be careful in which Employer Name they choose when creating their preference list. We have added a unique ID number which you should provide to applicants interested in working with you. This is a 3-digit code and can be found at the top of your TPIS.

***Where possible, you should detail the premises locations within the body of your TPIS.***

***Where applicable, you will undertake your own process of matching trainees to specific pharmacy location within your organisation, and details of this should be discussed during the visitation period. It should be made clear to applicants that they may be matched to any of your pharmacy locations and that adding you to their preference list reflects an acceptance of this.***

Please note, we are aware in previous recruitment rounds you may have had more than two TPI accounts for various locations or pharmacies, however, as the guidelines have now changed, in order to ensure fairness to all Training Providers, everyone must follow the above guidelines.

You should follow the advised formatting as per the examples provided. If you have any questions regarding this, please contact us during the expressions of interest window.

## Training Provider Information Statement (TPIS)

We strongly encourage all Training Providers to take time and think carefully when completing the TPIS as this can be one of the most important factors in attracting high quality applicants, increasing your chances of being contacted by them or being included on their list. This Information Statement enables Training Providers



to promote the benefits of working with them, details of the pharmacy organisation, training location(s) and any key areas of interest. We ask that the contact details of the person with whom potential applicants can discuss pre-registration opportunities is made available, alongside the pharmacy website, where possible.

Training Providers will be given access to our NES TPI site to provide this information statement and post numbers. Once complete & signed off, the TPIS is made public online and therefore viewable by potential applicants.

The Training Provider Information Statement allows applicants to search for training practices according to their preferences of Training Provider, geographical area or sector.

There are 235 funded posts with NHS Education for Scotland for recruitment into the scheme Training Year 2022-23.

Participating in the recruitment process does not guarantee that a PRPS trainee is placed with a Training Provider. This is determined by the matching exercise.

The following information is required when completing your TPIS:

| Data Required   | Description  |
|---|--|
| Employer Name   | Name of your organisation (this field is completed by the Pharmacy Recruitment team when your TPI account is created). This information will be used by applicants when preferencing.  |
| Unique ID   | Auto-generated code specific to each Training Provider. Applicants will need this code during preferencing and can search for you on TPI using it. ensure candidates are aware of your Unique ID number.   |
| Oriel Programme Preference                              | This is the Oriel programme preference for your Training Provider organisation as it appears on Oriel when candidates do their preference list.  |
| Primary Contact   | Please provide us with name; email; address and phone number for the main contact for the organisation with whom potential applicants can get in touch with  |
| Secondary Contact                                       | Please provide the above information for a second contact if you wish  |
| Region  | Please select from <b>Scotland North</b> (if all posts offered fall within the North Region – NHS Grampian, NHS Highland, NHS Tayside, NHS Shetland, NHS Orkney, NHS Western Isles); <b>Scotland – East</b> (if all posts offered fall within the East Region – NHS Borders, NHS Lothian, NHS Fife); <b>Scotland – West</b> (if all posts offered fall within the West Region – NHS Ayrshire & Arran, NHS Dumfries & Galloway, NHS Greater Glasgow & Clyde, NHS Lanarkshire, NHS Forth Valley) or <b>Scotland – National</b> (if posts offered are across more than one of the regions listed above) |
| Programme Preference                                    | This automatically creates your name as seen on Oriel & is how an applicant will put you on their preference list.<br><b>It is important to share this unique identifier with applicants, to ensure they choose the correct Training Provider</b>  |
| Description   | See below notes for writing a good TPIS  |
| Will be submitting a training provider preference list? | Yes or No (for further information please refer to the Preference List section of this guidance)   |
| Description of preference list process                  | Please provide some details about how prospective trainees, interested in your organisation, can get added to your preference list. If your organisation will not be submitting a preference list this year, please indicate this in this field. This  |

|  |  |
|--|--|
|  | information will let applicants know whether they should make contact with Training Providers or not in order to get their name on a preference list. If you are not submitting a list you must add a standard statement in the description of preference list process which you can find under the Preference List section of this guidance.              |
| Places Available   | Please enter the number of indicative posts you are offering for 2022-23 here – this field must be a numerical number  |
| Employer Type  | Please select from Hospital; Community; Modular or Remote & Rural. Training posts will be split into the following categories – Community Training Providers, Hospital/Split programme Training Providers, Remote & Rural Training Providers and Modular programmes to allow potential candidates to search for the types of posts they are interested in. |
| Speciality   | Acute - only applies to Hospital type above (this information will be filled in by default)  |
| I have a licence to sponsor overseas workers (Skilled Worked Visa) | Please indicate if you are a licenced sponsor by ticking this box. (for further information please refer to the Sponsorship section within this guidance)  |
| Number of trainees I can offer sponsorship to                      | Out of the total number of posts offered, please enter the number of Certificates of Sponsorship you can provide.  |
| Employer Website   | Please enter the link to the website of your organisation here (if applicable)   |

### Search Filters

Applicants can use a number of filters when searching a Training Provider on the TPI public site based on the information you provide. These filters enable applicants to quickly narrow down to the geography or type of training experience they are interested in. The programme attributes that can be filtered are listed below:

| Filter                      | Options  |
|-----------------------------|--|
| Region                      | Scotland – North;<br>Scotland – West;<br>Scotland – East<br>Scotland – National  |
| Employer Type               | Hospital;<br>Community;<br>Modular;<br>Remote & Rural  |
| Skilled Worker              | Tick box   |
| Training Provider Unique ID | Auto-generated code specific to each Training Provider. Applicants will need this code during preferencing and can search for you on TPI using it. |

Applicants also have the option on the TPI site to search for the organisation they are looking for using the Find search field or to select their chosen Training Provider from the dropdown list of Training Providers taking part. It is imperative that the information you provide under the above mention fields once you sign off your TPIS is accurate.

### **Marketing yourself to attract applicants**

One of the most important factors in attracting high quality applicants and filling places is how you market and promote your programmes and the training you provide.

You are advised to take time to think carefully about how you describe your programme(s) on TPIS. You should ensure that you highlight any elements of the programme that you feel would be attractive to applicants. We advise you to have a look at some of the Training Provider Information Statements submitted in 2020, this information is available on the TPI site under the 'About' section.

You may also wish to consider engaging with universities.

If you have a website for your organisation, you may like to have a dedicated web page to further advertise your programme. As part of the Training Provider Information Statement, you can provide a link to this web page to allow potential applicants to view further information about your organisation which is not included on your statement.

NES Pharmacy will host webpages dedicated to the promotion of pre-registration training sites and programmes. This will give Training Providers the opportunity to advertise and promote their pre-registration training posts to potential candidates. The webpages will be hosted under the current recruitment section of the NES Pharmacy website. Further guidance on the submission of promotional materials detailing the type of information you can submit will be provided after the expression of interest window closes.

Effective marketing is extremely important to attract higher calibre applicants and improve your chances of matching, as applicants are influenced by the quality and depth of the information provided by prospective employers.

Tips for writing a good Training Provider Information Statement:

- Location is the second highest factor determining choice, but the top one is career progression. Also important are structured training and other factors which indicate a quality placement.
- Think about how you can illustrate the quality of your programme – maybe you have the flexibility for a more tailored approach, offer interesting services, or have a close relationship with your local GP practice.
- For rural areas, consider including information about the local area and job opportunities post registration.
- Multisector placements are extremely popular.

- Supporting Skilled Worker visas may increase your chances of getting a pre-reg as it will mean you can be matched with a higher number of trainees. You must be prepared to meet the Home Office requirements of a sponsor and to meet the cost of sponsorship.
- If you receive any enquiries from students, give them appropriate information and direct them to apply to you via Oriol.

Finally, once you have been allocated a pre-reg, we recommend you contact them as soon as possible and build up a relationship in readiness for the start of their placement.

### **NES Pharmacy Approved Pre-Registration Tutors**

The PRPS ensures the quality assurance of pre-registration training within Scotland. As well as the quality of training placements, this involves ensuring that all tutors and trainers are suitably trained and approved. Tutors and trainers are provided with on-going educational support to meet quality standards and approval. It is intended that the training and development of a tutor in the PRPS will facilitate and encourage on-going development as a tutor for individuals as they progress to practice at higher levels and support pharmacists at later stages in their career development.

The NES Pharmacy approval of pre-registration tutors is based on the GPhC guidance and criteria, with the additional requirement of having to participate in the NES Pharmacy tutor appraisal and undertake appropriate training. The tutor will sign a declaration covering GPhC eligibility criteria and elements of the Educational Agreement or Service level agreement that the tutor has control over. New tutors will be required to complete specified core tutor training and undertake continuing professional development that includes the role of tutor.

Tutors in the PRPS will participate in an appraisal process that will include a self-assessment against the GPhC tutor guidance.

### **Range of pre-registration pharmacist Training Providers**

Pre-registration training programmes can be hosted in a variety of settings; however, each training programme must be accredited by the GPhC and must include a minimum of 6 months in a patient facing setting. All pre-registration training programmes are 52 weeks in duration; however, some training programmes may offer a number of placements within that programme.

There are 4 types of employer: community; hospital; modular and remote and rural.

Within community pharmacy, there are several different types and sizes of employers ranging from larger 'high street' multiples to small individually owned independent pharmacies serving a local population.

Hospital pharmacy employers can range in size from large hospitals to smaller district or local hospitals. In addition, some specialist hospitals, for example paediatrics, mental health, cancer treatment, ophthalmology and orthopaedics, may also be involved in the delivery of Pre-registration training.

If you are not currently an approved training site and would like to consider training Pre-registration Pharmacists, please visit the GPhC website for more information and contact the PRPS Pharmacy Principal Lead to discuss developing a programme to support the trainee.

## Multi-Sector Programmes

Within PRPS multi-sector programmes are offered as modular programmes or split programmes. Modular programmes provide the trainee with placements in hospital, community and a third setting which can be within GP practices. Split programmes see trainees undertaking training in hospital pharmacy and within GP practices.

Multi-sector programmes are popular with trainees and may offer another option for filling your programmes.

Some benefits of offering a multisector programme include:

- Developing a pharmacist workforce capable of working across the healthcare system better prepared to deliver advanced patient care upon registration
- Improving the understanding of the transfer of care issues and how to support patients as they transition between care settings
- Enhancing the relationship development between partner sites
- Trainees in multi-sector posts can educate colleagues (in all sites) regarding barriers and difficulties regarding communication and transfer of care
- Promoting the role of pharmacists in non-traditional sectors of practice (such as general practice) as part of a portfolio career.
- Trainees will develop a broader skill set, allowing them to better support service delivery in their main sector of employment.

Programmes that include multi-sector placements will require separate training plans to be submitted to the GPhC which include the objectives of the training in all areas of practice. As part of the training plan, activities that trainees will complete during their training will need mapping to the learning outcomes and performance standards for pre-registration trainees. The [GPhC](#) can provide further information on the requirements of multi-sector posts. Please contact the PRPS Pharmacy Principal Lead if you wish to discuss potential opportunities of offering a multi-sector programme.

## Pre-Registration Training Grant

NES will provide a pre-registration training grant that will cover fully the salary and employer on-costs for trainees recruited into the scheme. The salary is based on point 1 of Band 5 on the Agenda for Change Salary Scale.

NES Pharmacy will pay the training grant in instalments. Payments will be made in three instalments paid four-monthly in arrears. Currently these instalments are paid at the end of November, March, and July of the training year.

## Timeline

The following tables set out the key timelines within the recruitment process and what is required from Training Providers at each stage.

**All deadline dates will be available on our [website](#).**

**Table 1 – Timelines, activities and what Training Providers need to do (\*Please note this timeline is indicative and subject to change.)**

This timeline describes the activities within the recruitment cycle, in addition to this, Training Providers will follow the activities in Table 2 prior to the trainee commencing employment.

| Month                 | Activity   | What Training Providers need to do   |
|-----------------------|--|--|
| February – March 2021 | Expressions of interest to take part in the recruitment process and completion of Training Provider Information Statements | <p>Follow the process detailed in this guide. Training Providers need to confirm they wish to be included in the recruitment process and complete a Training Provider Information Statement via TPI. <b>Late submissions will not be accepted.</b> Training Providers, new and existing, will need to sign a copy of the Educational Agreement or Service Level Agreement.</p> <p>Once you have submitted your expression of interest, the Pharmacy Recruitment team will contact you to confirm your registration and to advise you can start completing your TPIS.</p> |
| April – October 2021  | Visitation Period  | <p>Once Training Provider Information Statements are published, applicants will contact the Training Providers to discuss training opportunities, possible placements and how to get their name on a preference list if applicable. This is when you will be able to identify preferred candidates.</p>  |
| June 2021             | Oriel is open for applicants to register and apply for 2021  | N/A  |

|                          |                                       |   |
|--------------------------|---------------------------------------|---|
| July – October 2021      | Training Provider Preferencing Window | If you choose to submit a preference list this year, preferencing opens in July and closes in October. No further names can be added to your list after the deadline.                             |
| September - October 2021 | Assessment Window                     | Details are yet to be confirmed   |
| November 2021            | Offers released to applicants         | N/A   |
| December 2021            | Candidate Handover                    | Matching outcomes will be released and you will be notified via TPI system of the names of your trainees. Copies of their application form and ID documents will be uploaded to your TPI account. |

**Table 2 – Post-Recruitment Activities (\*Please note this timeline is indicative and subject to change)**

| Month             | Activity   | What Training Providers need to do   |
|-------------------|--|--|
| March 2022        | Site approved as a training site with the GPhC                               | Training Providers must be registered with the GPhC as an approved pre-registration training site. As NES Pharmacy conduct these approvals on behalf of the GPhC training providers do not apply directly but must assist NES Pharmacy with approval visits. |
| April – June 2022 | Pre-employment checks and contracts  | Training Providers should complete pre-employment checks and issue contracts   |
|                   | Identify Pre-registration Tutor meeting GPhC tutor criteria for new trainees | Consider Pre-registration Tutor training needs   |
| July/August 2022  | Trainees start employment  | Arrange induction process for trainee  |

**Table 3 – Communication Timeline (\*Please note this timeline is indicative and subject to change.)**

| Activity/Template   | Timing        |
|---|---------------|
| Training Providers register to participate in the recruitment cycle           | February 2021 |
| Confirmation of registration e-mail to Training Providers                     | March 2021    |
| TPIS published on TPI site and applicant handbook published on NES website    | April 2021    |
| Vacancy advertised on Oriel & applications open                               | June 2021     |
| Training Provider and Candidate Preferencing opens                            | July 2021     |
| Training Provider Preferencing and Candidate Preferencing closes              | October 2021  |
| Offers released to applicants   | November 2021 |
| Unsuccessful applicants informed  | November 2021 |
| Training Provider Matching Outcomes released - Applicant information Released | December 2021 |



## Recruitment and Selection Process

During recruitment to a pre-registration pharmacist post, applicants move through several stages, detailed below. Each applicant is scored objectively against the criteria listed in the Person Specification and Personal Attributes Framework for the pre-registration training post. You can access the Professional Attributes Framework on the NES website.

- **Longlisting**  
The NES HR team first checks that applications meet the requirements and essential criteria detailed in the Person Specification.
- **Visitation & Preference Lists**  
As part of the selection process applicants are required to submit a preference list of Training Providers that they are interested in completing their training with. Details of the training places available in each region can be found on Oriel and also on the TPI site [here](#). The Training Provider Information Statements (TPIS) allow applicants to search for Training Providers according to their preference for sector and/or geographical area.
- **Assessment**  
The preferred method of assessments for the 2021 cycle will be communicated in the first quarter of 2021, following Government forecasts related to restrictions caused by the Covid-19 pandemic and consultation with our stakeholder groups. During the assessment stage(s) the person specification and professional attributes framework (PAF) are the two documents which detail the essential and desirable criteria and all selection methods will be mapped to these documents. Some of the criteria within the person specification are underpinned by behavioural indicators within the PAF.
- **Matching**  
Once a list of appointable candidates is established, along with a preference list from each candidate and from the Training Providers who opted-in to submit a preference list, matching can take place.

There are therefore two elements to being selected for a place in the scheme:

Eligibility - determined by total score, and

Success - appointable candidates being matched to Training Providers (via preferences).

## Preference Lists

The PRPS recruitment process is founded on allowing Training Providers to make decisions with regard to which trainees are recruited to their organisation. Again, due to COVID-19 restrictions, we have adjusted the matching process to enable Training Providers and candidates to be matched without a Training Provider preference list.

Training Providers have two options to decide for the 2021 cycle of recruitment;

### **Option A: Submit a Training Provider preference list of candidates that they would be willing to employ and work with over the training period.**

Matching will take place in ranked candidate order using **both** candidate preference list and Training Provider preference list.

*If a Training Provider is submitting a preference list;*

*It is important that Training Providers get to know a candidate prior to the selection process. **It is the responsibility of the candidates to make contact with Training Providers to improve their chance of being included on a Preference List whilst taking into consideration any social distancing restrictions.** It is essential to do this prior to the deadline for submission of Training Providers' Preference Lists. Candidates should utilise the contact details and information in the Training Provider Information Statements to assist with the best way of doing this. **It will not be possible to add any further candidates to your Preference List after the deadline.***

### **Option B: Do not submit a Training Provider preference list of candidates.**

This means it is possible for the Training Provider to be matched with any appointable candidate who has added the Training Provider to their preference list.

Matching will take place in ranked candidate order based only on candidate preference lists.

*If a Training Provider is not submitting a preference list;*

*Candidates are not required to contact the Training Provider to arrange visitation, however, we would encourage them to find out more about the opportunities available if they wish to preference this TP using the contact details provided in the Training Provider Information Statements*

*Training Provider Information Statements must clearly indicate if they are submitting a Training Provider preference list for this cycle of recruitment, therefore, if you do not wish to submit a list, please include the following paragraph in the description of preference list section:*

*For this cycle of 2021 recruitment this training provider will not be submitting a candidate preference list and will be eligible to match to ANY appointable candidate during the matching period. Candidates are not required to contact the training provider to arrange visitation however we would encourage you to find out more about the opportunities available if you wish to preference this TP using the contact details provided.*

Training Providers who choose to complete a Preference List will be required to enter the candidate's Oriel pin number in order to generate the candidate's name on their list. Each candidate will receive notification of their pin number upon creating an Oriel account and will be advised that Training Providers will be asking for this number. Training Provider's must ask the candidate for this number as standard process and should not wait until a decision has been made regarding who to include on their Preference List.

***NES strongly recommends to both candidates and Training Providers that names on preference lists are neither divulged nor discussed in order to maintain the integrity of the process.***

Further guidance specifically detailing how to complete the online Preference List is available on the TPI site under the *About* section

## Identifying Preferred Candidates

If you are submitting a preference list, it is your responsibility to select and preference the candidates you wish to include. Prior to placing a candidate on your Preference List, you are advised to conduct your own identification process which is adequately documented. You should satisfy yourself that candidates on your preference list will meet the criteria outlined in the Person Specification and Personal Attributes Framework.

Your list of preferred candidates may have arisen from summer placement programmes, part-time working or work experience, interviews or any contact between applicant and Training Provider. When completing your preference list you **MUST NOT** include any candidate on your list that you would not be willing to employ.

It is important to treat all candidates interested in undertaking pre-registration training with you in the same way, including those on summer placements/work experience, i.e. all potential candidates should have the same criteria applied to them and should be asked the same questions.

### Sponsorship

*Please note, from 1 December 2020, the Skilled Worker visa has replaced the Tier 2 visa.*

Training Providers should be aware that if you preference a candidate that requires a Skilled Worker Visa, you must already be approved as a sponsor and hold a licence to sponsor a Skilled Worker. If a Training Provider declares that they hold a Skilled Worker sponsorship licence this will be published as part of the TPIS and be made available for applicants to view on Oriel. As a Training Provider, it is your responsibility to be aware of the requirements of sponsoring a Skilled Worker.

Applicants searching for a sponsor for their Pre-Registration year can use this as a search option on the NES TPI site and Oriel to ensure they are contacting only those who they are eligible to preference.

Most applicants to PRPS are studying in the UK at the time of application and so are in the UK and subject to an undefined Certificate of Sponsorship, switching from a Tier 4/Student visa. As there is no longer a restriction to the number of Certificates of Sponsorship (CoS) a sponsor can offer, the number of CoS you can offer to PRPS recruitment may have changed. Please note, the costs of sponsorship remain the same at £199 per individual switching from a Tier 4/Student visa to a Skilled Worker visa, and an additional £1,000 for individuals not switching from a Tier 4/student visa.

Some employers may choose to offer sponsorship for more difficult to fill places. Offering sponsorship can make your pharmacy more attractive to those looking for sponsorship, and it also will mean you have the ability to match with a higher number of applicants.

Should you have any questions regarding this, please get in touch with the pharmacy recruitment team directly via [pharmacy.recruitment@nes.scot.nhs.uk](mailto:pharmacy.recruitment@nes.scot.nhs.uk)

Current UKVI policy will be applicable to the recruitment process. For further information regarding immigration, please review the Immigration Factsheet on our webpage.

## Unconscious Bias

It is only natural to make quick judgements and assumptions while assessing candidates. Please be aware that your background, personal experiences, societal stereotypes and cultural context may influence your choices and ensure that any recruitment decisions that you make are based on objective assessments of information.

When creating a preference list Training Providers should ensure all applicants are treated equally and fairly and questions or assessments are consistent, without discrimination.

Please refer to the PRPS Trainee Person Specification and Personal Attributes Framework for further details of the selection criteria which can be found on the [NES PRPS website](#).

## Matching Process

### Candidate Preferences

Candidates seeking a pre-registration place in the NES PRPS are first asked to consider their preferences. To assist with this, each Training Provider in the PRPS is asked to provide a “Training Provider Information Statement” (TPIS) which is published via the online recruitment system, accessible to trainees. The TPIS is an opportunity for employers to market themselves to potential trainees and to provide them with up to date information on their training practice and how they would like to be contacted.

Candidates are encouraged to review all the information for Training Providers in each NHS Board area that they may be interested in applying to.

As has been stated previously, successful recruitment into the PRPS is dependent on matching with a Training Provider. It is suggested to candidates that they find out as much information as possible about each Training Provider to help make informed decisions.

It is strongly suggested that they should endeavour to make contact with all of their preferred Training Providers, regardless of if the Training Provider will be submitting a preference list or not, to discuss pre-registration training with them. Please ensure you adhere to any social distancing restrictions when making contact with candidates.

Training Providers are asked to respond to this and engage with the candidates.

### Training Provider Preferences

As detailed in Preference list Section on page 19.

### Matching and Offers

The PRPS recruitment process is founded on allowing Training Providers to make decisions with regard to which trainees are recruited. We have detailed this on page 23 of this document.

In Round One, the candidate is a pharmacy student (current or graduated) that has met the essential criteria of the 2021 PRPS Person Specification and has been deemed appointable following successful completion of the assessment.

The applicant scores from the assessment will determine their place in the ranked list of appointable applicants. The application and assessment process is about scoring points and determining a candidate’s eligibility to join the scheme – i.e. there is an overall “pass” mark that must be achieved. Each candidate will also have submitted a preference list.

In addition to this, NES will also have the preference list of any Training Provider who chose to submit one.

Once NES has the above information the first round of matching can now take place. Matching is carried out in rank order and in accordance with the candidate's order of preference for Training Provider.

Where a candidate can be matched to a Training Provider, this placement will be offered **by NES** via Oriel. The candidate will be asked to confirm their acceptance or rejection of the offer via Oriel, within a 48-hour deadline. Please note that **NES will not consult further with the Training Provider prior to making the offer** – the assumption is that if the candidate is on their preference list or if they have not submitted a preference list, then Training Providers are happy for an offer to be made.

The final contract of employment is issued by the Training Provider and any required pre-employment checks including immigration (e.g. applications for Certificates of Sponsorship for the Skilled Worker Visa) are for the Training Provider and trainee to progress.

NHS Education for Scotland is committed to deliver best practice in Equality and Diversity and accordingly we comply with the responsibilities under Disabilities legislation including a Guaranteed Interview Scheme.

All pre-registration pharmacists regardless of their personal circumstances, are required to compete for a place on a training programme and all will be assessed on their individual merit. If successful, we ask that any individual requirements be discussed at the earliest opportunity. NES provides guidance on dealing with such requests during the handover stage and will publish guidance for both trainees and Training Providers during the recruitment process.

### **Clearing Round**

Following completion of round one, if all 235 posts are not filled, we will then proceed to a clearing round.

The clearing round matching process involves matching the remaining appointable candidates to Training Providers with remaining posts who have opted-in. The matching will be done in rank order, using the candidate preference lists only.

The remaining appointable candidates will create a Preference list based on the Training Providers who are participating in the clearing round.

As Training Providers will not be submitting a preference list, they must be willing to accept any of the remaining candidates. The clearing round will not consider any preference list from round one.

**Should you have any further questions regarding the 2021 Recruitment and Selection process, please contact a member of the Pharmacy Recruitment Team via: [pharmacy.recruitment@nes.scot.nhs.uk](mailto:pharmacy.recruitment@nes.scot.nhs.uk)**

## Matching Explained

As the matching process will have a mix between Training Providers with a list, and Training Providers who will be allocated candidates, it will be organised as follows:

If you submit a list, matching takes place in ranked candidate order using candidate preference list and Training Providers are matched only to appointable candidates who are on their Training Provider list.

If you choose not to submit a list, matching takes place in ranked candidate order using candidate preference list and Training Providers can be matched to ANY appointable candidates.

In both scenarios, NES will check against Training Provider post numbers and eligibility i.e. Skilled Visa Sponsorship. If there are no posts left for the candidate, there will be no match and we will move to their next preference. Likewise, if the candidate needs sponsorship and the Training Provider does not have a licence, there will be no match and we will move to their next preference.

All posts will be first offered to the candidate with the higher score.

## Not matched to preferred candidate

If you do not match to your preferred candidate, please note we are unable to disclose any information relating to the candidate's preference list, however, the following information may be useful in getting a better understanding of why a candidate may not match with a certain Training Provider:

- the candidate was not successful in meeting the score threshold to secure one of the NES-funded posts;
- the candidate has been unable to make a successful match due to limited spaces with Training Providers;
- the candidate does not appear on the Training Provider's preference list (if the Training Provider chose to submit a list).

## Further Information

Additional information will be published on the NES PRPS website at relevant intervals in the recruitment process.

NES website: <https://www.nes.scot.nhs.uk/our-work/pre-registration-pharmacist-scheme-prps/>

An Information Booklet for Prospective Trainees is also available for trainees at the above NES site.



## PRPS Appointments

### Offers of Employment

The Pharmacy Recruitment Team issues the matching results to applicants via Oriel once matching has taken place.

If offers are declined prior to the final deadline for acceptance of offers, further offers are made to the next highest scoring candidate where a match is possible.

**Please note that ALL offers for PRPS places MUST come from NES. No agreements can be made between Training Provider and applicant directly. Please do not issue verbal offers or commit to offering a trainee a post as this can constitute an offer of employment.**

NES will notify matching outcomes to the Training Providers via email in December 2021. Should you match to a trainee, the name of the candidate will be published on your TPI account.

As applicants will be made their offers in advance of Training Providers being informed, it is possible that you may be contacted by applicants wishing to share their news with you or they may share their offer status on social media. Applicants will be informed that Training Providers will not be notified of successful appointments until early December. Please could we remind you that offers should not be discussed between candidates and yourself prior to the matching outcome e-mail being released as a candidate's offer may change during the upgrade window if they have chosen to opt into accepting their offer with upgrades.

Once all of the PRPS posts are filled, NES carries out a handover process. This involves making successfully matched candidate details and files available to the Training Provider to enable pre-employment checks to be carried out.

### Pre-Employment Checks

It is essential that every Pharmacist working in the NHS is fit and safe to work with patients.

Candidates are asked to make key declarations on their application form relating to honesty and probity. In addition, they are advised that further pre-employment checks are carried out by the Training Provider.

Pre-employment checks include (but are not limited to):

- Occupational health clearance
- Protecting Vulnerable Groups Scheme (PVG)
- Right to Work

It is then the Training Providers' responsibility to establish contact with the trainee(s) and progress pre-employment checks. Training Providers are advised to issue a conditional offer of employment and a contract as soon as possible. Please note that it is the Training Providers' responsibility to ensure that these checks are carried out.

## PRPS Terms and Conditions

All pre-registration pharmacists recruited into the NHS Pre-registration Pharmacist Scheme will receive the same salary and enjoy the same core terms and conditions.

### Educational Agreement/Service Level Agreement

- As stated earlier, NHS Education for Scotland will agree an Educational Agreement (EA) or Service Level Agreement (SLA) with each approved Training Provider. This will state the funding to be provided in respect of the placements and will specify the NES & General Pharmaceutical Council (GPhC) requirements for the training placement. **All Training Providers are required to sign and comply with the EA/SLA.**
- The EA/SLA specifies some of the employment terms and conditions that must be included in a contract of employment to ensure consistency between Training Providers. The matters to be specified in the EA/SLA include salary, weekly hours of work, holidays, study time and attendance at the educational programme.
- Each trainee in the NHS PRPS will:
  - Be paid an annual salary (52 weeks) of £25,100 as per the PCSAFC2020-1 Circular as at April 2020 (as per the latest circular) Please note that these terms are based on the Agenda for Change Salary Scale equivalent to point 1 of Band 5. This facilitates the placement of hospital trainees on the pay spine. Trainees are however NOT appointed to Band 5 and any T&Cs of A4C do not apply;
  - Work 37.5 hours per week. These hours will be worked as part of the normal weekly opening hours of the training base;
  - Receive 27 days annual leave and 8 public holidays;
  - Be allocated one half-day per week (or equivalent) protected time for study time
- The elements of the educational programme to be attended will be the same for each trainee as part of the core training programme. There may be other matters included in the EA/SLA that are aimed at ensuring the consistency of training experience between Training Providers.

### Contract of Employment

- Beyond the matters covered by the EA/SLA, it is for the Training Provider to detail any specific terms and conditions of employment. The Contract of Employment is a matter for agreement between the pre-registration trainee and the employer, (NES is **NOT** the employer)

## Contacts

If you cannot find the information you need within this guidance, you can find additional information on our website. Alternatively, depending on the nature of your query you can contact one of the two teams listed below.

### **NES Pharmacy Team**

Fiona Woodley

Pharmacy Principal Lead – PRPS

[fiona.woodley@nhs.scot](mailto:fiona.woodley@nhs.scot)

### **NES Pharmacy Recruitment Team**

Alexandra Vrinceanu

Senior Officer – HR (Trainee Recruitment)

Lindsay Lewis

Admin Officer – HR (Trainee Recruitment)

[Pharmacy.recruitment@nes.scot.nhs.uk](mailto:Pharmacy.recruitment@nes.scot.nhs.uk)

## Appendix A: NHS Pre-Registration Pharmacist Scheme Job description

### 1 Job details

*Job Holder*

**Job title** Pre-registration trainee pharmacist

**Reports to** Allocated tutor or pre-registration Manager

**Liases with** Pre-registration tutor, pre-registration manager, supervisors and trainers in the organisation, other pre-registration trainees in NHS Scotland.

**Base Job Description Revised** April 2007

### 2 Job purpose

The job purpose is to ultimately achieve registration with the General Pharmaceutical Council (GPhC). The job holder is responsible for the delivery of the agreed standard of pharmaceutical care for the identified patient population, safely, effectively and within the defined limits of responsibility, resources and activity and, in doing so, achieving the performance standards specified by the General Pharmaceutical Council (GPhC).

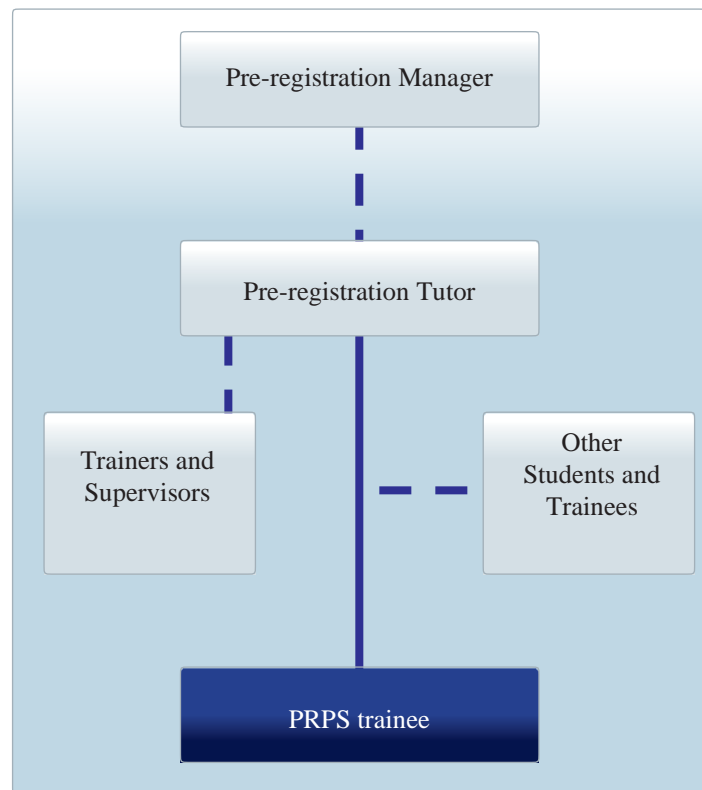
### 3 Job dimensions

This is a fixed term (one year) training post. The job holder is part of a cohort of pre-registration pharmacists undertaking a planned rotational programme involving work and training in all aspects of pharmacy practice, during normal working hours, with participation in weekend and/or public holiday rotas as required.

*The job holder:*

- will be responsible for the effective use of their own time, and the effective use of resources in the course of their studies,
- is responsible for the collection of evidence to support the achievement of the General Pharmaceutical Council (GPhC)'s Performance Standards,
- is responsible, under supervision, for the provision of pharmaceutical care to individual patients,
- will attend national and local study days as part of the training programme, will liaise with other pre-registration pharmacists within the organisation, area, and across NHS Scotland

#### 4 Organisational chart for this post



#### 5 Role of the Organisation

The aim of the Pharmacy Service provided by the Organisation is to assure quality of patient care

in the provision of treatment with medicines. To this end the objectives are:

- i to provide pharmaceutical care to individual patients whenever they present by meeting their particular needs while maximising efficiency in the use of resources,
- ii to provide medicines through systems of quality control which ensure safe, effective and economic use.

#### 6 Key result areas

This is a training post with the personal development objectives prescribed by the General Pharmaceutical Council (GPhC) and NES through the performance standards listed in the Pre- registration Training Scheme Manual.

#### The job holder:

- is required to undertake continuing professional development to ensure that the personal knowledge base is maintained and improved,
- is expected to achieve competence as specified in the Pre-registration Training Scheme in all,
- is required to carry out delegated tasks effectively, according to the Organisation's procedures and standards,

- is required to have a working knowledge of all relevant Organisation procedures, policies and standards, and to apply and maintain them in the area of work, including any specific requirements of a quality management system.

has specific Health and Safety responsibilities as defined by the Organisation Health and Safety Handbook to ensure safe working practices and that facilities and equipment are maintained to the appropriate standard, and that optimum use is made of them. The job-holder should ensure that staff are both safety and security conscious,

- will participate in uni- and multi-professional research,
- will gain experience in the routine management of personnel and demonstrate an ability to prioritise workload in liaison with senior staff.

### **7 Systems and equipment**

- The job holder will be required to use computer systems and equipment in pursuit of the post objectives.
- In the hospital setting, the job holder will require to use laminar air flow cabinets and pharmaceutical isolators.

### **8 Assignment and review of work**

*The job holder:*

- is a member of the professional staff of the Organisation and will work within strategic and policy guidelines established by the Organisation.
- will regularly consult with the relevant trainer/section manager who will assign and delegate tasks.

The development plan for the job holder is described in the Pre-registration Training Manual. The job holder will meet regularly with the pre-registration tutor to review progress with the training plan and performance appraisal.

### **9 Decisions and Judgements**

The job holder works under constant supervision within overall training programme approved by NES and individual sectoral and sectional training plans.

### **10 Communications and working relationships**

*The job holder will:*

- regularly consult with the tutor allocated to support pursuance of the pre-registration training scheme,
- liaise and communicate with the other pharmacy and non-pharmacy staff to ensure that an effective service is provided. The job holder will communicate, either on a one-to-one basis or in a group setting, with identified patients, relatives/carers and associated healthcare staff in order to identify and address pharmaceutical issues. Communication, either verbal or written, will take place with healthcare professionals in all sectors, to ensure continuity of care and resolution of identified pharmaceutical care issues,
- communicate with other members of the profession to facilitate both service and professional development, to ensure best possible pharmaceutical care for their patients,
- attend, and participate in, regular peer review and departmental/branch meetings,
- be required to provide presentations to pharmacy and other staff and participate in the training of staff.

### **11 Physical demands of the job**

*The job holder:*

- is required to work to fixed time deadlines related to the education and training programmes,
- requires a high level of concentration to dispense and prepare medicines accurately, to meet deadlines, and subject to interruptions,
- provides counselling to patients on medication regimens that requires explanation and reassurance,
- will require to spend a significant amount of the working time standing or walking, and the job requires time spent using a keyboard.

### **12 Most challenging part of the job**

Ensuring that maximum opportunity for professional development is made from the experiences offered. Achieving competence in the skills of a pharmacist to the level required for registration with the General Pharmaceutical Council (GPhC).

Working effectively as a member of the pharmacy team to promote and develop the service within limited resources, and to effectively prioritise the workload to meet the needs of the customers (patients/other multi-disciplinary professionals/managers).

To ensure that the delivery of individualised patient care is safe, effective and efficient. To effectively adapt the service within a changing NHS.

### **13 Knowledge, training and experience required to do the job**

On appointment, a primary master's degree from a School of Pharmacy accredited by the General Pharmaceutical Council (GPhC) as suitable for registration as a pharmacist on completion of the pre-registration training programme.

The job holder will have good communication and team-working skills and be able to work calmly and accurately under pressure.

### **14 Job description agreement**

*Job Holder*

Signature

Date

Hospital Senior Officer/Head of Department

(Title)

Signature

Date

Community Manager/Head of Department

(Title)