



NES National Foundation Training Year
Recruitment Scheme
Applicant Handbook for Scotland
Training year 2025-26

Foundation Training Year (FTY) Recruitment Applicant Handbook

NES National Foundation Training Year Recruitment Scheme

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Foreword

Welcome to the Applicant Handbook, which supports applications to the NHS Education for Scotland Foundation Training Year National Recruitment Scheme.

NHS Education for Scotland have worked alongside pharmacy employers, student pharmacists, trainee pharmacists, Training Providers, and recruitment specialists to develop a recruitment system which is transparent, fair and robust. The Scheme uses tried and tested IT systems and selection methodologies and provides a mechanism for all FTY applicants across the UK to experience a similar process and receive communications such as SJT scores and post offers at the same time.

Don't forget that the **only way to obtain a Foundation training place in Scotland is via the National Recruitment Scheme**; this comprehensive Handbook will tell you everything you need to know to make sure you are fully prepared for all aspects of the process.

We encourage you to provide feedback to ensure we continuously improve the experience we offer you.

Good luck with your application!

Gail Craig

Pharmacy Principal Lead, Foundation Training Year, NHS Education for Scotland

Alternative Formats

This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on 0131 656 3200 or email altformats@nes.scot.nhs.uk to discuss how we can best meet your requirements

1. Introduction & Background

This guide has been developed to support all applicants who participate in the NES National Foundation Training Year (FTY) Recruitment Scheme in Scotland. It includes:

- The processes and timelines of the NES national FTY recruitment scheme via the applicant recruitment system (Oriel) and the NES Training Provider Information (TPI) site from beginning to end.
- Details of the SJT and numeracy assessment, information on scoring & ranking, and the importance of the visitation period & your choices during preferencing.

1.1 Foundation Training Year Overview

Pharmacists are registered professionals with the GPhC who must undertake a four-year Masters in Pharmacy (MPharm) qualification, followed by 52 weeks of foundation training in the workplace, successfully pass the GPhC common registration assessment and demonstrate all of the GPhC Initial Education and Training learning outcomes to be eligible to apply to register. From the 2025-26 training year the demonstration of GPhC learning outcomes related to registration as a prescriber will be included in the FTY.

Individuals who are registered pharmacists outside of the European Economic Area are required to undertake a one-year Overseas Pharmacists' Assessment Programme (OSPAP) qualification followed by 52 weeks of foundation training in the workplace and pass the GPhC common registration assessment to register as a pharmacist in the U.K. OSPAP graduates will not be eligible to qualify as independent prescribers on registration and will be required to demonstrate competence against the interim set of GPhC learning outcomes.

Most foundation trainee pharmacists sit the GPhC common registration assessment towards the end of their foundation training year.

Further information in relation to the Foundation Training Year can be found on the GPhC website - [Pharmacist foundation training scheme | General Pharmaceutical Council \(pharmacyregulation.org\)](https://www.pharmacyregulation.org/pharmacist-foundation-training-scheme)

1.2 Foundation Training Year in Scotland

Since 2006, NHS Education for Scotland (NES) has facilitated the organisation, administration, quality management and funding of foundation training year (FTY) placements across all sectors of pharmacy practice. During this time the numbers of FTY trainee pharmacists have increased and all recruited

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into the FTY programme will receive the same basic salary, some stipulated core terms and conditions and follow the NES FTY curriculum. **From 2025-26 all trainee pharmacists in Scotland must be part of the NES FTY programme for the training to be recognised by the GPhC.** FTY gives trainee pharmacists the opportunity to develop knowledge, skills and experience in real-life situations under the guidance and supervision of a NES trained designated supervisor and Designated prescribing practitioner.

The NES core offering for FTY is: -

- Participation in the GB national recruitment scheme (Oriel)
- Access to Turas Training Portfolio
- A structured and supported curriculum
- Regular virtual peer discussion groups
- Access to learning materials and resources
- An assessment strategy
- Quality management of FTY sites
- Training and ongoing quality management of supervisors
- Health and wellbeing support

Applying for the Foundation Training Year programme is an important decision and can seem like a daunting task. There are many factors to consider when thinking about where you would wish to complete your training placement. The [General Pharmaceutical Council \(GPhC\) website](#) provides comprehensive information about Foundation Training and its requirements.

A key component of gaining a place on the scheme is matching with a Training Provider. More information about matching and details of which Training Providers are involved can be found later in this handbook.

Each trainee pharmacist in the NES Foundation Training Year will:

- be paid an annual salary (52 weeks) of £30,229, equivalent to Point 1 of the Band 5 salary scale, as per the pay and conditions for [NHS Staff covered by the Agenda for Change](#) (salary is subject to annual uplift – this is correct as of February 2024). Trainee pharmacists are however NOT appointed to A4C Band 5 and any T&Cs of A4C do not apply, unless otherwise stated within the employer contract.
- be contracted to 37 hours per week which will be worked as part of the normal opening hours of the training base;
- receive 27 days annual leave and 8 days public holidays;
- be allocated one half-day per week (or equivalent) protected time for study.

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NHS Education for Scotland is working with the General Pharmaceutical Council (GPhC) and Training Providers to ensure that every Trainee Pharmacist funded by NHS Scotland receives the same high-quality training opportunity and support, regardless of the practice setting.

The learning outcomes of the training programme will be as specified in the General Pharmaceutical Council's (GPhC) IET Standards and Registration Assessment Framework.

NHS Education for Scotland's Pharmacy Team will organise and ensure uniformity in regional and national curriculum training sessions and events to complement the training programme. This will include assessed training in first aid and participation in online mock registration assessments.

Specific information on the Training Providers and the training provision offered will be available via the [NHS Education for Scotland TPI Site](#), which goes live within the visitation window.

All Training sites are required to be registered with the General Pharmaceutical Council (GPhC) prior to the start of the Foundation Training Year. Training sites registration is based on NHS Education for Scotland's approval criteria being met. The NHS Education for Scotland training site approval process aims to ensure that Training sites demonstrate that a suitable educational environment exists. We ensure that the necessary facilities and support are in place to provide Trainee Pharmacists with the level of training required. All Training Providers who express an interest to be involved in the Foundation Training Year are required to sign up to the Educational Agreement, which is a declaration stating that the organisation will adhere to the Foundation Training Year requirements.

1.3 Benefits of recruiting nationally

The following benefits of a National Recruitment Scheme for Foundation Trainee Pharmacists via Oriol have been recognised:

- The selection criteria have been developed through a robust research process, including development of a Professional Attributes Framework
- Selection is values based
- Selection methods utilised are evidence based
- Selection is standardised across sectors thereby promoting a more flexible and equitable workforce
- Pharmacy can be part of shared learning across professions in relation to recruitment
- It is fair and transparent to applicants with high levels of acceptability

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NES continues to work in partnership with NHS England and HEIW to ensure consistency in the recruitment & selection process for applicants to the National Foundation Trainee Pharmacist Recruitment Scheme. England and Wales will be using the same selection methods as Scotland and follow the same recruitment timeline. This means that applicants can apply to both vacancies on Oriel but will only be assessed once and can only accept one offer.

This Foundation Training Year Recruitment Applicant Handbook is designed to provide the necessary information to support you in making a successful application to Foundation Training Year programmes commencing in July/August 2025. The sections of this handbook are set out to follow the stages of the national application process in chronological order as far as possible. The handbook also explains how to access the online application system (Oriel) and what information you need to provide to support your application. Representatives from the British Pharmaceutical Students' Association (BPSA) as well as employers have helped us put this handbook together to ensure all the important points are covered.

The Oriel Applicant User Guide will be available for Oriel system-specific guidance via the Helpdesk section of the [Oriel](#) system throughout the application window.

The [NHS Education for Scotland Website](#) is updated regularly with the latest application information; we recommend that you visit this regularly to ensure you stay up to date.

If you are applying for the Scotland vacancy and have a query that cannot be answered by using the information found on our website or through this Applicant Handbook, please contact the Pharmacy Recruitment team at NES [here](#)

[IMPORTANT: The vacancy on Oriel for FTY places in Scotland, is separate from the vacancy for England and Wales. Further information is available via the England and Wales Foundation Trainee Pharmacist website.](#)

[If you have questions regarding the process in England and Wales please contact them directly here. This document contains guidance on the process for applying to Scotland only.](#)

1.4 Equality and Diversity Considerations

A recent equality impact assessment of the NHS England National Recruitment Scheme highlighted that, whilst the process itself helps to reduce bias in recruitment of individuals from diverse ethnicities and backgrounds, training providers could do more to advertise their pro-diversity credentials. Training Providers have been encouraged to emphasise the diverse and inclusive

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nature of their workplace to help to attract a wider pool of applicants and organisations whose programme information or websites actively support recruitment of applicants with disabilities, or who display their support of LGBTQ+ applicants would be welcomed.

Additionally, it is expected that employers will support applicants requesting to work less than full time to complete their foundation training. The GPhC defines part-time as working at least 17.5 hours per week worked over at least three days a week. Training providers should work with trainee pharmacists to establish whether or not the approved training plan can be adapted to fit part-time working whilst still providing the opportunity for all the GPhC learning outcomes to be met.

1.5 Reforms to the initial education and training of pharmacists and how these affect foundation trainee pharmacist recruitment

The 2025-26 training year marks the culmination of a significant reform programme in the initial education and training of pharmacists, announced by the General Pharmaceutical Council (GPhC) in 2021.

The reform programme in its entirety will not be covered in this guide, however some key elements are summarised below:

- NHS Education for Scotland continues to assume responsibility for quality management and overseeing the delivery of the Foundation Training Year (FTY) across all sectors of practice in Scotland.
- From the 2025-26 training year, **The National Foundation Training Year (FTY) Recruitment Scheme becomes the only route for employing a Foundation Trainee Pharmacist**. To recruit a trainee pharmacist for the 2025-26 foundation training year, training providers **must** participate in the FTY recruitment process. Candidates who wish to undertake FTY training in Scotland in 2025-26 **must** apply via this process.
- From 2025, most foundation trainee pharmacists will register as independent prescribers at the end of their training year. There is a requirement for GPhC learning outcomes defined as related to prescribing to be evidenced in the training year, and so training providers must ensure that, in accordance with GPhC requirements, the trainee pharmacist will have access to:
 - **a Prescribing Learning Environment**
 - **a Designated Supervisor**
 - **a Designated Prescribing Practitioner**

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- Under the terms of participation, which can be found within the Training Provider Booklet, Appendix [B], the training provider will confirm that, in accordance with the GPhC requirements for FTY training each FTY trainee pharmacist will have access at commencement of the training year to the above.
- To support consistent induction and appropriate allocation of staff, training providers should ensure all trainee pharmacists start training within the two specified cohort start dates specified below:
 - July Cohort – Monday 28th July to Friday 1st August 2025
 - November Cohort – Monday 3rd November to Friday 7th November 2025

(November cohort start dates are only to be used for those who are awaiting their MPharm/OSPAP awards and in exceptional circumstances)

These dates are based on anticipated GPhC deadlines and may be subject to slight changes when these are confirmed.

NES Pharmacy has been providing regular updates to stakeholders as the reform programme progresses, full details and regular updates can be found at: [Initial Education and Training reforms for 2025-26 - Communications page | Turas | Learn \(nhs.scot\)](#)

2. The Recruitment Process

2.1 Recruitment timeline

There are six stages to the recruitment and selection process:

- Application
- Longlisting & Shortlisting
- Visitation & Training Provider Preference Lists
- Assessment
- Matching

Applicants are advised to add the below key dates to their diary. There are strict deadlines for booking assessment slots and for responding to offers of a Foundation Training Year place. It is important for you to ensure you plan around the below dates as it will not be possible for us to make any alternative arrangements.

Key dates are listed below. Further detail regarding each of these steps is provided later within this handbook.

Recruitment Activity	Date
Training Provider Information Statements published on TPI Site	11 April 2024
Visitation Period	11 April 2024 to 11 October 2024
Training Provider Information Statements published on Oriel	7 June 2024
Oriel applications open	7 June 2024 (12pm)
Oriel applications close	21 June 2024 (12pm)
Training Provider Preferences open (for those submitting a list)	15 July 2024 (12pm)
Candidate Preferencing window opens	24 July 2024
Invitation to SJT/numeracy selection centre opens	31 July 2024
Invitation to SJT/numeracy selection centre closes	14 August 2024
SJT/Numeracy selection centre held	19 September - 2 October 2024
Training Provider Preferences close	11 October 2024

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Candidate Preferencing window closes	23 October 2024 (12pm)* <i>*please note, this date is earlier than the England & Wales Vacancy</i>
First iteration of offers made	6 th November 2024
Offers hold deadline	22 nd November 2024
Offers upgrade deadline	27 th November 2024
Matched Candidate Document Handover to Training Providers	Mid December 2024
Programmes commence	July/August 2025

Please note that all dates above are **subject to change** and we recommend you also frequently check the [NHS Education for Scotland Website](#) for any updates.

2.2 Applying for Foundation Training in Scotland commencing in 2025

Applications open at 12:00 GMT (UK local time) on 7th June 2024 and close at 12:00 GMT (UK local time) on 21st June 2024.

IMPORTANT: You must apply within the application window if you wish to obtain a training place; there is no other route to foundation training for 2025. If you miss the application window you will not be able to obtain a training place and late applications will not be accepted under any circumstances.

-
- All applications must be made via the [Oriel recruitment portal](#) using the nationally agreed application form.
 - You can register on the Oriel system before you apply but please note that registering on the recruitment portal is **only the first step**, and a confirmation of this registration will automatically be sent to you. Subsequent to this confirmation, **you must complete and submit the actual application by the deadline**. Please refer to the additional guidance, which can be accessed via the Helpdesk section of the Oriel system.
 - Communication between the Pharmacy Recruitment Team and you will be primarily via Oriel/email. You should check your email account and Oriel account a minimum of once every 48 hours once you have submitted your application. Failure to do so may result in your missing vital information in relation to your application. Please also check spam or junk-mail to ensure correspondence has not been filtered by your provider.

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- You will not be asked to provide a supporting statement to demonstrate that you meet the person specification as part of your online application.

Applicants wishing to apply for posts in Scotland and England/Wales are reminded that they will need to submit two applications on Oriel.

Scotland will be using the same selection methods as England and Wales and will follow the same recruitment timeline except for the dates for candidate preferencing **closing which will be the 23rd October 2024 (12:00 GMT) for the Scotland vacancy.**

This means that although you will apply for both vacancies, you will only be required to sit the assessment once and your score will be used for both for the purposes of matching.

You will however be required to submit two separate preference lists for Scotland and for England & Wales.

2.3 Training Providers participating in the Scotland Foundation Training Year Recruitment Scheme

All Training Providers taking part in this year's recruitment process are asked to complete a Training Provider Information Statement (TPIS) providing information about their pharmacy programme. This information is now available to applicants via the [NHS Education for Scotland TPI Site](#) and applicants should use this information to decide which Training Providers they wish to contact during the visitation period and add to their candidate preference list. For more details on Training Provider participation process please visit the [NHS Education for Scotland website](#).

Some trainee pharmacists will not qualify as independent prescribers (for example those who have entered training via the overseas pharmacists' assessment programme (OSPAP)). Employers are committed to accept and support the training needs of applicants from either pathway, and trainee pharmacists will largely be training within the same NES programme.

A full list of the programmes will be available to view from 7th June 2024 via the Oriel system by selecting the **Pharmacy Programmes** option from within the pharmacy staff group.

2.4 Reapplication for Previous Applicants

Applicants who have applied in prior National Foundation Training Year (FTY) Recruitment Schemes and wish to reapply may do so through Oriel as long as they meet the eligibility criteria. It is important to note that a new application is required, necessitating the completion of both the

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Situational Judgement Test (SJT) and the Numeracy exam once again. Previous applications and associated exam scores will not be carried over to the current recruitment round. All returning applicants are required to engage in the complete application process to be considered for the Foundation Training National Recruitment Scheme.

3. Before You Apply

3.1 Eligibility to apply

Before beginning your application, it is important to determine whether you are eligible to apply. You must meet certain eligibility criteria in order to be considered for Foundation Training programmes.

IMPORTANT: We strongly advise that you read the [Person Specification](#), [sample Job Description](#) and [Professional Attributes Framework](#) before starting an application.

Applicants who are eligible to apply for the national Foundation Training Year programmes via this recruitment process are as follows:

- All current third year UK MPharm undergraduates
- UK MPharm graduates
- Current Overseas Pharmacists Assessment Programme (OSPAP) students
- OSPAP graduates

The following applicant types are not eligible to apply:

- European Economic Area (EEA) Pharmacist or an EEA Pharmacist requiring adaptation training
- Applicants who have failed their registration assessment and are awaiting a further attempt
- Applicants who have previously banked training with the GPhC, please contact the [PNRO team](#) for further guidance.
- Applicants undertaking the Bradford Sandwich degree*

* Bradford sandwich students will apply to Oriel via their own vacancy, which is separate to the national vacancy. Guidance will be provided to these students via Bradford University. For further information please contact fls-placements@bradford.ac.uk

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Please note that the duration of all training programmes recruited to is 52 weeks Pharmacy careers advice and support is available on both the [GPhC website](#) and the [Health Careers website](#).

Further advice can be obtained from the [Pharmacist Support website and enquiry line](#).

3.2 Overseas applicants – Eligibility

Some pharmacy graduates will require a work visa to enable them to undertake Foundation Training in the UK.

It is the graduate's own responsibility to ensure that you follow the government's visa processes correctly.

For visa and immigration guidance please [visit the Home Office website](#). Please be aware that the Pharmacy Recruitment Team will not be able to provide any advice regarding immigration queries.

3.3 Accessing the Oriel System

You can **register** on the Oriel system at any point to familiarise yourself with the system before applying when the application window opens (12 noon on 7th June 2024).

To access and register you will need to [visit Oriel](#) and select the pharmacy programme staff group.

The screenshot displays the Oriel recruitment system interface, divided into three main sections:

- Applicants:** This section prompts users to select a staff group from the options below to view related information. The options are: UK Foundation programme, Medical and Public Health Specialties, Dental Specialties, Pharmacy Programme (highlighted with a red circle), and Healthcare Sciences.
- Welcome to Oriel:** This section provides a welcome message and instructions. It states that Oriel is the UK wide portal for recruitment to postgraduate medical, dental, public health, healthcare science and foundation pharmacy training. It also provides instructions for new users and assessors, and lists supported browsers (Chrome, Edge, Safari, and Firefox). A note mentions that Oriel is a new version and users must register for a new account. A 'Login' button is visible for registered users.
- Not an Applicant?:** This section prompts users to select an option to view related information. The options are: Assessors and Employers.

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Upon registering you will be asked to provide your personal details. Please ensure you provide your full name as indicated in your passport/main identification (including middle names). This is used throughout the recruitment process and consistency is imperative.

If you have made any errors in creating your account and need to amend your personal details, this can be done by clicking on Profile once you are logged into Oriel.

Once you have registered you will be able to log into your Oriel account using your email address with the password you have created. You will also be able to navigate around your own personal dashboard, which is where you are able to view all messages sent from Oriel and review your application.

IMPORTANT: You will be asked to enter your email address. This address is the primary means of contact between applicant and the Pharmacy Recruitment Team, so it is imperative that the address you enter is one that you check on a regular basis and is valid until the end of the recruitment process (NB: including outside of term time). After the offers process is complete Training Providers may send written correspondence to the postal address of their successful applicant, so it is important that the postal information you enter is up-to-date and valid until the end of the recruitment process.

From 7 June 2024 (12pm) until 21 June 2024 (12pm), you should complete and submit the rest of the application form. All sections of the application form must be completed and submitted before the deadline (see below for further details on individual sections). The only information you will be able to change after 21 June 2024 (12pm) is the order of your preferences and your personal contact details.

IMPORTANT: Please ensure you have a working internet connection. We recommend you submit your application in plenty of time and well before the final deadline. Late submissions will not be permitted.

Further details on how to complete each section of the application are provided in [section 4.1](#) of this handbook.

We encourage you to register before the application window opens (7th June 2024 – 21st June 2024), for the following reasons:

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- To familiarise yourself with the Oriel system.
- The personal section of your application can be completed as part of registration. This will be saved on the system and brought forward into your application saving you time during the application window.

IMPORTANT: If you are **locked out of your Oriel account** and are unable to unlock it yourself, please **contact the National Recruitment Office immediately by emailing nationalrecruitment@nes.scot.nhs.uk** and they will be able to unlock it on your behalf. The National Recruitment Office will aim to do this within 24 hours (excluding weekends and Bank Holidays).

Please note your account only locks after five failed attempts at logging into your account, or five failed attempts at resetting your password.

3.4 Viewing Foundation Training programmes on Oriel

From 7th June 2024 you will be able to see the Training Provider Information Statements for all the programmes being recruited to via the NHS Education for Scotland Foundation Training Year recruitment scheme. You will be able to see all the Training Provider information on Oriel except for the programme description, this information can only be accessed by going to the [NHS Education for Scotland TPI Site](#). We strongly recommend that you look through these as early as possible to get an idea of the types of programmes on offer and what you might be interested in applying for.

To view the Training Provider names, you will need to select Pharmacy Programmes from the main menu bar within Oriel.



Once you have selected Pharmacy Programmes you will be able to use a number of filters to help narrow down the programmes that are displayed to you. The filters are as follows:

- Recruiting for*
- Training Programme**
- Employer Name
- Employer Type (Community, Hospital, Split***, Modular and Remote & Rural)

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- Skilled Worker Visa Sponsor (previously Tier 2 Visa)
- Specialty (hospital only)
- Location (Sector)
- Region
- Number of placements (always 1 for Scotland vacancy)

* Please note this filter is to be used to differentiate between training programmes being offered in England & Wales and Scotland.

**You must ensure this filter is set to 'Foundation Pharmacy' only. Selecting this option will only allow you to see the programmes that are entered into the national recruitment scheme.

***Training Providers categorised under Split in the TPI site will be included under Hospital employer type in Oriol. To search for Split programmes in Oriol please filter by Hospital employer type.

Advanced search

Recruiting for:	<input type="text" value="Scotland X"/>	Training programme:	<input type="text" value="Foundation Pharmacy X"/>	Employer name:	<input type="text" value="Please select..."/>
Employer type:	<input type="text" value="Please select..."/>	Size of organisation (primary care only):	<input type="text" value="Please select..."/>	Specialty (hospital only):	<input type="text" value="Please select..."/>
Skilled worker visa:	<input type="text" value="Please select..."/>	Region:	<input type="text" value="Scotland X"/>	Location (sector):	<input type="text" value="Please select..."/>
No. of placements:	<input type="text" value="Please select..."/>				

Pharmacy programmes (8)

Scotland - East - NHS Borders - 037: NHS Borders		View full programme details	Go to vacancy advert
Training programme:	Foundation Pharmacy		
Employer name:	NHS BORDERS		
Programme title:	NHS Borders		
Location (sector):	Scotland - East		
Employer type:	Hospital		
Specialties:	Acute Trust		
Skilled worker visa:	No		
Number of placements:	1		
Places available:	3		

Scotland - East - NHS Fife - 039: NHS Fife		View full programme details	Go to vacancy advert
Training programme:	Foundation Pharmacy		
Employer name:	NHS FIFE		
Programme title:	NHS Fife		
Location (sector):	Scotland - East		
Employer type:	Hospital		
Specialties:	Acute Trust		
Skilled worker visa:	No		
Number of placements:	1		
Places available:	6		

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By clicking on **View full programme details** within a programme you will be able to view the full programme details as shown on the next page.

Pharmacy programme details ✕

NHS Borders

Training programme	Foundation Pharmacy
Employer name	NHS BORDERS
Programme title	NHS Borders
Programme description	For full details on the programme, please copy and paste the following link into your browser: https://nes-tpi.azurewebsites.net/TPInfo.html?id=37
Region	Scotland
Location (sector)	Scotland - East
Employer type	Hospital
Specialties	Acute Trust
Skilled worker visa	No
Number of placements	1
Places available	3
Salary	25351
Training provider	NHS Borders
Employer website	https://twitter.com/nhsb_pharmacy
Hours per week	37.5

Placements

Placement	Setting	Length (months)
1	Hospital	12

✕ Cancel

3.5 Viewing Training Provider Information Statements on the NHS Education for Scotland TPI Site

Candidates interested in FTY in Scotland can access Information Statements for Training Providers by going to the [NHS Education for Scotland TPI Site](#).

Employer Type

Region

Licensed Skilled Worker Visa Sponsor

Find Reset search

Pick a TP

- A & L Porter Ltd
- A G Bannerman Ltd
- Abbey Chemist and High Street Pharmacy
- AC Mackie Ltd (Nancy's Chemist)
- AD Healthcare Ltd (Larbert Pharmacy)
- Alloway Retail Ltd (Oggs Pharmacy, Ayr)
- ALM Healthcare Ltd (Sighthill Pharmacy)
- Baird's Pharmacy (Aberdeen)
- Baird's Pharmacy (Aberdeenshire)
- Barnton Pharmacy and Travel Clinic
- Battlefield Pharmacy
- Blackburn Pharmacy
- Boots UK (Remote & Rural)
- Boots UK Ltd
- Borders Pharmacy (Hawick)
- Browns Pharmacy Healthcare
- Buchanhaven Pharmacy
- Burns Pharmacy
- Burns Pharmacy Ltd
- C A Mackie Ltd (Mackie Pharmacy, Dumbarton)

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In the section on the left you can search for Training Providers by Employer Type, Region, and check if the Training Provider can provide a Certificate of Sponsorship for a Skilled Worker visa. You can also search by a Training Provider's name if this is known to you by using the Find box.

By clicking on a Trainer Provider's name in the Pick a TP list you will be able to view the Training Provider's

Information Statement including their contact details and post information. Each Training Provider Information Statement also states if a Training Provider will be submitting a list of preferred candidates or not.

To clear your search results, please click on the Reset search button.

3.6 Preparing your application

Before you start your application, we strongly recommend you take the following actions:

- Note the recruitment timelines/deadlines.
- Collate any evidence you may be required to upload as part of your application e.g. evidence of current status as third year MPharm student or pharmacy degree certificate if you are an MPharm graduate or OSPAP confirmation/evidence if you are about to undertake an OSPAP qualification.
- Ensure you have read the [person specification, job description and Foundation Training professional attributes framework](#).
- If applicable, ensure you are aware of how your visa requirements will affect your application.
- Ensure your passport is valid (in date) as this will be required as part of the document checking process during your assessment.
- Start viewing the programmes early. All the programmes available can now be viewed on the [TPI website](#). These will also be available from 7th June 2024 on Oriel.

3.7 Contacting you

Remember to check your email and Oriel account every 48 hours once you have applied. We will endeavour to use your email address to prompt you to check your account for information at relevant times throughout the application process, but **it is crucial that you also log in to Oriel directly** to view messages as email can be wrongly directed into spam or junk folders. The Pharmacy Recruitment Team is not responsible for applicants missing any important information or deadlines as a result of messages not being checked. If you need to change your email address

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for any reason, use the **My Profile** option on Oriel. Please also contact the Pharmacy Recruitment Team by going to the Service Desk [here](#) and submitting a support request to notify the team of your new email address so that we can update our records. We may need to text you during the application process, so it is important to make sure the mobile number you enter as part of your application is an active one.

The screenshot shows the 'My profile' page in the Oriel system. The page has a header with the Oriel logo, the date and time '20/05/2020 15:02:07', and navigation icons. Below the header, there are tabs for 'Home' and 'My profile', and buttons for 'Edit profile information' and 'Exit without saving'. The main content area is titled 'My profile' and contains a sidebar with 'Profile options' (Personal Details, Contact Details, Security, Agreements) and a main section for 'Personal details'. The personal details are as follows:

Field	Value
Surname/Family name:	Applicant
First name:	Anne
Title:	Miss
Date of birth:	01/01/1990
Country of birth:	United Kingdom

4. Your Oriel Application

4.1 Completing the application form

IMPORTANT: You must ensure you select the 'Foundation Pharmacy' and Recruiting for: Scotland when applying as shown below. You can then click on the 'apply' button as shown in the screenshot below.

The screenshot shows the 'Advanced search' form. The filters are set as follows:

Filter	Value
I am applying for:	Pharmacy X
Recruitment lead:	Please select...
Recruiting for:	Scotland X
Training programme:	Foundation Pharmacy X
Post type:	Please select...

Buttons for 'Search' and 'Clear' are visible.

The screenshot shows a job listing for 'SCOT - Foundation Pharmacy - FPharm'. The listing includes the following details:

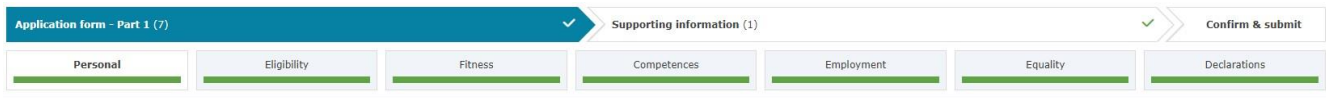
Field	Value
Vacancy ID:	SCOT/23-24/858/FPharm/1-R1A
Training programme:	Foundation Pharmacy
Staff group:	Pharmacy
Post type:	Foundation Trainee Pharmacist
Post commencing from:	July 2023
Duration (months):	12
Recruitment lead:	NHS Education for Scotland
Recruiting for:	Scotland
Opening:	Monday 16 May 2022 14:15
Closing:	Friday 20 May 2022 17:00
Enquiries email:	nationalrecruitment@nes.scot.nhs.uk

Buttons for 'Share', 'View programmes', and 'Log in to apply' are visible. The 'Information' tab is selected, showing a 'UAT Test advert'.

You can use the 'Training Programme' filter to select 'Foundation Pharmacy'.

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The application form is divided into 7 sections, you will be required to complete all these sections. You will be guided throughout the application and notified where you are not required to complete specific sections, however, please also see the summary below.



Each section is displayed across the top of the screen on the Oriel system and is further explained below:

- Personal
- Eligibility
- Fitness
- Competences
- Employment
- Equality
- Declarations

The Oriel system will allow you to save and return to your application at any point during the application window (7th June 2024 – 21st June 2024). You do not have to complete and submit your application in one attempt. However, you must ensure that you submit your application before the deadline.

IMPORTANT: When you select “submit”, the page will change on Oriel informing you that you have submitted your application, and you will also receive an email confirming that you have successfully submitted an application. You will only be able to edit your contact details and preferences (during the preferencing window) from this point onwards.

The following headings represent the different sections within the application form and provide you with the information and detail you will need in order to complete these sections; **we recommend you read through this section in advance of completing the application form.**

Personal

This section of the application will only be used for employment and identification purposes. The information you will be asked to provide includes:

- Your personal details, e.g. name, address, telephone numbers*, etc.

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- If you would like to request reasonable adjustments at the assessment centre (please see [section 4.2](#) of this handbook for further information).
 - We will also ask you to enter the type of applicant you are in this section. The type of applicant you are, will determine the documentation we will require you to provide as part of your application. Please see [section 3.1](#) of this handbook for the types of applicants who are eligible to apply

*You must ensure this information is up to date, checked regularly and ensure your full name is the same as your passport/main identification documents. For a detailed list of acceptable supporting documentation, please see [appendix D](#).

Important: We would encourage all applicants who are required to upload documentation to collate it in advance of the application window to save time during this process.

Eligibility

Professional Registration

This section of the application is where you declare if you hold or have ever held a professional registration with a statutory organisation. A statutory organisation is a professional regulator e.g. the General Pharmaceutical Council (GPhC) or General Medical Council (GMC).

Please note this information is not used as part of your application but is passed onto your Training Provider if you are successful.

Language requirements

If your undergraduate training was not in English, you will be asked to provide details of your International English Testing System (IELTS) or Occupational English Test (OET) score.

For IELTS, you must have achieved as a minimum the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application: Overall 7.0, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0. More information can be found [here](#).

For OET, you must have achieved as a minimum the following scores in the Pharmacy Occupational English Test (OET) in a single sitting within 24 months at time of application: Speaking - B, Listening - B, Reading - B, Writing - B. More information can be found [here](#).

Right to work in the UK

In this section you will be asked to indicate your nationality (country pertaining to your nationality) and answer the relevant questions around your right to work in the UK. You will also be asked to provide details of your current immigration status (personal status).

Please note:

- You should refer to the UK Visas & Immigration website for up-to-date information regarding the right to work in the UK.
- Please be aware that the Pharmacy Recruitment Team is unable to provide any immigration advice.

For Visa and immigration guidance please visit

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Not all the programmes included in the recruitment scheme will be available to applicants requiring a **Skilled Worker visa** (Please refer to [section 5.5](#) of this guide for further details).

If you require a Skilled Worker visa for your Foundation Training Year you may only preference and be offered a place by Training Providers that can sponsor a Skilled Worker.

If you will be applying via the **Graduate Visa** route, all programmes will be available for you to preference. However, in all cases, and regardless of the route of application, please note that immigration checks will form part of the pre-employment checks and **it is your responsibility** to ensure you have an up-to-date visa status and documentation. If it is found during pre-employment checks that you do not meet the eligibility requirements, **the employer can withdraw their offer**. Please note, in these circumstances, your offer of a place within FTY may also be withdrawn.

Graduates eligibility

MPharm and OSPAP graduates must have completed their degree within 8 and 4 years respectively to be eligible to apply. If you require further information, please refer to section 1.2 of the GPhC manual [Foundation training manual 2023/24 \(pharmacyregulation.org\)](#)

Fitness to Practice

In this section of the application, you will be asked to provide details of any unspent and spent convictions, investigations and/or warnings into fitness to practise.

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IMPORTANT: Fitness to Practise information is collected on behalf of Training Providers and host organisation as part of pre-employment checks and will be passed on to relevant Training Providers by the Pharmacy Recruitment Team once a programme offer has been accepted. Fitness to practise information is not reviewed as part of the application process.

You will not need to submit any further information relating to Fitness to Practise questions.

Please note if you have declared you have breached the Fitness to Practise conduct, any offer made is conditional. Fitness to Practice is part of pre-employment checks and will be reviewed by your employer before a formal offer of employment is made.

Competences

In this section you will be asked to provide details of your primary pharmacy qualification, and the date of achievement. If you have not yet completed your primary pharmacy qualification i.e. MPharm degree or equivalent, please enter the date as the anticipated date of achievement.

If you have completed or are currently undertaking an OSPAP qualification you will be asked to enter the name of the institution at which you are undertaking the qualification and date of achievement. If you have not yet completed your OSPAP qualification, please enter the date as the anticipated date of achievement.

Employment

In this section you will need to enter any pharmacy related employment details that you have had up to the start date of the programme (July/August 2025). It may be that you have no employment history as of the date you are applying as you are still a student, in which case answer yes to 'I have no employment history'.

You are able to enter details of both paid and voluntary work. **Do not include details of placements undertaken as part of your MPharm or OSPAP programmes.**

IMPORTANT: Information relating to your employment history will not be used to assess your application. This information is collected on behalf of Training Providers. Please make sure the dates and duration of posts are accurate, that you give the proper job titles, sector and the employer's full details. Please do not include any work experience not related to pharmacy practice.

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If you have employment gaps the system will allow you to enter the reason for the gap and the date which it covers. The reason for having a gap can be simply that you returned to your studies, or that you went travelling.

This information will not be used to assess your application.

Equality

This section includes equal opportunities monitoring information required by the health service to monitor their recruitment practices. The fields are mandatory, but you may choose the option 'I do not wish to disclose'. This information will not be used to assess your application. Equal opportunities monitoring information is collected on behalf of Training Providers and will be passed on to relevant Training Providers by the Pharmacy Recruitment Team once a programme offer has been accepted. It will also be used to review equality within selection processes.

If successful in matching to a training post, this information will also be transferred from Oriel to your Turas Training Programme Management trainee record for continuity in monitoring.

Declarations

In this section you will be required to confirm that you have read and understood several declarations. Oriel will prevent you from submitting your application until all sections of the application form have been completed. Please note the Oriel system will not allow you to submit an application without completing all the declarations.

When completing the Application Documentation sub-section, please refer to [Appendix D](#) for details of the supporting evidence to be uploaded to your application. When uploading documents to your application please rename them so that the file name indicates what the file contains e.g. Passport instead of uploading them under generic names e.g. image 1.

By entering your details on Oriel you are agreeing to this data being shared with, amongst others, your School of Pharmacy (if applicable) and being used in any evaluation studies related to Foundation Training recruitment and for quality assurance of programmes (including information being shared with relevant third parties if required).

Once your application is accepted, you will receive an email via Oriel confirming it has been submitted successfully. You will be able to access your submitted application through your dashboard. You will be able to view your entire submitted application but can only amend your personal details after submission.

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Declarations (7 of 7)

1 Confirmation

* I have met/ or am expecting to meet the essential entry criteria as set out in the person specification for the specialty and entry level to which I am applying, including, where necessary the acquisition of the relevant competencies and college memberships.

2 Data Protection

* Your personal data will be held in secure conditions. If you are successful, the data will be passed to your new employer. Access will be restricted to those who deal with your application and subsequent employment. The data collected in the equal opportunities monitoring questionnaire is used only for reporting purposes. I consent to the use of my personal data in the ways described above.

3 Declarations

Important: The Data Protection Act 2018 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 2018 defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence.

The information that you provide in this Application Form will be processed in accordance with the Data Protection Act 2018. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Once a decision has been made concerning your appointment, the recruiting organisation will not retain this declaration for any longer than is necessary (see further details in 'Guidance Notes for Applicants'). This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the employing organisation who are authorised to view it as a necessary part of their work.

Declaration 1: I declare that the information I have given in support of my application, including information supplied on this form and any attached appendices, is, to the best of my knowledge and belief true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, particularly on criminal convictions and/or fitness to practise and/or have breached the confidentiality guidance (2009) stipulated by the General Pharmaceutical Council/any other licensing or regulatory body of which I am a member, my application may be disqualified. If I have already been appointed, I understand that I may be dismissed and I may be reported to the General Pharmaceutical Council or any other licensing/regulatory body of which I am a member.

Declaration 2: I declare that my answers to the questions on this form, any attached appendices and any other application forms required by Individual Deans/ies/HEE recruitment offices are my own work and are not copied or reproduced from any other sources. I understand that if any of my answers are discovered not to be original, my application may be disqualified.

Declaration 3: I understand that if I am allocated to a training opportunity, any subsequent contract of employment will be subject to satisfactory pre-employment checks and subject to a condition that the information provided on the application form or any related documents is correct. I also understand that pre-employment checks will be carried out to review and confirm the details of my application.

Declaration 4: I understand that if recommended for training I will be subject to a Disclosure and Barring Service (DBS) check (previously known as CRB) or the Protection of Vulnerable Groups Scheme (PVG) in Scotland. I am aware that I must inform the National Recruitment Office/Deans/ies/HEE recruitment office of any new criminal convictions, police investigations or fitness to practise proceedings that arise after the completion of this application form.

Declaration 5: I have read and understand the Fair Privacy Notice and understand that my Personal and Sensitive Personal Data will be processed in the manner set out in the Notice.

4 Candidate Declaration

I understand that if recommended for training I will be subject to a Protection of Vulnerable Groups Scheme (PVG) check. I am aware that I must inform NES Education for Scotland and my training provider of any new criminal convictions, police investigations or fitness to practise proceedings that arise after the completion of this application form.

If you give any information which you know to be false, or you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

I declare that the information I have given is, to the best of my knowledge or belief, true and complete.

* I agree to the above declaration

Confirm and submit (review)

1 Application submission

Before you submit your application, please make sure that you have reviewed all of your responses to ensure that you have provided accurate information.

To review your application in full, you can either click on the print icon above the page tracker, or click [here](#) to generate a printed copy of your application.

Pressing the submit button at the bottom of this page will automatically submit your application.

By pressing the submit button, you are confirming that you understand that you will NOT be able to add, amend or remove ANY information entered against the application once the submission has been completed.

Once your application has been submitted, you will be able to view a read-only format of your submitted application from your application summary screen.

You must have completed all the mandatory fields within the application, and reviewed and confirmed the below declaration, in order to submit your application.

* I confirm that I have reviewed the content of my application and, to the best of my knowledge and belief, the information I have given in support of my application, including information supplied on this form and in any attached documents, is true and complete.

I confirm

IMPORTANT: You should ensure that you submit your application well in advance of the application deadline to avoid any last-minute problems e.g. with your local PC or internet connection that may prevent you submitting it.

Remember: LATE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Please note that support is available by contacting the Pharmacy Recruitment team [here](#). Monday to Friday, 09:00 – 17:00 GMT (UK local time). This is particularly important if you are submitting your application from overseas where there may be a significant time difference.

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IMPORTANT: Applicants are urged to consider the ramifications of withdrawing their application during the recruitment process, as the recruitment team cannot reinstate withdrawn applications. It is crucial to exercise caution and thoughtful consideration before making any decisions regarding application withdrawal.

4.2 Reasonable adjustments

If you wish to request reasonable adjustments for your assessments (for example extra time requirements), you should read the [Appendix E](#) and complete the relevant questions within part 5 of the Personal section of your application to advise the Pharmacy Recruitment Team what adjustments you require.

The application form and supporting documentation should be submitted by no later than 12:00pm GMT (UK local time) on 21st June 2024.

Please note, your approval is only for the assessments. Any adjustments you would require for training, must be discussed and arranged with your future employer.

IMPORTANT: Requesting reasonable adjustments will not negatively impact on your application. These policies are to enable NHS Scotland to provide the appropriate support to those applicants that need it.

5. Preferecing Foundation Training Programmes

5.1 Training Provider Preference Lists and Information Statements

Successful recruitment into the Foundation Training Year is dependent on matching with a Training Provider. As part of the selection process, applicants are required to submit a Preference List which is a list of Training Providers that they are interested in completing their training with. In Scotland, the Training Providers can also decide whether they wish to submit a list of preferred candidates that they will to be matched with.

Details of the training places available in each region can be found on Oriel and also on the [NHS Education for Scotland TPI Site](#). Training Provider Information Statements (TPIS) allow applicants to search for Training Providers according to their preference for sector and/or geographical area.

Training places will be offered under the Training Provider organisation name at programme level and there will also be specific posts offered which are described as remote & rural. These remote and rural places offer candidates the advantage of being able to preference very specific locations – as opposed to the full Training Provider organisation. All programmes will have separate TPIS available to view.

Within the visitation period, a key discussion to have with your preferred Training Providers is if they intend to submit a preference list and what their process is for this. It is also important to be aware of the process beyond the conclusion of the NES matching and offers process and how they intend to allocate your base training site location. In some cases, for e.g. with the Modular Programme, this may impact the Terms and Conditions of Trainee Pharmacist employment.

For the 2024 cycle of recruitment, Training Providers were given two options to utilise a Training Provider preference list:

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

If a Training Provider is submitting a preference list it is important that preferred Training Providers get to know you prior to the submission of their list. It is the responsibility of the candidates to contact Training Providers during the visitation period to improve their chance of being included on a Preference List.

Candidates should also discuss with Training Providers details of which terms and conditions of employment would apply as well as having discussions regarding base training site location, including the process that would be followed to allocate to specific geographical locations.

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Training Providers who choose to complete a Preference List will need a candidate's Oriel Pin number. Please remember that you must also provide them with your Oriel pin number during the selection process.

Please note, from 2024 Training Providers who are submitting a preference list will be required to submit a list of applicants who are being excluded from their list which will confirm any applicant who approached their organisation during the visitation period and were not progressed further in local recruitment process and/or selection of preferred candidates (i.e not included on their list).

NES will not use this data during the recruitment process and it will not have any impact on any individual application. NES will use this data to create an annual admissions profile of all students who have approached the employer for consideration onto their preference list. This will be analysed by protected characteristics, as defined in the Equality Act 2010 to assist in the overall data analysis to show if the FTY selection process may be disadvantaging any particular group of candidates.

Under this option matching will take place in ranked candidate order using both candidate and Training Provider preference lists.

- **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.

If a Training Provider is not submitting a preference list, candidates are not required to contact the Training Provider to arrange a visit however we would encourage individuals to make contact, find out more about the opportunities available, including terms and conditions of employment and base training site locations available.

Under this option matching will take place in ranked candidate order based only on candidate preference lists.

All Training Provider Information Statements will clearly indicate if they are submitting a Training Provider preference list for this cycle of recruitment.

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Foundation Training Year recruitment is a highly competitive process, and you should take some time to think about how to set yourself apart from other candidates if required for inclusion on any Training Provider preference lists.

5.2 Candidate Preferencing

Preferencing is the process by which you choose and rank the programmes that you are interested in applying for through the Oriel system.

A large number of places are being recruited to, so it is extremely important that you give yourself enough time to review and think about what type of programme you are interested in undertaking.

In previous years, a number of applicants were not offered places because they did not preference enough programmes or only those that were extremely popular. There were also applicants that were made offers against preferences they were not 100% happy to undertake. To avoid these preferencing issues, we recommend thinking carefully about the programme content before preferencing; are you happy with the hours? Is the commute reasonable/economical? These are just a couple of the factors you should be considering.

IMPORTANT: All Training Provider Information Statements can be accessed on the [NHS Education for Scotland TPI Site](#). You must take care and attention to preference accurately. **ONLY** preference those programmes and locations that you would be happy to train in.

We strongly recommend that you start reviewing programmes before the preferencing window (24th July 2024 - 23rd Oct 2024). You may also wish to undertake some research such as visiting Training Provider websites or attending open days. Links to the websites for all Training Providers offering training programmes as part of the recruitment process will be available as part of the programme information, where provided.

Analysis from previous years showed that Hospital places were very competitive, which was reflected in the high fill rate. You should therefore preference as widely as possible to maximise your chance of securing a place through the scheme.

It is important to be aware of all locations and training sites available within your preferred Training Provider. You can usually find this information within the TP Information Statements or can ask this during the visitation period. Many Training Providers also conduct an additional preferencing/matching exercise once you match with them via Oriel to allocate the base training site location. You should make yourself familiar with any of your preferred Training Providers full process

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of allocating trainee pharmacists to a base training site location and ensure you are comfortable with adding them to your list with this information.

Please be advised, following matching NES will have no further input into a training providers allocation of your base training location.

NES will only make exceptions to matched outcomes where a trainee pharmacist is eligible to apply for special circumstances, under our Special Circumstances process ([Appendix F](#)) or if a training provider can no longer accommodate a trainee pharmacist and withdraws their offered post after matching has occurred.

When is the preferencing window and what do I need to do?

The preferencing window is the time period during which you will be asked to preference all the foundation training programmes you are willing to accept.

During this period, you will need to log onto your Oriel account, access the preferencing page of your application and choose the programmes you are willing to accept. Remember that this is the only route to obtaining a foundation training place.

The preferencing window is open between 24th July – 23rd October 2024. You will be notified via the Oriel system when the preferencing window is open.

Please note that there is no limit to the number of Training Providers you put on your list, recording “no preference” is not an option and that a minimum of one Training Provider must be listed for a candidate to be included in the matching process. If you choose not to submit a preference list, then it will be assumed that you have decided to withdraw from the recruitment process, and you will not be included in the matching process.

Preference lists are submitted via Oriel. Once you have been notified that preference lists are open, you will be able to go back into your application, via your dashboard (Dashboard->Applications). Once you are back in your application you will see the below screen, where you can click into ‘Update SCOT Preferences’.

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Applications details Update SCOT preferences Application options

APPLY LONGLIST INTERVIEW OFFER
Completed In progress Not started Not started

Your application is currently under review

Summary Application page tracker Attached documents

Application ID:	SCOT/23-24/863/FPharm/1-R1 A/0000011656/00001	Application to	Application status	Rank
Training programme:	Foundation Pharmacy	Scotland	Applied	N/A ?
Recruitment lead:	NHS Education for Scotland			
Grade applied to:	FPharm			
Opening date:	Thursday 19 May 2022 11:00			
Closing date:	Thursday 19 May 2022 11:50			
Vacancy status:	Published			
Offer process:	Online through this system			

You will then see a preferencing screen similar to the screenshot below with all the Training Providers taking part in this year’s recruitment process under the ‘Not Wanted’ category by default.

Not Wanted: This is the category you should move all of the programmes you are not willing to accept into. You will never be made an offer of a training place unless that Training Provider was included on your preference list.

Preference: This is the category you should move all of the programmes you would actively like to be considered for. You will need to rank all of the programmes you move into this category starting with the number 1. This number indicates the order in which you would like the programme to be considered. If you are unable to rank programmes, leave them in the not wanted section.

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Application / Preference Update

Application ID: SCOT/23-24/863/FPharm/1-R1A/0000011656/00001
Training Programme: FOUNDATION PHARMACY
Recruiting for: Scotland
Grade applied to: FPharm
Opening date: Thursday 19 May 2022 11:50
Closing date: Monday 23 May 2022 17:00
Time to closing: 4 Days, 5 Hours and 6 Minutes
Last save: You have not currently saved any changes to your preference ranks.

Session will time out in 58:25 minutes. (Note: you cannot save this page after your session has expired)

Filter options

Employer name	Employer type	Skilled worker visa	Size of org. (Primary care only)	Specialty (hospital)	Location (Sector)	Number of Placements
<input type="checkbox"/> Select All <input type="checkbox"/> NHS AYRSHIRE AND ARRAN <input type="checkbox"/> NHS BORDERS <input type="checkbox"/> NHS DUMFRIES AND GALLOWAY <input type="checkbox"/> NHS FIFE	<input type="checkbox"/> Select All <input type="checkbox"/> Hospital <input type="checkbox"/> Remote & Rural	<input type="checkbox"/> Select All <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Select All <input type="checkbox"/> Acute Trust	<input type="checkbox"/> Select All <input type="checkbox"/> Scotland - East <input type="checkbox"/> Scotland - North <input type="checkbox"/> Scotland - West	<input type="checkbox"/> Select All <input type="checkbox"/> 1

[Click here](#) to download the preferences in an Excel compatible file (.csv).

Preference (0)
 Apply Filtering
Search...
 Select All Select None

Not Wanted (8)
 Apply Filtering
Search...
 Select All Select None

- Scotland - East - NHS Borders - 037 (places:3)
- Scotland - East - NHS Fife - 039 (places:6)
- Scotland - North - NHS Highland - 042 (places:2)
- Scotland - North - NHS Orkney - 045 (places:1)
- Scotland - North - NHS Shetland - 162 (places:1)
- Scotland - West - NHS Ayrshire and Arran - 036 (places:6)
- Scotland - West - NHS Dumfries and Galloway - 038 (places:2)
- Scotland - West - NHS Lanarkshire - 043 (places:6)

You can use the filtering options as per the screenshot below to choose the Training Providers you are interested in matching with and move them into the 'Preference' category.

IMPORTANT: The more programmes you preference, the higher the chances are that you will receive an offer.

Remember, any programme within your 'Preference' category could be offered to you, so you must be sure that you are willing to work with any of the Training Providers that you preference. You must be aware of the different Terms and Conditions pertaining to employment by that organisation and also the different training site locations available for FTY within the organisation. You need to be satisfied that you would be willing to undertake your training in any of the training site locations listed.

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Application / Preference Update

Application ID: SCOT/23-24/863/FPharm/1-R1A/0000011656/00001
Training Programme: FOUNDATION PHARMACY
Recruiting for: Scotland
Grade applied to: FPharm
Opening date: Thursday 19 May 2022 11:50
Closing date: Monday 23 May 2022 17:00
Time to closing: **4 Days, 5 Hours and 6 Minutes**
Last save: You have not currently saved any changes to your preference ranks.

Session will time out in 58:25 minutes. (Note: you cannot save this page after your session has expired)

Filter options

Employer name	Employer type	Skilled worker visa	Size of org. (Primary care only)	Specialty (hospital)	Location (Sector)	Number of Placements
<input type="checkbox"/> Select All <input type="checkbox"/> NHS Ayrshire AND Arran <input type="checkbox"/> NHS Borders <input type="checkbox"/> NHS Dumfries AND Galloway <input type="checkbox"/> NHS Fife	<input type="checkbox"/> Select All <input type="checkbox"/> Hospital <input type="checkbox"/> Remote & Rural	<input type="checkbox"/> Select All <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Select All <input type="checkbox"/> Acute Trust	<input type="checkbox"/> Select All <input type="checkbox"/> Scotland - East <input type="checkbox"/> Scotland - North <input type="checkbox"/> Scotland - West	<input type="checkbox"/> Select All <input type="checkbox"/> 1

[Click here](#) to download the preferences in an Excel compatible file (.csv).

Preference (0)
 Apply Filtering
Search...
 Select All Select None

Not Wanted (8)
 Apply Filtering
Search...
 Select All Select None

- Scotland - East - NHS Borders - 037 (places:3)
- Scotland - East - NHS Fife - 039 (places:6)
- Scotland - North - NHS Highland - 042 (places:2)
- Scotland - North - NHS Orkney - 045 (places:1)
- Scotland - North - NHS Shetland - 162 (places:1)
- Scotland - West - NHS Ayrshire and Arran - 036 (places:6)
- Scotland - West - NHS Dumfries and Galloway - 038 (places:2)
- Scotland - West - NHS Lanarkshire - 043 (places:6)

You will have the ability to move programmes in bulk from within the preferencing section of the application. This will be especially useful if you know you are not interested in a certain type of programme e.g. if you are only interested in working in a hospital programme you could use the filtering tool to show all hospital programmes and then bulk preference them into the Preference category.

Applicants who require a Skilled Worker Visa can use the bulk preferencing tool to identify Training Providers who offer visa sponsorship and then preference your preferred Training Provider.

5.2.1 Submitting your preferences.

Should you attempt to then leave this page without saving the changes made, you will get the following pop-up message, advising that the changes made may not be saved. To save your changes please click cancel and then click on 'Save'.

Leave site?
Changes that you made may not be saved.

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You will be able to confirm when your changes were last saved from checking the 'Last save' section.

Application ID:	SCOT/23-24/863/FPharm/1-R1A/0000011656/00001
Training Programme:	FOUNDATION PHARMACY
Recruiting for:	Scotland
Grade applied to:	FPharm
Opening date:	Thursday 19 May 2022 11:50
Closing date:	Monday 23 May 2022 17:00
Time to closing:	4 Days, 5 Hours and 0 Minutes
Last save:	Thursday 19 May 2022 12:00

Session will time out in 59:44 minutes. (Note: you cannot save this page after your session has expired)

IMPORTANT: There is no submit button for submitting the list as you can save your choices and amend them up until the preference window closes.

IMPORTANT: Enhanced preferencing is **NOT** available when applying for a vacancy in Scotland

5.3 Terminology: programmes, places and placements

You will see the words **programme**, **places** and **placements** used in reference to your preferencing. Please see the table below for an explanation of each:

Term	Description
Programme	The programme is the Foundation Training position that is being offered to you. All programmes are 52 weeks in length.
Places	Places relates to the number of posts available for trainee pharmacists within the Training Provider organisation. Some programmes can accommodate only a single trainee pharmacist whereas other programmes may have multiple trainee pharmacists undertaking an identical training programme. Where there is more than 1 place available, it is likely that there will be different base training site locations for each trainee pharmacist, and you should not assume your base training site location.

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Placements	<p>Training programmes may be made up of a single placement of 52 weeks or of smaller constituent parts. Placements represent a constituent part of a programme. They reflect the practice setting you will be undertaking your training in.</p> <p>A placement is a minimum of two months in length.</p> <p>Programmes can have a maximum of three placements within them. Many will only have one e.g. one placement for 52 weeks in community.</p> <p>Placements may be, for example, in the following practice settings:</p> <ul style="list-style-type: none">- Specialist Hospital areas- Primary Care
------------	---

5.4 Programme information

Every programme being recruited to through the recruitment process will be listed in the preferencing section of the application. Programmes will be displayed as preference codes and will be presented in the following way:

Region/Name of Training Provider/Unique code

For example: Scotland-West-Pharmacy Name-084

Please note: If a programme is able to sponsor a Skilled Worker Visa applicant, this will be indicated within their Training Provider Information Statement, available on the [NHS Education for Scotland TPI Site](#). Please refer to Section 4.5 of the handbook for further information.

IMPORTANT: If you are not subject to any visa restrictions you will be able to preference all of the listed Training Providers, including the Training Providers marked as being able to accommodate a Skilled Worker Visa applicant.

You will be able to download and export a spreadsheet version of all of the programmes being recruited to from the preferencing section of the application.

By clicking on the preference code, you will be able to view the following information about each of the programmes available as part of the recruitment process:

- Training Provider name
- Programme title
- Programme description

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- Region
- Employer type
- Whether that employer is a Licensed Skilled Worker Visa sponsor or not
- Number of placements
- Places available
- Employer website
- **IMPORTANT:** Programme information is correct at time of publication but can change, you will be notified of any changes in the programme information. This will be communicated to you via Oriel message.

5.5 Skilled Worker visa sponsorship

Applicants who require a sponsor will be able to filter out all the programmes that cannot support their application through the preferencing section and should move them to the Not Wanted category.

It is the applicant's responsibility to ensure they only preference Training Providers who offer sponsorship if they require a Skilled Worker visa.

Not all of the programmes available in the recruitment process will be able to accommodate applicants requiring a Skilled Worker Visa. These programmes will be clearly marked to applicants and will not be offered under any circumstances if you do not include them on your list. All of the programmes that are able to support Skilled Worker applicants will indicate this within their Training Provider Information Statement (TPIS).

If you are unsure of your visa status, please refer to the [UK Visas & Immigration website](#) for up-to-date information.

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5.6 TPI Filters

To aid in the process of preferencing programmes there are a number of filters you can apply to refine the programmes displayed. The filters are as follows:

Filter	Options
Region	Scotland – North Scotland – West Scotland – East Scotland – National
Employer Type	Hospital Community Modular Remote & Rural Split
Licensed Skilled Worker Visa Sponsor	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 training providers on TPI using it.

You will also have the ability to search for individual Training Providers by entering their name or unique ID into the 'Find' box.

6. Processing applications and assessment

6.1 Longlisting

The longlisting process takes place after the application window closes (from 21st June 2024 onwards) and is undertaken to check the eligibility of the applicants applying. As part of the longlisting process, you may be required to provide additional information/documentation to support your application.

IMPORTANT: Please ensure that you closely monitor your Oriel account on a regular basis and respond promptly to any requests as failure to respond by specified deadlines may result in your application being withdrawn from the recruitment process.

6.2 Situational Judgement Test (SJT)/Numeracy - Invitation to assessment

All successfully longlisted applicants will be invited to attend an SJT/numeracy assessment centre. These assessments will be taken at Pearson VUE Centres, or via remote online testing in exceptional circumstances.

Pearson VUE is a multinational publishing and education company who specialise in facilitating computer-based tests and have a large number of test centres within the United Kingdom and abroad. NHS England currently use their centres for the recruitment of Dental Foundation Trainees and General Practice Trainees.

The invitation to attend an SJT/numeracy assessment will be sent via Oriel and will contain instructions on how to register and book a slot. Please note, this email **is not** confirmation you have booked an assessment slot. Once you have booked a slot, you will receive an email from Pearson VUE with the booking details.

Once the invitation is received applicants will need to register and book an available appointment slot. To register applicants will need to enter the following:

- First Name* (middle name is not required)
- Surname *
- Oriel pin**
- Exam pin (will be generated on Oriel prior to the booking window)

*The Pharmacy Recruitment Team will email you these details as you have entered them on your Oriel account, stating exactly how you should enter this information. If you do not follow these instructions the system will not accept your registration.

** Every applicant is assigned an Oriel pin when they submit an application. The Pharmacy Recruitment Team will email this information to all applicants. You can also find your Oriel pin by signing into your

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Oriel account. **This pin will also be required when you register for training with the GPhC.** Candidates who applied to only the Scotland vacancy on Oriel will be required to omit the zeros at the start of their pin number and then preface their number with SCOT when creating their Pearson Vue account for their details to be recognised by the system.

For example, if your Oriel Pin number was 0000071156, then you would omit the zeros at the start so you are left with 71156 and then as you are a Scotland Only applicant you would preface your Oriel Pin number with SCOT so you would be entering it on the website as SCOT71156.

Booking a Pearson VUE centre when you require reasonable adjustments.

If you have had additional time to sit the assessment agreed as a reasonable adjustment* you will have the ability to book your own slot through the Pearson VUE website. When you register on the website it will recognise that you require additional time and will only allow you to book onto slots that can facilitate your additional time.

If you have reasonable adjustments that require something beyond additional time Pearson VUE will contact you directly during the SJT booking window to arrange a suitable selection centre.

*For the full reasonable adjustments process please see [Appendix E](#).

6.2.1 Situational Judgement Test (SJT)/Numeracy Assessment Centre Venues

The booking window for the SJT/numeracy assessment is between 31st July – 14th August 2024 (STC). To find out your nearest authorised test centre, see the Pearson VUE Test Centre search option [here](#).

Please note all Pearson VUE selection centres are subject to change.

IMPORTANT: You need to arrive at the Pearson Vue centre to sit your SJT/numeracy assessment 15 minutes prior to the time you have booked. If you arrive more than 15 minutes late to your appointment, you may be refused admission.

Expenses: Whilst we do not reimburse expenses incurred, we do recommend that you book travel and accommodation as early as possible if needed.

6.3 Methods of assessment

The criteria that you will be assessed against at the assessment stage come directly from the Person Specification and Foundation Training Professional Attributes Framework (available in [Appendix A](#) and [Appendix C](#)). You are encouraged to read both documents thoroughly to aid in your test preparation.

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IMPORTANT: All applicants are encouraged to prepare thoroughly for the selection process. There are learning programmes freely available to applicants, which will provide a deeper understanding of key areas of the Professional Attributes Framework. To access, use the following link: <https://www.cppe.ac.uk/programmes/?t=Undergrad-G-01&evid=49535>.

6.3.1 Numeracy Test

The numeracy test will be taken directly before the SJT within a Pearson VUE test centre. The test is designed to test numeracy with less clinical context than the GPhC registration assessment. It will last 20 minutes.

The numeracy test is designed to provide assurance of an applicant's ability to carry out basic pharmaceutical calculations. There are ten questions and the time allowed for the exercise is 20 minutes. These calculations are not provided in a clinical context and are designed to test mathematical ability rather than practice knowledge.

You are advised to bring your own calculator on the day of your numeracy test. Calculators will also be available on-screen as part of the numeracy test but the test centres do not provide actual calculators. Please note the following:

Only the **following models** are permitted by Pearson Vue:

- Casio MX-8S-WE (this model is still permitted in the assessment although it is now discontinued)
 - Casio MX 8B-WE / MX-8B
 - Aurora HC133 (Please note this calculator is also acceptable for the GPhC registration assessment)
 - Aurora DT210
-
- You are responsible for making sure that your calculator works on the day. You may wish to consider bringing a spare as there will be no replacement calculators provided at the test centre (however, the on-screen calculator will be available for use should you need it).
 - You may not share a calculator with another candidate during your exam session.
 - Your calculator will be visually inspected prior to the start of the exam. Other items, such as spare calculators, calculator covers, keystroke cards, instruction manuals, or spare batteries, are not permitted in the testing room. These items must be stored in your secure locker outside of the testing room, and test centre staff will permit you to retrieve them only if needed.
 - Your calculator must remain on your desk in full view throughout your exam session.
 - You may not use calculators on smartphones, tablets, smartwatches or equivalent technology.

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Part one of the GPhC registration assessment is based upon the framework outlined in the table below. Some framework domains are more complex in nature and so better suited to developing skills in the final year of MPharm and in Foundation year. Other areas however should be developed by end of the third year of MPharm and were therefore used in the development of the numeracy tests for the National Recruitment Scheme.

For the numeracy assessment note the following:

- You will be required to enter numerical answers only; the addition of units is not required.
- Where an answer is required to a number of decimal places, this will be clearly stated in the question text. Answers requiring a whole number input will **not allow inputting of decimals** and will flag as an input error. Please read the question carefully to avoid confusion.

GPhC Assessment Framework Calculation Skills	Covered in National Recruitment Numeracy
Doses and dose regimens	Yes
Dosage and unit conversions	Yes
Estimations of kidney function	No
Displacement volumes and values	No
Concentrations (e.g. expressed as w/v, % or 1 in x)	Yes
Dilutions	Yes
Molecular weight	No
Using provided formulae	Yes
Infusion rates	No
Pharmacokinetics	No
Health economics	No
Quantities to supply	Yes

6.3.2 Situational Judgement Test (SJT)

Situational Judgement Tests (SJTs) are a measurement methodology designed to assess judgement in work-relevant situations. The Foundation Training SJT has been designed to assess the professional attributes expected of a Trainee Pharmacist. The scenarios have been written by subject matter

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experts who work closely with Trainee Pharmacists. This ensures that the scenarios presented are realistic and fair and provide an accurate reflection of what Trainee Pharmacists encounter in their role.

The SJT will be an online test undertaken at a Pearson VUE test centre examining five of the attributes from within the Foundation Training Professional Attributes Framework. It will consist of 52 scenarios to be completed in 104 minutes. When responding to each scenario you will be asked to place yourself in the role of a Trainee Pharmacist and indicate what you should do in response to the situation presented.

Within the SJT there will be two types of response format:

- Rank five responses in order of appropriateness in response to the scenario
- Multiple choice where you will be required to select the three most appropriate actions (out of a total of 8) in response to the scenario

Examples of both SJT response formats will be available on the [NHS Education for Scotland Website](#) for you to familiarise yourself with.

Applicants are advised that a glossary is provided and is accessible throughout the test to check definitions of words or terms marked with an asterisk*. The glossary is also published on the NES FTY recruitment website 2 weeks before the testing window opens.

The SJTs directly test the following attributes from the Pharmacist Professional Attributes Framework:

- Person-centred care
- Multi-professional working and leadership
- Professional integrity and ethics
- Problem solving, clinical analysis and decision making
- Communication Skills

However, as many of the attributes are interlinked, successful SJT performance requires the candidate to utilise other behaviours within the PAF that are not directly tested.

Once applicants have completed the SJT they will be directed to complete a voluntary survey to provide their feedback on the numeracy test and the SJT. Feedback is important and is used to help inform the selection process for future recruitment rounds.

REMINDER: All applicants are encouraged to prepare thoroughly for the SJT and numeracy test. Sample Papers will be published on our website as soon as available.

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IMPORTANT: Please use only the links provided on the national recruitment and CPPE websites to help you prepare. NES does not endorse the use of any other practice materials or questions available through third party websites.

SJT/Numeracy Sample Paper

The NES website has lots of resources to help support applicants, and also contains a Sample Paper which consists of 35 SJT scenarios presented in the two formats described above, and 10 numeracy questions.

The paper is presented in an online computer-based format which looks and behaves like the real test you will sit when visiting a Pearson Vue centre. This will allow you to become familiar with the general functionality of the interface while answering questions which have undergone the same creation and testing process as the real questions.

Sample papers will be published on our website as soon as available.

6.3.3 Sitting an SJT/numeracy assessment at a Pearson VUE Centre

The Numeracy/SJT test will be sat at a computer, first the numeracy test, followed directly by the SJT. You may be sat with people who are taking non-NES Foundation Training recruitment tests e.g., a driver theory test. All tests are sat under exam conditions, and the Pearson VUE staff will be there to assist should you have any issues on the day.

Please note all seats in the test room are not far from the test room door, but if you have preference to sit as near as possible to the door, you can request this at the test centre during the check-in and the Administrator will seat you accordingly if they are able to do so.

You will be offered a whiteboard and pen during the check in process, in order to take notes during your test. This must be handed back at the end of the test session. **Please note this whiteboard is not erasable**; should you fill up your whiteboard, you can request another. Your original white board will need to be returned when requesting another.

No note paper of any kind is permitted.

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You can find further guidance on what to expect at a Pearson VUE centre by visiting <https://home.pearsonvue.com/test-taker/security.aspx>.

We would encourage all applicants to read and watch this guidance prior to the assessments.

To find out your nearest authorised test centre, see the Pearson VUE Test Centre search option [here](#).

Please note all Pearson VUE selection centres are subject to change.

Should you need to cancel or change your slot, you need to contact Pearson Vue directly.

6.4 SJT/Numeracy centre documentation

Please note that ID requirements are set by Pearson VUE and are mandatory for all applicants sitting any assessment at a Pearson Vue centre. You will be **refused entry** if you arrive with incorrect evidence.

You will be required to present one form of original (no photocopies), valid (unexpired) government issued ID that includes your name, photograph, and signature.

The first and last name that you used to register must match exactly the first and last name on the ID that is presented when attending on test day. Pay attention to any middle names that are included but not initially provided during registration, for example.

IMPORTANT: If the name on your passport is different to your current name, you will need to bring evidence of the name change, for example, an original marriage certificate or other appropriate documentation and a copy of said document.

To view the full ID policy, including any additional allowances to this policy, please visit <http://www.pearsonvue.com/policies/1.pdf>

If you have any questions or concerns about the ID, you are required to bring with you to the testing centre for admittance for your exam please contact [Pearson VUE Customer Service](#).

Should your name change between the submission of your application and the sitting of your numeracy/SJT please contact the Pharmacy Recruitment team [here](#).

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6.5 Scoring guidance

You will receive individual feedback about your selection centre performance by no later than 30th December 2024.

This will include:

- Overall score for SJT
- Numeracy score

This information will be available on your Oriel dashboard via Oriel, by clicking on 'Interview' as showing in the screenshot below, once you have received an email via Oriel advising that you can now log in to view your score.

The guidance and screenshots that follow below will show you how to access your scores.

The screenshot shows the 'Applications details' page. At the top, there are two buttons: 'View SCOT preferences' and 'Application options'. Below this is a progress bar with five stages: APPLY, LONGLIST, SHORTLIST, INTERVIEW, and OFFER. Each stage has a green checkmark and a 'Completed' button. Below the progress bar, it shows 'Scotland: 464.00 out of 500.00' and a 'View station scores' button. At the bottom, there is a 'Summary' tab and a table with the following data:

Application to	Application status	Rank	Rank out of
Scotland	Offer accepted	1	10

You will see a screen similar to the image below confirming your applicant ranking. When you click on 'View Station scores' you will see a pop-up message confirming your SJT and Numeracy score.

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Scotland: 464.00 out of 500.00 View station scores

Summary | Application page tracker | Attached documents

Application ID:	SCOT/23-24/863/FPharm/1-R1 A/0000011656/00001	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Application to</td> <td style="width: 20%;">Application status</td> <td style="width: 20%;">Rank</td> <td style="width: 40%;">Rank out of</td> </tr> <tr style="background-color: #e0f2f1;"> <td>Scotland</td> <td>Offer made</td> <td>1</td> <td>10</td> </tr> </table>	Application to	Application status	Rank	Rank out of	Scotland	Offer made	1	10
Application to	Application status		Rank	Rank out of						
Scotland	Offer made	1	10							
Training programme:	Foundation Pharmacy									
Recruitment lead:	NHS Education for Scotland									
Grade applied to:	FPharm									
Opening date:	Thursday 19 May 2022 11:00									
Closing date:	Thursday 19 May 2022 11:50									
Vacancy status:	Interviewing									
Offer process:	Online through this system									

My applications 3 results found | **Applications details** Application options

Sort by: Submitted date (most recent)

SCOT - Foundation Pharmacy - FPharm Submitted

Application status: Offer made

Application ID: SCOT/23-24/863/FPharm/1-R1A/0000011656/00001

Recruitment lead: NHS Education for Scotland

Closing date: Thu 19/05/2022 - 11:50

SCOT - Foundation Pharmacy - FPharm Submitted

Application status: Applied

Application ID: SCOT/23-24/858/FPharm/1-R1A/0000011656/00002

Recruitment lead: NHS Education for Scotland

Closing date: Fri 20/05/2022 - 10:00

SCOT - Foundation Pharmacy In progress

Interview station scores x

SJT: 464

Numeracy: 4

x Cancel

Summary | Application page tracker | Attached documents

Application ID:	SCOT/23-24/863/FPharm/1-R1 A/0000011656/00001	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Application to</td> <td style="width: 20%;">Application status</td> <td style="width: 20%;">Rank</td> <td style="width: 40%;">Rank out of</td> </tr> <tr style="background-color: #e0f2f1;"> <td>Scotland</td> <td>Offer made</td> <td>1</td> <td>10</td> </tr> </table>	Application to	Application status	Rank	Rank out of	Scotland	Offer made	1	10
Application to	Application status		Rank	Rank out of						
Scotland	Offer made	1	10							
Training programme:	Foundation Pharmacy									
Recruitment lead:	NHS Education for Scotland									
Grade applied to:	FPharm									
Opening date:	Thursday 19 May 2022 11:00									
Closing date:	Thursday 19 May 2022 11:50									
Vacancy status:	Interviewing									
Offer process:	Online through this system									

This information will be sent to you via the email address you have registered on your Oriel account.

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Minimum thresholds for the Numeracy and SJT components help identify those applicants who may need extra support to achieve the required standard to commence their foundation training year. These thresholds vary every year according to the performance of the cohort as a whole and are arrived at using an evidence-based standard setting process, including statistical analysis of the questions being asked.

IMPORTANT: If you fall below the minimum threshold in either the Numeracy or the SJT you will still be eligible to receive an offer, however NES will liaise with your school of pharmacy so that targeted support may be offered to you before you start your foundation training year.

6.5.1 Situational Judgement Test Scoring

The SJT consists of 52 scenarios that are scored based on a pre-determined scoring key agreed with Pharmacy subject matter experts as part of new item development. Your SJT score will be the final score you receive as part of the pharmacy recruitment process and thus your overall rank. Of the 52 scenarios, 8 each year are new 'pilot' items, that do not contribute towards an applicant's raw score. The raw SJT scores for pharmacy applicants are equated. This is to ensure that the final SJT score accounts for the differences between papers.

More information on the scoring methodology for the SJT is available on our recruitment website here: [fty-sjt-scoring-guidance-2024.pdf \(scot.nhs.uk\)](https://www.scot.nhs.uk/fty-sjt-scoring-guidance-2024.pdf)

6.5.2 Numeracy Test Scoring

Your score for the Numeracy Test is reported on the raw scale. The range of scores available on the Numeracy Test is 0-10.

The score you receive within your numeracy test will not be included within your total score but may be used as a tie breaker. However as described above, applicants who score below the agreed threshold for that cohort will be highlighted to their school of pharmacy for further support if required.

6.5.3 Tie-breakers

Your SJT total score will be used to rank you against all applicants within the ORIEL system. Each applicant requires a unique rank, therefore in the event of a tied SJT score, various pieces of information will be used as tie-breakers until the applicants have been differentiated and can therefore be given a different rank.

The first piece of information that will be used as a tie-break will be your total score on the 8 pilot SJT items that you complete as part of the SJT. Due to these items being pilot items, they do not

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contribute to your total SJT score, however, they measure the same attributes and are developed following the same process as the scored items.

If this score is still equal, the scores received will be differentiated using the attributes measured within the SJT. These will be based upon stakeholder rankings of the importance of each attribute.

If scores remain tied, your score from the numeracy test will be used.

Therefore, in the event of a tied score, scoring information in the following order will be used as tie-breaks:

- SJT Trial Item Total Score
- Person-Centred Care SJT Score
- Professional Integrity & Ethics SJT Score
- Problem Solving, Clinical Analysis & Decision Making SJT Score
- Multi-Professional Working & Leadership SJT Score
- Numeracy Test Score

7. Offers process

Offers will be coordinated through the Oriel system by the Pharmacy Recruitment Team, according to your rank and the order with which you ranked your Training Provider preferences, as well as the preferences submitted by your preferred Training Provider (where applicable).

You will be notified of offers via your Oriel account. This notification can be received at any point during the offers window, mid-November to early December.

IMPORTANT: During the offers window we strongly recommend that you monitor your Oriel and email accounts (including the junk/spam folders) especially closely to ensure you do not miss notifications of offers.

You will be given **48 hours** (excluding weekends and bank holidays) to accept, decline or hold an offer (see next page) if you do not respond to your offer within the 48-hour window, your offer will expire, and the application status will change to 'Offer Expired'.

7.1 Offer responses

Once you have been made an offer and have signed into your Oriel account you will be given the following options as per the screenshot shown below.

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Offer / Summary

Application ID: SCOT/23-24/863/FPharm/1-R1A/0000011656/00001 Recruitment lead: NHS Education for Scotland Training Programme: Foundation Pharmacy Dual Training Programme: Year/Round: Round 1 - Pharmacy Expiry status: Offer expires on: Wednesday 25 May 2022 12:41 Hold status: Hold deadline: Saturday 30 September 2023 11:00 Upgrade status: Not applicable Offer upgrades: Not available	Application status: Offer made Application ranking: Ranked 1 out of 1 Offer status: PENDING Offer Code: Scotland - East - NHS Borders - 037 Offer grade: Foundation Trainee Pharmacist Offer region: Scotland Offer start date: 25/07/2022 Offer duration (months):
--	---

Offer / Programme Preference Detail

Programme Preference:	Scotland - East - NHS Borders - 037
Employer Name:	NHS BORDERS
Programme Title:	NHS Borders
Programme Description:	For full details on the programme, please copy and paste the following link into your browser: https://nes-tpi.azurewebsites.net/TPinfo.html?id=37
Location (Sector):	Scotland - East
Employer Type:	Hospital
Specialities:	Acute Trust
Skilled worker visa:	No
No. of Placements:	1
Salary:	£25,351
Training Provider:	NHS Borders
Employer Website:	https://twitter.com/nhsb_pharmacy
Hours per Week:	37.5

Offer / Placements

Placement	Setting	Length
1	Hospital	12 month(s)

Offer / Information

PENDING OFFER

You can accept or hold only one offer. Offers that are not accepted, held or declined will automatically expire 48 hours after the date/time the offer was made.

This offer can be held until **11:00 on Saturday 30 Sep 2023**.

Declined and expired offers will be recycled and offered to another applicant.

If you have a genuine reason for not responding to the offer within the time limit, you should contact the relevant recruiting organisation.

Offer / Actions

Accept Offer

Hold Offer

Decline Offer

- Accept:** If you accept an offer this means you are 100% satisfied to complete your Foundation Training with this Training Provider; which will be in accordance with any information provided by the Training Provider during the visitation period with regard to terms and conditions of employment and allocation of specific base training site location(s).

By accepting a conditional offer of a place on the training programme on Oriel you are agreeing to take up that place; and enter into a contract of employment with the matched Training Provider. The offer is conditional upon a contract of employment being agreed directly between you and the training provider. Once you have accepted the offer of a place on the training programme and the match with the Training Provider, you will be removed from the offers process unless you choose to opt into upgrades.”. ([see section 7.2](#))

Please remember that accepting an offer which you subsequently refuse has significant implications for Training Providers and other applicants who preferenced that post. Your School of Pharmacy may be informed if you take this action without valid reasons for doing so, and your options to secure any other suitable training place will be severely limited.

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- **Hold:** Although this option will be available on Oriel to all applicants, it should only be used by applicants who have applied to both the National and Scotland vacancy (see [section 7.3](#))
- **Decline:** If you choose this option your offer will be removed, and you will not be eligible to receive any subsequent offers. This is something to consider very carefully when preferencing, **you should not preference a programme you would not be willing to accept.**

IMPORTANT:

- If you decline an offer you will be removed from the process.
- If you let an offer expire you will be removed from the process.
- Once removed from the process you will not be eligible to receive any subsequent offers.
- **REMEMBER: The NES National Recruitment Scheme is the only route to a foundation training place. If you decline an offer, you may miss out on a training place for 2025**

7.2 Upgrading

The Oriel system allows you to opt into upgrades when accepting an offer.

Offer / Summary

Application ID:	PNRO/22-24/RS9/FForm/1-RIA/0000011640/00002	Application status:	Offer made
Recruitment lead:	Pharmacy National Recruitment Office	Application ranking:	Unpublished
Training Programme:	Foundation Pharmacy	Offer status:	PENDING
Dual Training Programme:		Offer Code:	Hollowood Chemists/Clayton/ST3 3HP/0172
Year/Round:	Round 1 - Pharmacy	Offer grade:	Foundation Trainee Pharmacist
Expiry status:	Offer expires on: Tuesday 24 May 2022 15:36	Offer region:	Health Education England West Midlands
Hold status:	Not applicable	Offer start date:	16/07/2023
Upgrade status:	Upgrade deadline: Friday 27 May 2022 11:02	Offer duration (months):	
Offer upgrades:	Not confirmed		

Offer / Information For Acceptance

UNDERSTANDING UPGRADES
If you opt to accept with upgrades you are agreeing that should one of your higher preference posts become available (possibly through being declined by a higher ranked applicant) you want to be automatically upgraded to this post. Once you have been upgraded it is not possible for your previous offer to be reinstated.
The upgrade deadline for this offer is currently **11:02 on Friday 27 May 2022**.
Please note deadline dates are subject to change.

ACCEPTING THE OFFER
You will receive no further offers from other specialities/regions in this round other than upgrades as per the guidance. Any other offers displayed below will be automatically declined unless stated otherwise.
Any application that contains programmes that are an improvement of this type of post may still be offered to you up until **11:03 on Friday 27 May 2022** in line with the guidance.
I have read the guidance and understand the above.

I confirm that I wish to accept this offer
 I wish to 'OPT IN' to automatic upgrades

Offer / Applications + Offers Affected By Accepting This Offer
No applications/offers returned

Offer / Actions
[Confirm Acceptance](#)

Offer / Information

YOU HAVE ACCEPTED THIS OFFER
If you opt to accept with upgrades you are agreeing that should one of your higher preference posts become available (possibly through being declined by a higher ranked applicant) you want to be automatically upgraded to this post. Once you have been upgraded it is not possible for your previous offer to be reinstated.
The upgrade deadline for this offer is currently **16:00 on Monday 19 Apr 2021**.
Please note deadline dates are subject to change.

I wish to 'OPT IN' to automatic upgrades

Offer / Active Applications + Offers In The Same Round
No applications/offers returned

Offer / Actions
This offer has been accepted. To update your opt in status please update the 'I wish to Opt IN to automatic upgrades' check-box to the left and press save below.
[Save Opt In/Out](#)
[Upgrade PNRO preferences](#)

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If you opt in, then should a higher ranked preference become available where an offer is **accepted with upgrades**, you will be **automatically** upgraded to this offer, if eligible, up until the upgrade deadline (end of November).

You will have the option to opt out of the upgrade system at any point during offers process.

Your status will automatically change to Offer Accepted after the upgrade deadline, there is no further action required from the applicants prior to the upgrade deadline. If your offer is upgraded, then you cannot revert back to the original offer – the original offer is completely replaced by the upgraded offer. Once you have accepted an offer, the Oriol system allows you to opt in to/out of upgrades at any time until the upgrade deadline has passed.

The screenshot displays the 'Offer / Information' section on the left and 'Offer / Actions' on the right. The 'Information' section includes a heading 'YOU HAVE ACCEPTED THIS OFFER', a paragraph explaining the upgrade process, the upgrade deadline '16:00 on Monday 19 Apr 2021', and a checked checkbox for 'I wish to 'OPT IN' to automatic upgrades'. The 'Actions' section contains a red warning message, a 'Save Opt In/Out' button, and an 'Upgrade PNRD preferences' button. Below this, the 'Offer / Active Applications + Offers In The Same Round' section shows 'No applications/offers returned'.

The programme you accept can be easily identified by the word 'OFFER' displayed in red against it. This programme cannot be moved into the 'Not wanted' column. Any programme that you rank HIGHER than the 'OFFER' programme will be considered as being opted in for upgrades. You will never receive an offer that is ranked lower than the 'OFFER' programme.

7.3 Holding an Offer: For applicants applying to both National and Scotland vacancies only

If you have applied to Scotland and also England/Wales, you may be offered a place in both vacancies. Oriol will allow you to hold one offer while you decide which one to accept.

The held offer can be accepted or declined at any time up until the hold deadline. Only **ONE** offer can be held at any time in the same recruitment round. **Trying to hold a second offer will result in the original held offer being rejected.** Before the hold deadline passes, offers must be confirmed as accept, accept with upgrades or decline. **If you choose to hold, you will have two options:**

Hold without upgrades:

- The applicant is reserving the offer
- No upgrades by preference will be made
- Offers from England/Wales can still be received

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- The held offer can be accepted or rejected at any time up until the hold deadline

Hold with upgrades:

Applicants receiving offers which are not their first-choice preference can select the hold with upgrades option.

- The applicant is reserving the offer
- The held offer preference will be automatically upgraded if higher-ranked preferences become available. Offers from England/Wales can still be received. Applicants who opt into upgrades will have their offer upgraded without further contact being made with them. Applicants are notified of the upgrade by message within their Oriel account.
- The held offer can be accepted or rejected at any time until the hold deadline.
- After an upgrade has been made, there is no opportunity to revert to the previously held offer.

If no action is taken by the hold deadline, the held offer will expire and will be deemed to have been declined and will be offered to another applicant.

IMPORTANT: If you have applied to only one Oriel vacancy you **must not hold**; this option is only for those who have **applied to both vacancies**.

7.4 Unsuccessful in being matched.

Candidates may not be made an offer for the following reasons:

- A candidate has not been successful in meeting the score threshold to secure one of the NES-funded places.

Being eligible to receive an offer via Oriel does not guarantee that a candidate will receive an offer.

- The number of candidates who are taking part in the recruitment process is higher than the number of NES funded places offered.
- A candidate may not match to a Training Provider if the Training Provider chose to submit a preference list and the candidate's name does not appear on this list.
- A candidate has been unable to make a successful match due to limited spaces with Training Providers. Some Training Providers are extremely popular with all candidates and have a very small number of places available and because of this, these Training Providers can become unavailable very early on in the matching process.

7.5 Clearing

Depending on the number of places remaining at the end of the offer process, a clearing process to match remaining candidates to available places may be undertaken. Where clearing takes place, NHS Education for Scotland will contact Training Providers with posts remaining to ask if they would like to take part in the clearing round. Details of Training Providers taking part will then be shared with the unmatched candidates and their preference lists will be reopened to allow them to edit their list prior to matching taking place.

7.6 What happens after accepting an offer

After you have accepted an offer, and the upgrade window has passed, your information will be released to the Training Provider whose programme you have accepted. The release of employer information will take place in December 2024.

7.7 Contacting Your Training Provider

We would advise you to initially wait for your Training Provider to contact you. Please bear in mind that December is a very busy period for pharmacies and so they may not contact you immediately. Please be patient and wait for them to contact you as soon as they can. **However, if they have not contacted you by the beginning of February, please contact them then.**

You are also advised to read the information on the GPhC website on registering with them as a Trainee Pharmacist. Your application is usually required in June of the year you will start your training. **Please note that you cannot start your training year until you have registered and been approved to start Foundation Year Training by the GPhC.**

IMPORTANT: Offers are subject to Training Provider pre-employment checks such as occupational health, immigration requirements, and satisfactory references. Pre-employment checks normally start between three and six months before the programme start date. It is your responsibility to ensure you have up-to-date visa status and documentation.

IMPORTANT: Accepting an offer through Oriel shows that you are 100% intending to take up that post, and therefore the employer can consider their post to be filled. Please remember that accepting an offer which you subsequently refuse has significant implications for both employers and other applicants who preferenced that post (see below). Your School of Pharmacy may be informed if you take this action without valid reasons for doing so, and you put at risk your ability to secure a training place for 2025.

Accepting an offer through Oriel does not constitute an offer of employment. It is the responsibility of the Training Provider to confirm specific base training site location to you and to offer you a contract of

employment for the 52 weeks of FTY training. Please note that service reconfiguration and pharmacy closures may result in your training place changing.

7.8 Withdrawing from an Oriel offer

In previous years there have been a number of applicants who withdrew after accepting their offer. Whilst there are valid unforeseeable reasons for withdrawing, we advise applicants to think very carefully before doing so.

Withdrawing from a programme once the Oriel offers process is complete carries a number of significant negative ramifications:

- Displays a level of unprofessionalism.
- The programme is no longer available to other applicants who wanted it.
- Potentially means taxpayers money is wasted if the place remains unfilled.
- May negatively impact upon the pharmacy's workforce planning because you have left them without a Trainee Pharmacist
- May discourage Training Providers from recruiting via Oriel in the future, thereby disadvantaging other students who would have wanted to apply for a post with them and reducing training capacity overall
- Puts your training at risk; direct support that NHS Scotland may provide you will be limited, and you may be unable to secure any other suitable training post.
 - REMEMBER: The NES National Recruitment Scheme is the only way to obtain a training post. By rejecting a post you have preferenced, you are effectively removing yourself from a training opportunity.

NES reserve the right to inform your School of Pharmacy if you renege on an offer without a valid reason for doing so.

Remember, **only preference programmes you are willing to undertake and if you do not wish to accept a programme, decline it before the offers window closes so that it can be offered to another applicant.**

7.9 Data Sharing

With reference to the information that you provide to us via Oriel, please be aware that your data will be used for the following purposes:

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- Processing of your data during the recruitment process
- Processing of successful applicant data by NHS Education for Scotland, Deaneries, and employing NHS organisations
- Use of recruitment data for evaluation, research and testing purposes, and also for workforce planning and quality assurance. This may involve sharing your data with other organisations involved in these purposes such as Training Providers, Schools of Pharmacy, etc.

Full details on how your data will be stored and processed can be found by accessing the Oriel privacy policy [here](#).

7. What to do if you need to resit your academic exams

In the unfortunate circumstance that you are required to resit some/all of your University examinations, options to begin your training year after successful completion of your academic course are still open to you.

7.1 If you are resitting some modules

If you are required to resit some of your modules but will not need to resit your whole year, you should inform your employer as soon as possible that you will be starting your training in the November window. Your employer should be able to accommodate trainee pharmacists starting in either the July or November window.

7.2 If you are resitting the whole year

If you will be required to resit the whole year, you will be unable to begin your training until 2026. In this case the following options will apply:

a. **Defer your training.**

Please refer to the NES Deferral process in appendix H to see if you meet eligibility

b. **Reapply to the new training year and resit the SJT/Numeracy assessments**

If you are not eligible for deferral, or, would prefer to select a training place from all those available, then you must resit your NRS assessments so that you can be ranked alongside the new cohort. This option gives you the opportunity to preference from every place available in that year, based on your new ranking. Remember, **this option is only available** if you register

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via Oriel and submit your application within the application window, and resit your NRS assessments.

8. Enquiries

Additional information and guidance documents will be published on the NHS Education for Scotland Foundation Training Year website at relevant intervals in the recruitment process.

NHS Education for Scotland website: [Pharmacy Foundation Training Year \(FTY\) – Scotland recruitment](#)
Training Provider Information Statements: <https://nes-tpi.azurewebsites.net/TPinfo.html>

If you have any queries in the meantime, please contact the Pharmacy Recruitment team (NHS Education for Scotland) in the first instance via our helpdesk [here](#).

Feedback

If you are dissatisfied with any aspect of the recruitment process or wish to make a complaint, please contact the Pharmacy Recruitment Team [here](#).

Raising a concern or making a complaint will not negatively affect the outcome of your application.

9. Useful Links

Organisation	Website Link
NHS Education for Scotland	FTY applicants NHS Education for Scotland
The General Pharmaceutical Council (GPhC)	General Pharmaceutical Council (pharmacyregulation.org)
Contacting the Pharmacy Recruitment Team	Support Portal Recruitment Query - HR Trainee Services - Jira Service Management <i>Save to your favourites tab!</i>
British Pharmaceutical Students Association (BPSA)	BPSA
Royal Pharmaceutical Society (RPS)	Royal Pharmaceutical Society RPS (rpharms.com)
Visas and Immigration Advice	UK Visas and Immigration - GOV.UK (www.gov.uk)
Pharmacist Support	Homepage - Pharmacist Support

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Appendix A: Trainee Pharmacist Person Specification – Training Year 2025-26

	Essential Criteria	Desirable Criteria
Eligibility	Meets the requirements for Foundation Training Year set by the General Pharmaceutical Council at intended start date.	
Knowledge	<p>Demonstrates knowledge of the Foundation Training Year set by the General Pharmaceutical Council.</p> <p>Applies clinical knowledge in the practising environment; draws all knowledge together and builds upon what have learnt to benefit the person receiving care.</p>	<p>Demonstrates knowledge of Pharmacy in Practice*.</p> <p>Demonstrates awareness of roles and functions of the wider pharmacy team.</p>
Experience		<p>Demonstrates experience of direct patient or public contact in a public facing role.</p> <p>Demonstrates prior pharmacy related experience outside of the pharmacy qualification.</p>
Professional Skills and Attributes	<p>Demonstrates person-centred care*.</p> <p>Demonstrates communication and consultation skills*.</p> <p>Demonstrates problem solving, clinical analysis and decision-making*.</p> <p>Demonstrates self-directed learning and motivation*.</p> <p>Demonstrates professional integrity and ethics*.</p>	<p>Demonstrates leadership**.</p> <p>Demonstrates an awareness of quality management and organisation*.</p> <p>Demonstrates resilience and adaptability*.</p>

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	Demonstrates an awareness of multiprofessional working*. Effectively uses mathematical skills in pharmaceutical calculations in the context of person-centred care.	
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Notes

Some of the criteria within this person specification are underpinned by behavioural indicators within the Foundation Training Professional Attributes Framework (PAF). Where this is the case, the criteria are marked with an asterisk*. The criterion marked with two asterisks** is underpinned by behavioural indicator 5.7 within the PAF. This person specification should be read in conjunction with the PAF to ensure the reader has an understanding of the full extent of the essential and desirable criteria included within it.

Appendix B: Sample Job Description for Trainee Pharmacist



1. **Job details**

Job Holder:	
Job title:	Trainee Pharmacist
Reports to:	Designated Supervisor or Foundation Training Year Manager
Liases with:	Designated Supervisor, Designated Prescribing Practitioner, Foundation Training Year Manager, Practice Supervisors in the organisation, other Trainee Pharmacists in NHS Scotland.
Base:	
Sample Job Description Revised:	Feb 2024

1. **Job purpose**

The job purpose is to ultimately achieve registration with the General Pharmaceutical Council (The Regulator). 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 IE&T Learning Outcomes specified by the Regulator.

2. **Job dimensions**

This is a fixed term (one year) training post. The job holder is part of a cohort of Trainee 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 Regulator IE&T Learning outcomes.
- is responsible, under supervision, for the provision of pharmaceutical care to individual patients.
- will participate in national and local study sessions as part of the training programme.

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- will liaise with other Trainee Pharmacists within the organisation, area, and across NHS Scotland.

3. 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:

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

4. Result areas

This is a training post with the personal development objectives prescribed by the Regulator and NES through the IE&T Learning outcomes listed in the Foundation Training Year 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 Foundation Training Year in all areas of pharmacy practice and maintain records providing evidence of this training. The Foundation Training Year includes a timetable specifying the time to be spent in each area.
- 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.

5. **Systems and Equipment**

The job holder will require to use computer equipment in pursuit of the post objectives. The Organisation uses the (Insert computer system) computer system.

In the hospital setting, the job holder will require to use laminar air flow cabinets and pharmaceutical isolators.

6. **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.

The job holder will regularly consult with the relevant practice supervisor / section manager who will assign and delegate tasks.

The development plan for the job holder is described in the Foundation Training Year Manual. The job holder will meet regularly with the designated supervisor to review progress with the training plan and performance appraisal.

7. **Decisions and Judgements**

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

8. **Communications and working relationships**

The job holder will regularly consult with the designated supervisor allocated to support pursuance of the Foundation Training Year.

The job holder will 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.

The job holder will communicate with other members of the profession to facilitate both service and professional development, to ensure best possible pharmaceutical care for their patients.

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The job holder will attend, and participate in, regular peer review and departmental/branch meetings.

The job holder will be required to provide presentations to pharmacy and other staff and participate in the training of staff.

9. **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.

10. **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 Trainee Pharmacist to the level required for registration with the General Pharmaceutical Council.

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.

11. **Knowledge, Training and experience required to do the job**

On appointment, a primary masters degree from a School of Pharmacy accredited by the General Pharmaceutical Council as suitable for registration as a Trainee Pharmacist on completion of the Foundation Training Year.

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

12. Job description agreement

Job holder's signature Date

Hospital Senior Officer/Head of Department (Title)

Signature Date

Community Manager/Head of Department (Title)

Signature Date

Appendix C: Trainee Pharmacist – Professional Attributes Framework (PAF)

As part of the continuous improvement of the Foundation Training selection process, the following Professional Attributes Framework (PAF) was reviewed in 2024.

The Professional Attributes Framework (PAF) was created in consultation with Pharmacy subject matter experts across all sectors of practice, to gather insight into the core attributes held by successful Foundation Trainee Pharmacists and the expectations of trainee pharmacists in their roles.

Applicants are advised that Attributes marked with a ‘*’ are assessed within the SJT.

1. Person-Centred Care *

- 1.1. Demonstrates empathy and seeks to view situation from the individuals’ perspective
- 1.2 Places the person who is receiving care first, in everything they do; considers each person and the care they receive in a holistic and inclusive way
- 1.3 Respects and is sensitive to a person’s current and longer-term expectations, needs and their wider social circumstances
- 1.4 Shows genuine interest in, and compassion for, the individual; makes them feel valued
- 1.5 Works in partnership with individuals, empowering and guiding every person to make informed and safe choices regarding their personal healthcare outcomes
- 1.6 Effectively manages the expectations of the person accessing care

2. Communication and Consultation Skills *

- 2.1. Adapts approach to communication for the audience and across a variety of contexts, including virtual, written and in-person interactions
- 2.2. Identifies and interprets non-verbal cues from others
- 2.3. Effectively uses non-verbal communication
- 2.4. Recognises potential barriers to communication, considering how to communicate when nonverbal communication is limited
- 2.5. Seeks confirmation of understanding when communicating, clarifying where necessary

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- 2.6. Uses appropriate questioning techniques to elicit accurate and relevant information from individuals
- 2.7. Provides accurate and clear information and advice to people receiving care and colleagues
- 2.8. Instils confidence in others through communication style
- 2.9. Effectively builds rapport; considers the differences of doing this irrespective of the environment; asks open questions and facilitates a two-way dialogue
- 2.10. Breaks down complex information in a way that can be easily understood by others
- 2.11. Actively listens to others; is focussed and attentive to what they have to say
- 2.12. Exhibits suitable levels of confidence and assertiveness when communicating; able to influence appropriately
- 2.13. Ensures that they have the relevant information before communicating
- 2.14. Considers the individual needs of the person when communicating, being mindful of the impact of differing backgrounds and circumstances

2. Problem Solving, Clinical Analysis and Decision Making *

- 3.1. Applies knowledge in the practising environment; draws all knowledge and data available together to consider the most effective approach for improving health outcomes for each individual person receiving care
- 3.2. Demonstrates proactivity and persistence when seeking a solution, whilst also demonstrating awareness of when sufficient information has been obtained
- 3.3. Knows where to find and access evidence-based information, or seeks to find out when uncertain
- 3.4. Undertakes a holistic and evidence-based approach to problem solving and decision making
- 3.5. Weighs up pros and cons of multiple options when problem solving and making decisions
- 3.6. Identifies the most important and relevant pieces of information timely and effectively
- 3.7. Critically appraises information; applies a questioning approach and seeks to further understand and explore rather than taking things at face value, to support clinical decision making
- 3.8. Undertakes a logical and systematic approach to problem solving; working through an issue or problem to find a solution

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- 3.9. Uses mathematical skills in pharmaceutical calculations and interprets the outcomes, in the context of person-centred care
- 3.10. Recognises, considers and manages the risks in decision making, including where there is uncertainty and ambiguity

4. Self-directed Learning and Motivation

- 4.1. Demonstrates curiosity, enthusiasm, commitment, a desire to learn and passion for the profession
- 4.2. Takes ownership for identifying own learning gaps and development needs; records progress and stays up to date
- 4.3. Seeks, and acts upon, advice, support and feedback to assist their own learning and development; develops and draws upon own support network across the team
- 4.4. Undertakes reflective practice; analyses and evaluates how they may have done something differently or what went well, understanding that learning is a continuous process
- 4.5. Demonstrates awareness and acknowledgement of own limitations and boundaries in relation to knowledge and competence
- 4.6. Demonstrates proactivity, initiative and willingness to take on opportunities and learn
- 4.7. Is driven to achieve the highest standards of care
- 4.8. Takes opportunities to be involved in research, audit and quality improvement activities, to support one's own and the wider team's learning, development and practice
- 4.9. Is motivated to ask questions and educate oneself to better understand individual needs and experiences of patients and colleagues from all backgrounds

5. Multi-Professional Collaboration and Leadership *

- 5.1. Understands, values and respects all roles (including their own) within the immediate and wider team, as well as team members' skill sets and knowledge
- 5.2. Willing and able to facilitate others' learning through sharing own knowledge/experience and/or supporting others when learning; takes a proactive role in sharing expertise around medicine
- 5.3. Builds and maintains meaningful and trusting relationships with team members and other health and social care professionals
- 5.4. Demonstrates an awareness of other team members' workloads and pressures and adapts their interactions accordingly

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- 5.5. Works collaboratively; provides assistance, support, supervision and guidance to other members of the team for the benefit of the person receiving care
- 5.6. Provides constructive feedback for both individual development and continuous improvement
- 5.7. Motivates and leads others; acts as a role model and supports others in adversity or in managing challenging situations
- 5.8. Demonstrates willingness and ability to actively learn from others
- 5.9. Demonstrates an awareness of the context, environment and available resources within the team and makes use of these through appropriate delegation to achieve person-centred outcomes
- 5.10. Takes an active role in managing conflict within the team; employs appropriate strategies to support with conflict resolution

6. Quality Focussed and Personal Organisation

- 6.1. Is consistently accurate in their work and undertakes quality assurance processes, demonstrating attention to detail
- 6.2. Keeps accurate and comprehensive records (e.g., notes, labelling) for the purposes of ensuring safe and effective care
- 6.3. Good self-management; organises own time effectively to meet the required standards
- 6.4. Able to prioritise under time pressure; understands the importance of tasks and deadlines
- 6.5. Considers the best approach to take with their work to ensure the delivery of high-quality care
- 6.6. Uses information technology appropriately to effectively manage and organise work

7. Professional Integrity and Ethics *

- 7.1. Works within the law, ethical guidelines, and regulations, including confidentiality, consent, personal safety, and safeguarding
- 7.2. Takes responsibility for self and is accountable for ones' own decisions, actions, or lack of actions
- 7.3. Demonstrates honesty and trustworthiness
- 7.4. Is open and honest about the mistakes they have made or when things have gone wrong
- 7.5. Is reliable and dependable in carrying out work duties and responsibilities

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- 7.6. Recognises and values equality and diversity, treating everyone with courtesy, dignity and respect
- 7.7. Is prepared to challenge poor practice or behaviours, or speak up when errors or oversights or misuse of medicines are observed
- 7.8. Understands own clinical competence and works within this; is prepared to challenge if asked to do something outside of this

8. Personal Wellbeing

- 8.1. Appropriately handles and reflects on difficult situations, setbacks or challenges
- 8.2. Understands own emotions during interactions with others; does not allow emotions to influence decisions
- 8.3. Recognises when and how to seek and access support from relevant people or services to promote personal wellbeing
- 8.4. Has an awareness of own personal wellbeing and what will impact this; understands what is within ones' own control

9. Adaptability

- 9.1. Responds well to long-term change, and is willing to initiate change where appropriate
- 9.2. Agile; able to adapt to sudden changes in roles, demands or environment
- 9.3. Remains calm, and is able to work effectively, in high pressured or emotionally challenging situations
- 9.4. Works autonomously within the remit of their role
- 9.5. Manages uncertain or ambiguous situations, continuing to progress with necessary tasks

10. Commitment to the Pharmacy Profession

- 10.1. Understands and actively participates in the broader pharmacy landscape, how it is evolving and its position and interaction with the wider healthcare context, including how this aligns with the environmental sustainability and the global citizenship agenda, and the progression of a person's journey through this
- 10.2. Takes responsibility for understanding the differences associated with delivery of care across all pharmaceutical settings; proactively develops skills to work across all areas

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- 10.3. Demonstrates an awareness of the business and financial responsibilities within healthcare, understands the cost implications of a decision
- 10.4. Champions the pharmacy profession to others and articulates the value that pharmacists add as part of the wider healthcare team
- 10.5. Engages in broader population health issues and seeks to address health inequalities within the local community, considering the wider implications of this on pharmacy practice.

Appendix D: Supporting Documentation

All candidates are required to provide:

- One form of current photographic ID (e.g. passport or driving licence)
- Evidence of your current immigration status (if not from UK/Ireland)
- Evidence of qualification:
 - Evidence of any completed Pharmacy qualifications OR
 - Evidence of current status as an MPharm student OR
 - Evidence of OSPAP eligibility/confirmation of acceptance

Copies of these documents must be submitted with your application and before the closing date (21st June 2024)

Evidence of your immigration status for includes:

- Copy of; Passport
- Copy of; Biometric Residence Permit or PDF of your online right to work
- Proof of EU Settled/Pre-settled status
- A share code which enables a right to work check to be completed

Evidence of qualification includes:

- Current third year UK MPharm students will be asked to enter the following information:
School of Pharmacy name (select from a drop-down list). You will be also asked to upload evidence of your current status as an MPharm student.
- MPharm graduates will be asked to upload a copy of their MPharm certificate
- Current OSPAP students will be asked to upload a copy of their letter from the GPhC confirming their eligibility to apply to an OSPAP programme and their School of Pharmacy OSPAP acceptance letter.
- OSPAP graduates will be asked to upload a copy of their OSPAP Postgraduate Diploma or Masters certificate.

Appendix E: Reasonable Adjustments for your Assessment

Please note, your approval is only for the application process. Any adjustments you would require for your training post, must be discussed and arranged with your future employer. If you are applying to both the England/Wales vacancy and the Scotland vacancy, you will need to complete the reasonable adjustment section on both application forms.

Reasonable adjustments are the practical arrangements made to provide access to the SJT and remote interviews, to ensure that no applicant is at a disadvantage on the grounds of disability or health, without changing the demands of the assessment.

You must apply for reasonable adjustments as part of the national application process also submitting any relevant supporting information by the closing date at 12:00 (GMT) on 21st June 2024. It is important to note that the Reasonable Adjustments allowed for the SJT selection assessment may differ from those you obtain for university exams.

NES is aware of the requirements of the Equality Act 2010 and will make reasonable adjustments to accommodate requests provided these are made known in advance. Any requests for reasonable adjustments (e.g. wheelchair access, extra time, nursing mothers) **must be submitted as part of your Oriel Application form**. Adjustments cannot be guaranteed if contact is made after the specified deadline and no adjustments can be made on the day of the assessments if it has not been approved.

As part of your Oriel application form you will be asked to **select the relevant adjustment and upload the supporting evidence to support the request.**

To request the adjustment, you will need to answer Yes to the question “Do you have a disability which requires any specific arrangements/adjustments to enable you to attend a computer-based test, interview or assessment, or other selection process?” in the Personal Details section of the application form and select the adjustment(s) you require from the list of options along with uploading the supporting evidence.

Please note, any approval for adjustments is only for the application and assessment process. Any adjustments you would require for training, must be discussed and arranged with your future employer.

Under certain circumstances, applicants have the right to request adjustments to recruitment processes. The Pharmacy Recruitment team will consider the requests and accommodate where possible and reasonable.

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Requests will be considered if you wish to request reasonable adjustments to a specific recruitment process because you:

1. Have a disability as defined by the Equality Act 2010; and/or
2. Have other extenuating circumstances

If you wish you apply for reasonable adjustments, you should complete this on your Oriel Application form.

Please note the following regarding Reasonable Adjustments:

- ‘Close access to bathroom’ is not an accommodation. All seats in the test room are not far from the test room door, but if an applicant has a preference to sit as near as possible to the door then they can just request it at the test centre during the check-in and the Administrator will seat them accordingly
- ‘Bathroom breaks’ as a specific request is not an accommodation. If you are approved for reasonable adjustments the breaks are included in the extra time you have been allocated

Supporting documentation – validity

You must provide valid documentation that confirms your disability and/or extenuating circumstances. In order to be valid, such documentation must be issued by a recognised authority and within an appropriate time frame.

For all disabilities bar learning disabilities, supporting documentation needs to be issued by a doctor on the GMC specialist register (this includes the GP register) in order to be considered valid.

The supporting documentation must:

1. Confirm your disability
2. Corroborate the rationale supplied for each adjustment requested

For applicants with neurodivergent conditions (including dyslexia, dyspraxia, etc) valid supporting documentation consists of a standard report from an educational psychologist or University Disabilities Unit /Enablement Centre confirming investigation and diagnosis. No other documentation will be accepted.

To be considered valid, the supporting documentation must feature:

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- Letterhead/branding
- Date of issue
- Full name of candidate
- Full name, title and qualification of signatory
- Signature of signatory

Submission Deadline

The deadline for submitting requests and the supporting evidence is the closing date of the application window (21st June 2024 12:00 GMT).

Requests for adjustments submitted after this date will be considered only if your circumstances have changed since the closing date of applications and there is sufficient time available before your assessment to accommodate your request.

If you have any queries regarding Reasonable Adjustments, please contact the recruitment team support portal [Recruitment Query - HR Trainee Services - Jira Service Management \(atlassian.net\)](#)

Disability and special arrangements during visitation

NHS Education for Scotland (NES) is "Disability Confident", and as such we provide job opportunities for disabled people. NES operates a Guaranteed Interview Scheme (GIS), which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview during visitation. Should you wish to discuss this further with a member of the NES Recruitment Team, please get in touch via the support portal linked above.

Appendix F: Foundation Training Special Circumstances Process

Foundation Training Year Special Circumstances Process

Please note that this document applies only to Scotland.

If you have accepted a post in England or Wales, you should contact your employer or the PNRO team.

As part of the Foundation Training Year Recruitment Scheme, once offers are released there is a formal process to manage applicants with special circumstances who require placement in a certain geographical area or specified location for their training. If, following the matching process, your matched Training Provider is unable to accommodate these requirements, you will need to follow the below process for special circumstances requests.

Any changes in offers will only be approved on the grounds of special circumstances.

If an applicant has their special circumstances request approved, the NES Pharmacy team will explore the possible options to match the applicant to an alternative Training Provider who would be able to accommodate a suitable post. The team would be looking at the remaining Training Providers on the applicant's preference list in order to seek a post that would suit the trainee pharmacist's situation. Preferences will be contacted in ranked order, however, this also depends on whether the Training Providers in question have any remaining posts. NES Pharmacy Team will liaise with the Training Providers directly. Applicants are advised not to personally contact Training Providers. Should the preference list options be exhausted, a further discussion will take place with the applicant, and NES Pharmacy Team will explore other options of Training Providers with remaining posts.

1.1 How to Apply

Candidates requesting an alternative placement for their training year must submit a special circumstances request proforma (Appendix G) to the NES Pharmacy team at nes.ftypharmacy@nhs.scot

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Once a NES Pharmacy team member is assigned to assist with the application, candidates are required to submit the following documents as evidence/grounds for their deferral request within the allocated timeframe.

1.2 Eligibility Requirements

If you satisfy one of the following criteria, you will be eligible to apply for consideration of your special circumstances:

Criterion 1: you are the primary carer for someone who is disabled, as defined by the Equality Act 2010.

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. For the purposes of the Act: -

- Substantial means more than minor or trivial.
- Long-term means that the effect of the impairment has lasted or is likely to last for at least 12 months.
- Normal day-to-day activities include things like eating, washing, walking and going shopping.
- Some conditions, such as addictions to non-prescribed substances, are specifically excluded.
- People who have had a disability in the past that meet this definition are also covered by the scope of the Act.
- There are additional provisions relating to people with progressive conditions. People with HIV, cancer and multiple sclerosis are protected by the Act from the point of diagnosis. People with visual impairments are automatically deemed to be disabled.

Criterion 2: you have a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.

Criterion 3: you have parental responsibility for a child or children under the age of

18

1.3 Assessing Eligibility and Supporting Evidence Required

If you fall into any of the above criteria, you should contact the Pharmacy Team via the proforma in [Appendix G](#). Once a NES Pharmacy team member has been assigned to assist with your application you will be required to submit your supporting evidence as soon as possible to them. Should your special circumstances request be approved, the sooner you contact the NES Pharmacy Team, the more you increase your chances of being matched to an alternative Training Provider.

Please note any evidence submitted will only be shared with staff who require access as part of the special circumstances process.

The information and evidence you must provide will vary depending upon the criterion you are applying under:

Criterion 1: Primary Carer

- Criterion 1 Request for Special Circumstances form, available [here](#)
- Written statement on headed paper from a general practitioner or social services professional, dated within the last 6 months, confirming their role as primary carer for this person, together with confirmation of the disability.
- Primary caring responsibilities where conditions are not classed as disabilities under the Equality Act 2010 will not be considered
- Care plan on headed paper from a general practitioner or social services professional. Where an official care plan is not available, details of caring responsibilities and activities should be provided, attested by the general practitioner of the person who is being cared for or Educational Health and Care Plan (EHCP) for the child being cared for or, where this is unavailable, confirmation that an assessment has taken place and that the development of the EHCP is in progress. The care plan needs to be signed and demonstrate how you will combine the responsibilities of a Trainee Pharmacist and primary carer and ensures that you have fully considered local support and resources.
- Proof of current address e.g., driving licence, utility bill dated within the last three months.

For you to meet this criterion, you must be the primary carer for this person, who would normally be your partner, sibling, or parent. If the person you are caring for is not your partner, sibling, or parent, you will have to explain clearly and present a strong case as to why and how you have the role of primary carer for this person. If you provide care for a person as part of a group of carers, e.g., a family, you are not eligible to apply under this criterion.

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It is expected that you provide proof of when you and the person who you care for moved to your current address which should show that your circumstances have changed since you confirmed your preference list.

Criterion 2: Medical condition/disability

- Criterion 2 Request for Special Circumstances form – available [here](#)
- A **report** from the current medical specialist treating your condition or an Occupational Health physician, dated within the last 6 months, in which they will be required to:
 - Describe the current medical condition or disability
 - Describe the nature of the ongoing treatment and frequency
 - Reasons why the follow up treatment **cannot** be delivered elsewhere in the UK
 - Impact on your health and wellbeing of transferring care elsewhere
- Proof of current address e.g., driving licence, utility bill dated within the last three months.

As you already have this medical condition, it is expected that you will remain at your current address, as the alternative Training Provider arrangements we would explore will be to a programme local to that address.

Criterion 3: Parental Responsibility

- Criterion 3 Request for Special Circumstances form, available [here](#)
- The full version of the birth certificate (detailing parent(s) name(s)) for each child. This is to confirm that the applicant is the parent of the child(ren) they have detailed. The birth certificate must also include the full name of the child. The short version of the birth certificate which contains only the child's details will not be accepted. ***If your circumstances have changed and you are currently pregnant, we would also accept as evidence a copy of your MATB1 form and/or confirmation letter from your GP or midwife.
- For legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate. If you are a legal guardian, then you may submit the short version of the birth certificate.
- Statement confirming that you have significant caring responsibilities for the child(ren). This statement must be signed by someone who is in a position to confirm they have known the applicant for at least six months and has a professional working relationship* with the applicant and child(ren) and can confirm that s/he has a significant caring responsibility for a child or children under 18. Proof of current address, e.g., driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

*The signatory must:

- be over 18
- have a relevant professional working relationship with the applicant and their child(ren) e.g. Midwife, GP/Doctor, Head teacher, Social Worker
- not be related to the applicant by birth or marriage
not be in a personal relationship with the applicant
- not live at the same address as the applicant.

It is expected that you and your child(ren) will remain at your current address **as the alternative Training Provider arrangements we would explore would be to programmes local to that address.**

If you and the child(ren) do not normally reside together, this should be referred to on the application form, and information supplied as to why the caring responsibilities remain equally significant.

For **all** criteria you must also provide information on where the required location is and an acceptable travelling distance. If the required location is not the same as your current address (for example, you need a Foundation Training Year programme close to family as they will provide childcare) please explain why you need to be placed in a different area and provide proof of the address you need to be placed within a reasonable distance of (e.g. utility bill or bank statement dated within the last three months.).

Panel

A panel comprising of two members will be convened to assess your eligibility against the above criteria and review the evidence you have submitted. Within 10 working days from receipt of your request, **we will inform you of the expected timeline of our decision. Once the panel have made a decision you will receive a subsequent email informing you of the outcome.**

If your application for special circumstances is declined, **you will be permitted to appeal the decision** with the Pharmacy Team. Appeals should be submitted **within ten working days from the moment you receive the outcome email** and will only be considered where additional, new evidence is submitted, or you feel that due process was not adhered to.

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Where new evidence is not presented, **the Pharmacy Team will inform you within ten working days that your appeal will not be heard.**

New evidence should be forwarded to the Pharmacy team and will be reviewed by the appeal panel. Within 10 working days from receipt of your new evidence, **we will inform you of the expected timeline of our decision. Once the appeal panel have made a decision you will receive a subsequent email informing you of the outcome.** The decision of the appeal panel will be final.

Copies of the submission forms can be found on the NES FTY website and linked below;

- 1) [Primary carer](#)
- 2) [Medical Condition or Disability](#)
- 3) [Parental Responsibility](#)

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Appendix G: Foundation Training Year – Special Circumstance Proforma

Foundation Training Year Special Circumstances Request

This form should be submitted to the NES Pharmacy team at nes.ftypharmacy@nhs.scot

Please do not submit any evidence or additional personal/sensitive information to this e-mail address. The team will assign an appropriate NES Pharmacy team member who will manage your request once this form has been submitted.

Name	
Email	
Telephone	
Training Year	
Training Provider	
Criterion Category:	Tick relevant box:
1) <i>Parental Responsibility</i>	<input type="checkbox"/>
2) <i>Primary carer</i>	<input type="checkbox"/>
3) <i>Medical Condition or Disability</i>	<input type="checkbox"/>

Appendix H: Foundation Training Year – Deferral Process

Foundation Training Year Deferral Process

Please note that this document applies only to Scotland.

If you have accepted a post in England or Wales, you should contact your employer.

Deferral Requests

As part of the Foundation Training Year (FTY) Recruitment Scheme, after offers are made and accepted by candidates, there is a formal process to manage deferral requests.

If (once the matching process is complete and an offer accepted) a candidate finds they can no longer start with the Training Provider on one of the agreed start dates for the training year, they can submit a deferral request application to NES Pharmacy Team for consideration.

- Candidates can only make a deferral request of 12 months. **This timeframe cannot be extended.**
- Candidates cannot amend the duration period of the deferral request once the request has been submitted i.e., candidates cannot request a deferral period of 12 months and then reduce this to 3 months if their circumstances have changed.
- Candidates should note that the reason for the deferral request will be disclosed with the Training Provider as part of the process.

Eligibility Criteria

Deferral requests will only be approved on statutory grounds such as:

- **Maternity/Paternity/Adoption Leave**
- **Medical condition (ill health)**

Candidates requesting a deferral of their training year must submit a deferral request proforma (Appendix I) to the NES Pharmacy team at nes.ftyparmacy@nhs.scot

Once a NES Pharmacy team member is assigned to support the application process, candidates are required to submit the following documents as evidence/grounds for their deferral request within the allocated timeframe.

Maternity/Paternity/Adoption - supporting evidence required:

- A copy of your/your partner's MATB1 form and/or confirmation letter from your/your partner's GP or midwife
- A copy of the matching certificate, or a confirmation letter from the adoption agency
- Any other relevant documents to support your request.

Supporting documents and evidence should be submitted to your NES Pharmacy team member.

Medical condition (ill health) - supporting evidence required:

- A report from the current medical specialist treating your condition, dated within the last 6 months, in which they will be required to:
 - Describe the current medical condition
 - Describe the nature of the ongoing treatment and frequency
 - Describe the impact on your health and wellbeing if deferral declined

Supporting documents and evidence should be submitted to your NES Pharmacy team member.

Candidates should note that all evidence they submit will be treated as confidential and will only be shared with staff who require access as part of the deferral process.

Candidates should note, the reason for the deferral request will be shared with the Training Provider with whom the offer was accepted, or any prospective Training

Providers the NES Pharmacy Team may be required to contact to make alternative arrangements.

Deadlines

Deferral requests should be submitted ideally **12 weeks (60 business days)** but **no later than 8 weeks (40 business days)** prior to the training commencement date.

Any deferral requests made after the 8-week deadline will not be considered.

Decision Process

A panel comprising of two members will be convened to assess your eligibility against the above criteria and review the evidence you have submitted. Within 10 working days from receipt of your request, **we will inform you of the expected timeline of our decision. Once the panel have made a decision you will receive a subsequent email informing you of the outcome.**

If your application for a deferral is declined, **you will be permitted to appeal the decision** with the Pharmacy Team. Appeals should be submitted **within 10 working days from the moment you receive the outcome email** and will only be considered where additional, new evidence is submitted, or you feel that due process was not adhered to.

Where new evidence is not presented, **the NES Pharmacy Team will inform you within 10 working days that your appeal will not be heard.**

New evidence should be forwarded to the Pharmacy team and will be reviewed by the appeal panel. Within 10 working days from receipt of your new evidence, **we will inform you of the expected timeline of our decision. Once the appeal panel have made a decision you will receive a subsequent email informing you of the outcome.** The decision of the appeal panel will be final.

Outcomes

Approval of request

If a candidate has their deferral request approved, the NES Pharmacy Team will then explore options regarding arranging a deferral with the relevant Training Provider with whom the candidate accepted the offer, to understand their ability to support a deferral.

It is important for the candidate to understand that it is ultimately the decision of Training Provider on whether they can accommodate a deferral request.

If the matched Training Provider is unable to accommodate the deferral request, the NES Pharmacy Team will review the applicant's preference list in to identify a prospective Training Provider who may consider a deferral. Preferences will be contacted in the applicants original ranked order.

The NES Pharmacy Team will liaise with the Training Providers directly. Candidates should **not** personally contact Training Providers.

In the event none of the candidates' preferred Training Providers accept a deferred candidate, a further discussion will take place with the candidate, and the NES Pharmacy Team will explore options with other Training Providers who may accept a deferred candidate in the following year.

Rejection of request

The deferral request will be rejected if it does not meet any of the following criteria:

- **Statutory grounds are not met**
- **Insufficient evidence provided**
- **No Training Provider can accommodate the request**

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If the request to defer the commencement of the training programme is rejected the applicant will be expected to begin in post on the original date of commencement. The applicant is entitled to resign from the training programme but may be required to work out a period of notice, depending on the timing of the request.

The applicant would need to reapply in open competition to obtain an FTY post in the next recruiting training year.

Appendix I: Deferral Request – Proforma

**Foundation Training Year
Deferral Request**

This form should be submitted to the NES Pharmacy team at nes.ftypharmacy@nhs.scot
Please do not submit any evidence or confidential/sensitive information to this email address.
The team will assign an appropriate NES Pharmacy team member who will manage your deferral request once this form has been submitted.

Name	
Email	
Telephone	
Training Year	
Training Provider	
Reason for deferral	
New requested start date	
Date deferral request submitted	

Trainee Applicant Declaration (Completed by Trainee Applicant)

I am requesting approval to defer the start of my training programme as detailed above. I understand that:

- If my request is not approved (rejected), I must commence my training programme on the start date stated in my offer or resign/withdraw from the training programme.
- To re-enter training, I will need to re-apply in open competition.
- Extensions to the approved deferral period will not be accepted.
- The training provider originally matched to me may not be available to me when I start my training programme. I may need to be matched to another training provider in a different placement type/geographical area.

I must inform the NES Pharmacy Team if my contact details change at any point during the deferral period.

Signature:

Dated: