Public Services Delivery
Scotland

NHS SCOTLAND

PSD SCOTLAND National Foundation Training Year Recruitment Scheme

Training Provider Handbook for Scotland
Training Year 2027-28

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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 Training Providers 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 commitment required from training providers, including data and information gathering, meeting quality requirements and employment of the trainee pharmacist.

- Information and signposting to key terms and policies that underpin the FTY programme and allow for consistent and effective onboarding of trainee pharmacists

The overall management of the NES National FTY Recruitment Scheme resides with the NES Pharmacy recruitment team. They are supported by the NES Pharmacy FTY team who liase directly with training providers.

The IT system used to support recruitment is called Oriel. It has been used for many years in medicine and more recently in dental and health care science recruitment. The recruitment system and selection methodologies used are evidence based, transparent and fair.

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

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

In 2021, the GPhC published new standards for the Initial Education and Training of Pharmacists (IETP). These standards introduced some important changes to the MPharm and the Foundation Training Year, transforming the first five years of initial education and training. The reforms will help to ensure that future pharmacists are equipped with knowledge and attributes required to play a key role in delivering health and social care.

Whilst planning and implementation of these reforms has been ongoing since 2021, those who support the Foundation Training Year will have seen significant changes from the 2025-26 training year. From July 2026, most newly qualified pharmacists will join the GPhC pharmacist register as independent prescribers. They will not be required to undertake to undertake an Independent Prescribing qualification at a Scottish School of Pharmacy. This change is a result of the implementation of the new GPhC standards for the Initial Education and Training of pharmacists. In

line with these new standards, the underpinning knowledge elements required by prescribers are now delivered within Years 1-4 of the MPharm degree. Further information on these reforms can be found on our website.

How these reforms impact recruitment:

- NHS Education for Scotland has 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 became the only route for employing a Foundation Trainee Pharmacist**. To recruit a trainee pharmacist for the 2026-27 foundation training year, training providers **must** register an expression of interest within the EOI window, which is detailed in section 2.

- From the 2025-26 training year there will be two pathways in the Foundation Training Year– GPhC Interim Learning Outcomes to non-prescriber on registration pathway and GPhC Full Learning Outcomes to prescriber on registration pathway. The pathway followed by a trainee pharmacist will depend on whether they graduate with an MPharm aligned to the 2021 GPhC IETP standards, and whether they studied as an undergraduate in the UK.

- All trainee pharmacists, regardless of their pathway, will follow the NES FTY core curriculum during the training year and must be provided by their employer with a training plan to demonstrate how they will align to the training, assessment, and supervision requirements of the NES FTY in Scotland.

- Foundation trainee pharmacists following the GPhC Full Learning Outcomes to prescriber on registration pathway, will register as independent prescribers at the end of their training year.

- The 'Period of Learning in Practice' (PLP), where this knowledge is applied and assessed in practice, will occur during the Foundation Training Year.

- Foundation trainee pharmacists following the GPhC Full Learning Outcomes to prescriber on registration pathway, 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**

- At the point of expression of interest with the National FTY Recruitment Scheme, training providers will not be asked for details of where the prescribing learning environment will be located, or who the Designated Supervisor and Designated Prescribing Practitioner will be. Training providers will be required to supply these details in January 2027. However under the terms of participation (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.

- Foundation trainee pharmacists following the GPhC Interim Learning Outcomes to non-prescriber on registration pathway do not require to have access to prescribing learning environment or be supervised by a Designated Prescribing Practitioner (DPP).

- 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 26th July to Sunday 1st August 2027

  November Cohort - Monday 1st November to Sunday 7th November 2027

  (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.

Once training providers express an interest in participating in the FTY recruitment process for training the 2026-27 cohort, regular updates will be provided as needed via email or via our website.

1.2 Foundation Training Year Overview

Pharmacists registered with the GPhC must complete a four-year Masters in Pharmacy (MPharm) qualification, followed by 52 weeks of foundation training in the workplace. They must also pass the GPhC common registration assessment and demonstrate all GPhC Initial Education and Training learning outcomes to be eligible for registration.

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.

All trainee pharmacists, regardless of their pathway, will follow the NES FTY core curriculum during the training year. This has been redesigned in line with the IETP standards, to support achievement of learning outcomes and to ensure prescriber readiness beyond FTY.

Most foundation trainee pharmacists sit the GPhC common registration assessment towards the end of their foundation training year. To be eligible to apply to sit the Summer 2028 Common Registration Assessment, trainee pharmacists must have approved foundation trainee pharmacist status and have started training during the Statutory Education Boards (SEB's) Summer 2027 window.

To be eligible to apply to sit the Autumn 2028 Common Registration Assessment, trainee pharmacists must have approved foundation trainee pharmacist status and have started training during the Statutory Education Board's (SEB's) Autumn 2027 window.

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)

1.3 Benefits of recruiting nationally

The recognised benefits of a National Recruitment Scheme for Foundation Trainee Pharmacists via Oriel include:

- 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
- Reduced duplication and administrative costs of multiple recruitment processes to training providers and candidates
- It is fair and transparent to candidates with high levels of acceptability

1.4 The Oriel System

The Oriel recruitment system has been developed to enable all candidates across Scotland to complete one application form for their foundation training. If candidates wish to apply to England or Wales, they must submit an additional application form on Oriel. Once a candidate has completed and submitted their application form, the next step is for them to choose which potential training providers they would like to complete their training with, via a preference list.

To do this the system allows candidates to filter the training providers available using sector or practice, whether the training provider offers Skiiled Worker Visa sponsorship and location.

The Oriel system is an open access website which means that anyone can view programme information. All programme information for the next cohort of foundation trainee pharmacists will be available to view from June. You do not need a login to view this information. To access the system visit Oriel - programmes.

1.5 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 are encouraged to highlight the diverse and inclusive nature of their workplace to attract a wider pool of candidates. Organisations that actively support the recruitment of candidates with disabilities or display their support for LGBTQ+ candidates are particularly welcomed.

It is expected that employers will support candidates requesting to work less than full time (LTFT) to

complete their foundation training. NES defines less than full time for FTY as working at least 18hours 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 LTFT working whilst still providing the opportunity for all the GPhC learning outcomes to be met.

Those in LTFT training must meet the same requirements in FTY as those in full-time training insofar as attainment of core skills is concerned. However, their training may differ, with the opportunity of being involved with pharmacy activities being limited due to the reduced number of hours worked per week. The FTY NES curriculum must however be completed, and all learning outcomes achieved.

Following a successful application for LTFT, trainee pharmacists will be provided with an individualised training timeline. This timeline will include altered dates for appraisals, final sign off and eligibility for assessment which has been agreed with the GPhC. The NES FTY team (nes.ftypharmacy@nhs.scot) can be contacted directly to discuss any LTFT applications.

2 Training Provider Participation

2.1 Requirements for Training Provider Participation

We invite training providers from all over Scotland to participate in the FTY recruitment cycle starting with those training providers who have been included on our mailing list in the previous year of recruitment, including those who did not take part in the previous year's recruitment. We also welcome newcomers by sharing registration information on our website and with Community Pharmacy Scotland and the NHS Board Education and training lead network for distribution. All Training Providers registering to be involved in FTY recruitment are required to:

- Agree to meet the NES National FTY Recruitment Scheme Training Provider Terms of Participation (Appendix B)
- Agree to sign up to the Educational Agreement or Service Level Agreement. This is a declaration that the organisation will adhere to the requirements of participation in the FTY. copy of the current agreement is available on request to nes.ftypharmacy@nhs.scot
- Agree to complete an online Training Provider Information Statement (TPIS) that will be available to FTY candidates, detailed in the next section.

Reminder: Please remember that for the 2026-27 foundation training year you cannot recruit a foundation trainee pharmacist outside of the NES National FTY Recruitment Scheme, and therefore you must ensure that all foundation training posts that you wish to recruit into are registered with the Scheme within the registration window.

2.2 Nominating Training provider programmes

A key element of participation is deciding how you want to recruit to your posts. In Scotland, we match candidates to a Training Provider, at programme level, not at post level, which means 'training base location' for posts will be determined and confirmed to candidates by Training Providers.
For Training Providers with only one pharmacy location, this is your programme and will be your Employer Name. For Training Providers with more than one pharmacy location, there are two options you can choose from:

Option 1

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

Option 2

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

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

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

Where possible, you should detail the training site locations within the body of your TPIS.

Where applicable, you will undertake your own process of matching trainee pharmacists to specific pharmacy location within your organisation, and details of this, along with details of any relevant employment terms and conditions that would apply, should be discussed during the visitation period. It should be made clear to candidates that they may be matched to any of your training site locations and that adding you to their preference list reflects an acceptance of this.

You should follow the advised formatting as per the examples provided. If you have any questions regarding this, please contact NES during the expressions of interest window via the helpdesk link below.
Recruitment Query - HR Trainee Services - Jira Service Management

2.3 Training Provider Information Statement (TPIS)

We strongly encourage all Training Providers to take time and think carefully when completing the TPIS as this can be one of the most important factors in attracting high quality candidates, increasing your chances of being contacted by them or being included on their preference list. This Information Statement enables Training Providers to promote the benefits of working with them, details of the pharmacy organisation and relevant employment terms and conditions, training location(s), and any key areas of interest. We ask that the contact details of the person with whom potential candidates can discuss training opportunities are made available, alongside the training providers website, where possible.

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

The Training Provider Information Statement allows candidates to search for training practices according to their preferences of Training Provider, geographical area or sector. Participating in the FTY recruitment process does not guarantee that an FTY trainee pharmacist is placed with a Training Provider. This is determined by the matching exercise.

The following information is required when completing your TPIS:

Data Required	Description
Employer Name	Name of your organisation (this field is completed by the Pharmacy Recruitment team when your TPI account is created). This information will be used by candidates when preferencing.
Unique ID	Auto-generated code specific to each Training Provider. Candidates will need this code during preferencing and can search for you on TPI public site using it. Ensure candidates are aware of your Unique ID number.
Primary Contact	Please provide us with name; email; address and phone number for the main contact for the organisation with whom potential candidates can get in touch with.
Secondary Contact	Please provide the above information for a second contact if you wish.
Region	Please select from **Scotland North** (if all posts offered fall within the North Region – NHS Grampian, NHS Highland, NHS Tayside, NHS Shetland, NHS Orkney, NHS Western Isles)
	Scotland – East (if all posts offered fall within the East Region – NHS Borders, NHS Lothian, NHS Fife);
	Scotland – West (if all posts offered fall within the West Region – NHS Ayrshire & Arran, NHS Dumfries & Galloway, NHS Greater Glasgow & Clyde, NHS Lanarkshire, NHS Forth Valley) or
	Scotland – National (if posts offered are across more than one of the regions listed above)
Programme Preference	This automatically creates your name as seen on Oriel and is how a candidate will put you on their preference list. **It is important to share this unique identifier with candidates, to ensure they choose the correct Training Provider.**
Description	Please see the Marketing yourself to attract candidates section for notes on writing a good TPIS. There is also example TPIS on the TPI site 'About' tab
Will be submitting preferences?	Yes or No (for further information please refer to the Preference List section of this guidance

Description of preference list process	Please provide some details about how candidates, interested in your organisation, can get added to your preference list. If your organisation will not be submitting a preference list this year, please indicate this in this field. This information will let candidates know whether they should make contact with Training Providers or not in order to be included on a preference list. If you are not submitting a preference list you must add a standard statement in the description of preference list process which you can find under the Preference List section of this guidance.
Base Location	Please provide details of any further process followed locally to determine specific base training site location for individual trainee pharmacists following matching to a training provider.
Places Available	Please enter the number of indicative posts you are offering for 2026-27 here – this field must be a numerical number.
Employer Type	Please select from the drop-down options available Training posts will be split into the following categories to allow potential candidates to search for the types of posts they are interested in. - Community - Hospital - Split - Remote & Rural - Modular
Employment Terms and conditions	Please provide details of key terms and conditions of employment including where these are nationally set e.g. for hospital-based trainees, terms and conditions would be as per the Agenda for Change Handbook. It is particularly important to highlight where there may be variants in terms and conditions e.g. Modular programme – who the lead employer may be.
Speciality	Acute - only applies to Hospital type above (this information will be filled in by default).
Licensed Skilled Worker Visa Sponsor	Please indicate if you are a licenced sponsor by ticking this box. For further Information, please refer to the Sponsorship section

	within this guidance.
Number of trainees I can offer sponsorship to	Out of the total number of posts offered, please enter the number of Certificates of Sponsorship you can provide. * Trainees requiring sponsorship can now also choose graduate visa which would allow them to match with any training provider, please refer to section 2.5.3 for more information.
Employer Website	**Please enter the link to the website of your organisation here (if applicable)**

Search Filters

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

Filter	Options
Region	Scotland – North Scotland – West Scotland – East Scotland – National
Employer Type	Hospital Community Modular Split Remote & Rural
Licensed Skilled Worker Visa Sponsor	If box is ticked it will show those TPs who can sponsor
Training Provider Unique ID	Auto-generated code specific to each Training Provider. Candidates will need this code during preferencing and can search for you on TPI public site using it.

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

2.4 Marketing yourself to attract candidates

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

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

You may also wish to consider engaging with universities to find out about careers fairs taking place. If you have a website for your organisation, you may like to have a dedicated web page to further advertise your programme. As part of the Training Provider Information Statement, you can provide a link to this web page to allow potential candidates to view further information about your organisation which is not included in your statement.
You may also wish to attend University careers events, hold local open days or use social media to promote awareness of your programme(s).

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

Tips for writing a good Training Provider Information Statement:

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

If you receive any enquiries from students, give them appropriate information and direct them to the TPIS and the NES FTY Applicant Handbook for information on applying and preferencing.
Finally, once you have been matched to a trainee pharmacist, we recommend you contact them as soon as possible and build up a relationship in readiness for the start of their training.

2.5 Preference Lists

The FTY recruitment process is based on allowing Training Providers to make decisions regarding which trainee pharmacists are recruited to their organisation.
Training Providers have two options with regards to preference list submission;

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

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

Option A Explained

Matching will take place in ranked candidate order using both candidate preference list and Training Provider preference list. If a Training Provider is submitting a preference list;

It is important that Training Providers get to know a candidate prior to the selection process. It is the responsibility of the candidates to make contact with Training Providers to improve their chance of being included on a Preference List. Candidates should also discuss with Training Providers details of what terms and conditions of employment would apply as well as having discussions regarding base training site location, including process that would be followed to allocate to specific geographical locations. It is essential to do this prior to the deadline for submission of Training Providers' Preference Lists. Candidates should utilise the contact details and information in the Training Provider Information Statements to assist with the best way of doing this. It will not be possible to add any further candidates to your Preference List after the deadline.

Option B Explained

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

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 visitation, however, if they wish to add you on to their preference list, we encourage individuals to find out more about the opportunities available, including terms and conditions of employment and base training site locations available., using the contact details provided in the Training Provider Information Statements. Training Provider Information Statements must clearly indicate if they are submitting a Training Provider preference list for this cycle of recruitment, therefore, if you do not wish to submit a list, please include the following paragraph in the description of preference list section:

'For this cycle of 2026 recruitment this Training Provider will not be submitting a candidate preference list and will be eligible to match to ANY appointable candidate during the matching period. Candidates are not required to contact the training provider to arrange visitation, however, if you wish to preference this training provider, we encourage you to find out more

about the opportunities available, including terms and conditions of employment and base training site locations available, using the contact details provided.'

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

Further guidance specifically detailing how to complete the online Preference List is available on the TPI site under the *About* section. You will only be able to access this after FTY Pharmacy Recruitment Team confirms your registration following your Expression of Interest.

Training Providers will also be asked to submit an excluded list of prospective trainee pharmacists, which will detail those candidates who were part of the Training Provider's selection process but were not added to their preference list. This list will not be shared but used to evaluate fairness of the NES National Foundation Training Year (FTY) Recruitment Scheme.

2.5.1 Identifying Preferred Candidates

Training Providers who select to submit a Training Provider preference list of candidates need to agree to the following criteria for the 2026 cycle of recruitment:

1. The principles of equality, diversity and fairness must be built into any training provider selection process and the training provider should ensure that everyone involved in the selection process **has undertaken equality and diversity training** to actively aim to identify and reduce discrimination. If required, the following NES online modules are accessible and can be completed via the Turas Learn platform:
    - Introduction to Equality, Diversity and Human Rights –Introduction to equality, diversity and human rights | Turas | Learn
    - Unconscious Bias - Unconscious bias | Turas | Learn (nhs.scot) (Turas Learn logins are required to access both of above links).

2. The selection process must be fair and give all candidates an opportunity to demonstrate their ability and suitability to be a trainee pharmacist. The selection criteria need to be explicit **including use of the FTY Personal Attributes Framework (PAF)** used in the overall FTY recruitment processes. Your preference list can be constructed from interviews, part time working, work experience or interviews but all interested candidates should have the ability to access the chosen selection process.
   NES Pharmacy can provide a suggested interview format and bank of questions to support training providers if requested.

3. The selection processes used by training providers must be clear and give candidates the guidance they need to make an informed decision – this can be on the Training Provider Information Statement, the NES website and/or signposted to an employer website.

4. The training provider will be required to submit two lists of candidates:
    - Those who are being included on the Training Provider preference list and
    - Those who are being actively excluded from the Training Provider preference list (i.e.,those who have failed to meet the selection criteria in point 2)

NES will use this data to create an annual admissions profile of all candidates 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.

Training providers choosing to submit a training provider preference list would be required to **self-declare compliance with these criteria when submitting their Training Provider preference lists**. Documentation would require to be retained and made available to NES pharmacy on request.
When completing your preference list, you **MUST NOT** include any candidate on your list that you

would not be willing to employ.

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

2.5.2 Unconscious Bias

It is only natural to make quick judgements and assumptions while assessing candidates. Please be aware that your background, personal experiences, societal stereotypes and cultural context may influence your choices and ensure that any recruitment decisions that you make are based on objective assessments of information. When creating a preference list Training Providers should ensure all candidates are treated equally and fairly and questions or assessments are consistent, without discrimination.

Please refer to the FTY Trainee Person Specification and Professional Attributes Framework for further details of the selection criteria will be available on the NES FTY website in due course.

2.5.3 Skilled Worker Sponsorship

Please note that current UK Visas and Immigration department (UKVI) policy will be applicable to this recruitment process. The below guidance in relation to sponsorship is made in accordance with current Home Office regulations at the time of writing. These regulations are subject to change.

Training Providers should be aware that if they indicate on their training provider information statement (TPIS) that they can provide Skilled Worker Visa sponsorship, they must already be approved as a sponsor and hold a licence to sponsor a Skilled Worker. If a Training Provider declares that they hold a Skilled Worker sponsorship licence this will be published as part of the TPIS and be made available for candidates to view on Oriel and the NES TPI site. As a Training Provider, it is your responsibility to be aware of the requirements of sponsoring a Skilled Worker. For the most up to date information and current rates please refer to the Home Office website linked here.

Candidates searching for a sponsor for their Foundation Training Year can use this as a search option on the NES TPI site and Oriel to ensure they are contacting only those who they are eligible to preference.

Most candidates to FTY are studying in the UK at the time of application and so are in the UK and subject to an undefined Certificate of Sponsorship, switching from a Tier 4/Student visa. In accordance with regulations at the time of writing, it is our understanding that candidates studying OSPAP PgDip are eligible for Graduate Visa (provided they fulfil all the criteria of eligibility). Our assessment is made with the current Home Office regulations which are subject to change.

Please note, we do not restrict candidates at the point of offers to programmes linked to Skilled Worker Visa Sponsorship. This means that overseas candidates wishing to utilise the Graduate Visa route for their Foundation Training Year will be able to apply for any place within the Scheme.
It is possible that a training provider is matched with higher number of trainees who require/prefer Skilled Worker Visa sponsorship than what the Training Provider has originally advertised on their TPIS. It is anticipated that the likelihood of this occurring would be very low/only in exceptional circumstances.

We would advise you to seek advice from your local HR department and refer to local policies to be prepared for this occurring. We would also encourage you to seek advice in relation to trainee sponsorship while in post with you as the employer. Please note that the Graduate Visa route is different to the Skilled Worker Visa route. Employers offering the Skilled Worker Visa should ensure they comply with the terms of that route of entry.
For more information on graduate visa please visit the following websites:
https://www.nhsemployers.org/articles/student-and-graduate-routes
Graduate visa: Overview - GOV.UK

Employers do not have to make any changes to their programme information to be eligible to accept these candidates. **Candidate**s are advised to speak to TPs during visitation especially if the Skilled Worked Visa is their only route for gaining right to work in the UK. **Responsibility for ensuring the correct right to work documentation is in place to take up an offer will sit with candidates**
This approach should allow us to match more appointable candidates to training programmes and bring pharmacy in line with other healthcare staff groups.

2.6 NES Pharmacy Approved Designated Supervisors and Designated Prescribing Practitioners

NES Pharmacy ensures the quality assurance of foundation training within Scotland. As well as the quality of training sites, this involves ensuring that all designated supervisors, designated prescribing practitioners and trainers have the essential skills, are suitably trained and meet any NES and GPhC requirements. Designated supervisors and designated prescribing practitioners are provided with on-going educational support to meet quality standards.

It is intended that the training and development of a designated supervisor in the FTY will facilitate and encourage on-going development as they progress to practice at higher levels and support pharmacists at later stages in their career development.

The NES Pharmacy FTY Supervisor Requirements can be found here NES FTY Programme 2025 DS and DPP criteria.pdf and approval of designated supervisors and designated prescribing practitioners is based on this criteria.

Designated Supervisors (DSs) and Designated Prescribing Practitioners (DPPs) will be required to complete a supervisor declaration form. This will be sent to identified supervisors following on from Employer submissions of training sites and supervisors. Information within the declaration will be used to administer the Foundation Training Year (FTY) programme and quality assure the standard of supervision.

2.7 Range of Foundation Training Year (FTY) Training Providers

Foundation Training Year (FTY) can be hosted in a variety of settings; however, each training programme must be approved by NES and must include a minimum of 6 months in a patient facing setting. All FTY programmes are 52 weeks in duration; however, some programmes may offer a number of placements within that timescale.

There are 5 types of employers: community; hospital; modular; split and remote and rural.

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

Hospital pharmacy employers can range in size from large teaching hospitals to smaller district or local hospitals. In addition, some specialist hospitals, for example paediatrics or mental health, may also be involved in the delivery of FTY. NHS Health Board employers may also choose to offer a split programme between hospital and primary care. See section 2.8 below for further information.

Modular refers to an arrangement where the trainee pharmacist would rotate between a number of placements which may be multi-sector, see section 2.8 below for further information.

Remote and rural refers to those training posts based in more remote and rural locations as defined by Scottish Government Urban Rural Classification 2020 - gov.scot (www.gov.scot)
If you are not currently an approved training site and would like to consider offering FTY training, please visit this website for more information and contact the FTY Pharmacy Principal Lead(s) to discuss developing a programme to support the trainee pharmacist at nes.ftypharmacy@nhs.scot

2.8 Multi-Sector Programmes

Within FTY, multi-sector programmes are offered as modular programmes or split programmes. Modular programmes provide the trainee pharmacist with placements in hospital, community and a third setting which can be within GP practices. Split programmes see trainee pharmacists undertaking training in hospital pharmacy and within GP practices.
Multi-sector programmes are popular with trainee pharmacists and may offer another option for filling your programmes.
Some benefits of offering a multi-sector programme include:

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

Programmes that include multi-sector placements require separate training plans which include the objectives of the training in each area of practice. As part of the training plan, activities that trainee pharmacists will complete during their training will need mapping to the GPhC Full learning outcomes (incorporating prescribing) for FTY trainee pharmacists. NES can provide template training plan frameworks. Please contact the FTY Pharmacy Principal Lead if you wish to discuss potential

opportunities of offering a multi-sector programme.

2.9 Foundation Training Year (FTY) Training Grant

NES will provide a Foundation Training Year (FTY) Training grant that will cover fully the salary and employer on-costs for trainee pharmacists recruited into the scheme for a 52-week period. The salary is equivalent to point 1 of Band 5 on the Agenda for Change Salary Scale.
NES Pharmacy will pay the training grant in instalments. Payments will be made in instalments paid four-monthly in arrears. Currently these instalments are paid at the end of November, March, and July of the training year. Employers with trainee pharmacists starting in the
November start date window will have four instalments with the final payment the following

3 Recruitment and Selection Process for trainee pharmacist candidates

During the recruitment process for a trainee pharmacist (FTY) post the person specification and professional attributes framework (PAF) are the two documents which detail the essential and desirable criteria, and all selection methods will be mapped to these documents. You can access the Professional Attributes Framework and Person Specification on the NES website (available in due course). The stages of the recruitment and selection process are detailed below.

3.1 Who is eligible to apply

Candidates who are eligible to be considered for the foundation training year programmes within the National Recruitment Scheme are:

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

It should be noted that only those candidates who started their MPharm degree from 2021 will be eligible to follow the Full learning outcomes pathway to prescriber status on registration. All other candidates will follow the interim learning outcomes.

3.2 Application

The Oriel 2 recruitment system will be used by all candidates to apply for their Foundation Training Year. England and Wales have a separate recruitment vacancy to Scotland, therefore National candidates interested in both programmes will need to submit two applications on Oriel including creation of two separate preference lists.

3.3 Longlisting

The NES HR team first checks that applications meet the requirements and essential criteria detailed in the Person Specification.

3.4 Visitation & Preference Lists

The visitation window opens in April when Training Provider Information Statements become available on the TPI site for viewing by candidates and closes at the end of October (see timeline, section 4)The visitation window allows candidates to choose from available Training Providers, contact those they would be interested in working with, find out more about the selection process & in many cases, visit the training site. This period of visitation enables candidates to start making decisions about where & with whom they would like to undertake their Foundation Training Year.

As part of the NES FTY selection process candidates are required to submit a preference list of Training Providers that they are interested in completing their training with. There is no limit to how many Training Providers an candidate can put on their list however, should a candidate not submit a list then they will be deemed to have withdrawn from the process as candidates must have a minimum of 1 Training Provider on their list to be eligible for participating in the matching process. Details of the training places available in Scotland can be found on Oriel and on the NES TPI site. The Training Provider Information Statements (TPIS) allow candidates to search for Training Providers according to their preference for sector, geographical area and sponsorship.

3.4.1 Candidate Preferences

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

Candidates are encouraged to review all the information for Training Providers in each NHS Board area that they may be interested in applying to.
As has been stated previously, successful recruitment into the FTY is dependent on matching with a Training Provider. It is suggested to candidates that they find out as much information as possible about each Training Provider to help make informed decisions.
It is strongly suggested that they should endeavour to make contact with all of their preferred Training Providers, regardless of if the Training Provider will be submitting a preference list or not. Training Providers are asked to respond to this and engage with the candidates.

3.4.2 Training Provider Preferences

As detailed in section 2.5

3.5 Assessment

During the assessment stage(s) the person specification and professional attributes framework (PAF) are the two documents which detail the essential and desirable criteria with all selection methods mapped to these documents. Some of the criteria within the person specification are underpinned by behavioural indicators within the PAF.
Eligible candidates will be assessed by a Situational Judgement Test (SJT), designed to assess the professional attributes expected of an FTY trainee pharmacist, and a numeracy test. These are undertaken at Pearson VUE centres across the United Kingdom and overseas.
SJTs are a measurement methodology designed to assess judgement in work relevant situations. The scenarios in the FTY trainee pharmacist SJT have been written by subject matter experts from the main sectors of practice, who work closely with trainee pharmacists.
Applied from 2025, there is no minimum assessment score for candidates to be deemed appointable, however candidates scoring below a set threshold will be referred to their School of Pharmacy for further support during their final year of the MPharm.

3.5.1 Matching

Once a list of appointable candidates* is established, along with a preference list from each candidate and from the Training Providers who opted-in to submit a preference list, matching can take place.
There are therefore two elements to a candidate being offered a place in the schemes:

- Eligibility - determined by total score, and
- Success - appointable candidates being matched to Training Providers (via preferences).

**In round one, the candidate is a pharmacy student (current or graduated) that has met the essential criteria of the 2025 FTY Person Specification and has been deemed appointable following successful completion of the assessment.*

The candidate scores from the assessment will determine their place in the ranked list of appointable candidates. The application and assessment process is about scoring points and determining a candidate's eligibility to join the scheme.

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

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

Where a candidate can be matched to a Training Provider, this placement will be offered by NES via Oriel. The candidate will be asked to confirm their acceptance or rejection of the offer via Oriel, within a 48-hour deadline. Please note that NES **will not consult further with the Training Provider prior to making the offer** – the assumption is that if the candidate is on their preference list or if they have not submitted a preference list, then Training Providers are happy for an offer to be made.
If a candidate rejects the offer during the offers window, they will be withdrawn from the recruitment process and the offer will be re-made to another eligible candidate in the next recycle of offers, if there is another suitable match.

3.5.2 Matching Explained

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

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

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

In both scenarios, NES will check against Training Provider post numbers. If there are no posts left for the candidate, there will be no match and we will move to their next preference.

Previously, if the candidate needed sponsorship and the Training Provider did not have a licence, there would be no match however with the introduction of the Graduate Visa, candidates will not be restricted at the point of offers, meaning candidates wishing to utilise the Graduate Visa will be able to apply for any place within the Scheme. Please refer to section 2.5.3 for more information.

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

3.5.3 Not matched to preferred candidate

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

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

3.5.4 Clearing Round

Following completion of round one, if any funded posts remain unfilled, we will then proceed to a clearing round.
The clearing round matching process involves matching the remaining appointable candidates to Training Providers with remaining posts who have opted into participating in this round. The matching will be done in rank order, using the candidate preference lists only.
The remaining appointable candidates will create a Preference list based on the Training Providers who are participating in the clearing round.
As Training Providers will not be submitting a preference list, they must be willing to accept any of the remaining candidates. The clearing round will not consider any preference list from round one.

3.5.5 Handover to Training Provider

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

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

All trainee pharmacists regardless of their personal circumstances, are required to compete for a place on a training programme and all will be assessed on their individual merit. If successful, we ask that any individual requirements be discussed at the earliest opportunity.

Should you have any further questions regarding the FTY recruitment and selection process, please contact a member of the Pharmacy Recruitment Team by going to Service Desk linked here and submitting a request.

4. Timeline

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

All deadline dates will be available on the Pharmacy Recruitment Foundation Training Year page of the NES website.

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

This timeline describes the activities within the recruitment cycle

Month	Activity	What Training Providers need to do
February – March 2026	Expressions of Interest to take part in the recruitment process and completion of Training Provider Information Statements	Follow the process detailed in this guide. Training Providers need to confirm they wish to be included in the recruitment process and complete a Training Provider Information Statement via TPI. **Late Submissions will not be accepted.** Training Providers, new and existing, will need to sign a copy of the Educational agreement or Service Level Agreement. Once you have submitted your expression of interest, the Pharmacy Recruitment Team will contact you to confirm your registration and to advise you can start completing your TPIS.
April – October 2026	Visitation Period	Once Training Provider Information Statements are published, candidates will contact the Training Providers to discuss training opportunities, possible placements and how to get their name on a preference list if applicable. This is when you will be able to identify preferred candidates.
June - July 2026	Oriel is open for candidates to register and apply for 2026.	No action Required
August – October 2026	Training Provider Preferencing Window	If you choose to submit a preference list this year, preferencing opens in August and closes in October. No further names can be added to your list after the deadline.
September – October 2026	Assessment Window	Details are yet to be confirmed
November 2026	Offers released to candidates	No Action Required
December 2026	Candidate Handover	Matching Outcomes will be released, and you will be notified via TPI system of the names of your trainee pharmacist. Copies of their application form and ID documents will be uploaded to your TPI account.

5 FTY Appointments

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

5.1 Offers of Employment

The Pharmacy Recruitment Team issues the matching results to candidates via Oriel once matching has taken place.
If offers are declined prior to the final deadline for acceptance of offers, further offers are made to the next highest scoring candidate where a match is possible.
NES will notify matching outcomes to the Training Providers via email in December 2026. Should you match to a trainee pharmacist, the name of the candidate will be published on your TPI account.

As candidates will be made offers in advance of Training Providers being informed, it is possible that you may be contacted by candidates wishing to share their news with you or they may share their offer status on social media. Candidates will be informed that Training Providers will not be notified of successful appointments until early December. **Please could we remind you that offers should not be discussed between candidates and yourself prior to the matching outcome e-mail being released as a candidate's offer may change during the upgrade window if they have chosen to opt into accepting their offer with upgrades.**
Once all the FTY posts are filled, NES carries out a handover process. This involves making successfully matched candidate details and files available to the Training Provider to enable pre-employment checks to be carried out and contracts of employment to be issued.

The information made available to employers will also include the relevant FTY programme to be followed by each matched trainee pharmacist. The FTY programme followed by a trainee pharmacist will depend on whether they graduate with an MPharm aligned to the 2021 GPhC IETP standards, and whether they studied as an undergraduate in the UK.

5.2 Pre-Employment Checks

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

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

As the employer of trainee pharmacists, it is the Training Provider's responsibility to carry out pre-employment checks and to ensure that all checks are satisfactory in accordance with local procedure. Some pre-employment checks, such as PVG and Right to Work checks for trainees requiring visas, depend on the processing timelines of public bodies, in this case Disclosure Scotland and the Home Office. We recommend beginning these checks as early as possible, as there can be unforeseen delays outside of your control.

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

- Verification of Identity
- Right to Work in the UK
- Qualifications
- GPhC Application to participate in the Foundation Training Year
- Protecting Vulnerable Groups Scheme (PVG) Scheme Membership (Disclosure Scotland)
- References
- Occupational Health Check
- Fitness to Practice Checks

It is the Training Providers' responsibility to establish contact with the trainee pharmacist(s) and progress pre-employment checks. Training Providers are advised to issue a conditional offer of employment and a contract as soon as possible. Please note that it is the Training Providers' responsibility to ensure that these checks are carried out. **As per any other employee, trainee pharmacists cannot start in post until all checks are fully complete and an unconditional offer of employment has been issued.**

Training Providers who matched during the previous recruitment cycle can find a copy of the pre-employment checks guidance on the NES website

5.3 Start dates

All trainee pharmacists will start training within the two specified cohort start dates specified below:

July Cohort – Monday 26th July to Sunday 1st August 2027

November Cohort – Monday 1st November to Sunday 7th November 2027

(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.

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

5.4 Post Matching requests from Candidates

Once offers have been accepted by candidates and the handover of incoming trainee pharmacists has been sent to Training Providers, there are two requests that a candidate can submit to NES Pharmacy that may change their circumstances for their training year.

1) A Special Circumstances request is made when a candidate with special circumstances requires placement in a certain geographical area or specified location for their training & their current matched Training Provider does not fit this criteria.

2) A Deferral of start date request (by 12 months only) is made when a candidate finds they can no longer start with the Training Provider on the agreed date, they can submit a deferral request application to NES Pharmacy Team for consideration.

Further details about these 2 requests, eligibility & the process followed by NES can be found within the applicant page of the NES website - FTY applicants | NHS Education for Scotland
If you want to discuss further with NES Pharmacy, please see section 8 contacts.

6 FTY Terms and Conditions

All trainee pharmacists recruited into the NHS Foundation Training Year programme will enjoy some core terms and conditions, including basic salary.

6.1 Educational Agreement/Service Level Agreement

- NHS Education for Scotland will agree an Educational Agreement (EA) or Service Level Agreement (SLA) with each approved Training Provider. This will state the funding to be provided in respect of the placements and will specify the NES & General Pharmaceutical Council (GPhC) requirements for the training placement. ***All Training Providers are required to sign and comply with the EA/SLA.***
- The EA/SLA specifies some of the employment terms and conditions that must be included in a contract of employment to ensure consistency between Training Providers. The conditions to be specified in the EA/SLA include salary, weekly hours of work, holidays, study time and attendance at the educational programme.
- Each trainee pharmacist in the NES FTY will:
    - Be paid an annual salary (52 weeks) based on full time hours of £34,544 as per the pay and conditions for NHS Staff covered by the Agenda for Change, this is subject to change and is always reflective of the Agenda for Change circular. Please note that these terms are based on the Agenda for Change Salary Scale equivalent to point 1 of Band 5. This facilitates the placement of hospital trainee pharmacists on the pay spine. Trainee pharmacists are however NOT appointed to Band 5 and any T&Cs of A4C do not apply, unless otherwise stated within the employer contract;
    - Work 36 hours per week (or part time in agreement with all parties to accommodate an adjustment to training). These hours will be worked as part of the normal weekly opening hours of the training base;
    - Receive 27 days annual leave and 8 public holidays (pro rata for less than full time working;
    - Be allocated one half-day per week (or equivalent) protected time for study time.
- The elements of the educational programme to be attended will be the same for each trainee pharmacist as part of the core training programme. There may be other matters included in the EA/SLA that are aimed at ensuring the consistency of training experience between Training Providers.
- The trainee pharmacist's employment with the Training Provider should be conditional upon enrolment in, and satisfactory progress within, the PSD Scotland Foundation Training Year programme, and successful completion of all programme requirements, and any failure of the trainee pharmacist to meet these requirements may result in the need for termination of employment.

- A trainee pharmacist's continued enrolment on the training programme is subject to continuing employment by the Training Provider. If a trainee pharmacist is dismissed by the Training Provider, they may be removed from the training programme

6.2 Contract of Employment

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

7 Further Information

Additional information will be published on the NES FTY website at relevant intervals during the recruitment process.
NES website: https://www.nes.scot.nhs.uk/recruitment-and-careers/pharmacy-recruitment-foundation-training-year-fty-formerly-prps/
A Foundation Training Year Applicant Handbook will also be made available for candidates on the above NES site. This will be published prior to applications opening.

8 Contacts

If you have any other queries, please visit the Pharmacy Recruitment Foundation Training Year page of the NES website for information or contact the relevant team contact listed below.

8.1 NES Pharmacy Team

For any general pharmacy queries not related to the recruitment process for example the Training site approval process or queries about training programme/designated supervisor/designated prescribing practitioner requirements contact the NES FTY Pharmacy Team at nes.ftypharmacy@nhs.scot

8.2 NES Pharmacy Recruitment Team

For all queries related to the Foundation Training Year recruitment process for example expression of interest for future recruitment cycles or queries about the matching process, contact the Pharmacy Recruitment Team by going to Service Desk linked here and submitting a request.

9 Appendix A: Sample Job Description for Trainee Pharmacist

1 Job details

Job Holder: Trainee Pharmacist

Job title: Designated Supervisor or Foundation Training Year Manager

Reports to: Designated Supervisor, Designated Prescribing Practitioner, Foundation Training Year Manager, Practice Supervisors in the organisation, other Trainee Pharmacists in NHS Scotland.

Liaises with:

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:

1. will be responsible for the effective use of their own time, and the effective use of resources in the course of their studies.

2. is responsible for the collection of evidence to support the achievement of the Regulator IE&T Learning outcomes.

3. is responsible, under supervision, for the provision of pharmaceutical care to individual patients.

4. will participate in national and local study sessions as part of the training programme.

5. ill 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:

a. to provide pharmaceutical care to individual patients whenever they present by meeting their particular needs while maximising efficiency in the use of resources.

b. 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:

a. 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.

b. 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.

c. will participate in uni- and multi-professional research.

d. 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.
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:

a. is required to work to fixed time deadlines related to the education and training programmes.

b. requires a high level of concentration to dispense and prepare medicines accurately, to meet deadlines, and subject to interruptions.

c. provides counselling to patients on medication regimens that requires explanation and reassurance.

d. 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 ……

10 Appendix B: Terms of Participation

NES National Foundation Training Year Recruitment Scheme
Training Provider Terms of Participation

1. Funding and Recruitment Polices

1.1. All foundation training year pharmacist training posts in Scotland must recruit via the national process administered by NES. No posts are available outside of this process.

1.2. Training providers choosing to submit a training provider preference list must agree to the NES FTY selection principles for compiling a Training Provider preference list as per NES FTY Training Provider Handbook.

1.3. Training providers will accept that the NES FTY Recruitment matching process incorporates the following:

- Candidates will be offered programmes based on their preference, rank following the selection process, and inclusion on a training provider preference list where this exists

- Candidates will be offered programmes based on their preference and rank following the selection process only, where training providers do not submit a preference list

1.4. Training providers will accept the candidates matched to them using the matching process following assessment and ranking, subject to standard pre-employment checks. All candidates will be recruited in accordance with the nationally agreed person specification and Professional Attributes Framework. This includes:

- Candidates who require less than full time working. NES defines less than full time working as at least 18 hours per week worked over at least three days a week for FTY training

- Candidates requiring completion of training according to the GPhC interim Learning Outcomes (for example OSPAP students)

1.5. All FTY training posts must be of 52 weeks duration (for full time working)

1.6. Training providers will be responsible for undertaking pre-employment checks (as per NHS Scotland PIN Guidelines) and for issuing appropriate contracts of employment and are expected to contact trainee pharmacists as soon as reasonably possible after matching outcomes have been communicated by NES Pharmacy Recruitment and by no later than February 2027.

1.7 All trainee pharmacists must have a contract of employment in place prior to training commencing

1.8. Training providers will be responsible for identifying the specific individual training site location within their organisation for each matched FTY trainee pharmacist after matching outcomes have been communicated by NES Pharmacy Recruitment. They will be responsible for communicating this to the trainee pharmacist and to NES.

1.9. Training providers agree to the terms and conditions included in the FTY Educational Agreement/Service Level Agreement for the appropriate FTY training year. This includes the core terms and conditions which are applicable to the FTY trainee pharmacists' contract of employment. The current version is available to view on the NES TPI site and updates will be sent to training providers for each training year

1.10 Training providers will be responsible for verifying trainee pharmacists right to work status and providing visa sponsorship as necessary.

1.11. Training providers will agree to ensure all trainee pharmacists start training within the two specified cohort start dates specified below:

July Cohort – Monday 26th July to Sunday 1st August 2027

November Cohort – Monday 1st November to Sunday 7th November 2027

(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 – may be subject to slight changes when these are confirmed.

1.12. Training providers commit to supporting required extensions to training time in discussion with NES.

2. Regulatory Requirements

2.1. Training providers must engage with the NES Pharmacy Initial Education and Training training site approval process to be an approved FTY site for the 2027-28 training year. This includes having a training plan that delivers the GPhC learning outcomes for the FTY.

- aTraining providers confirm that, in accordance with the GPhC requirements for FTY training Standards for the initial education and training of pharmacists January 2021 final v1.4.pdf each FTY trainee pharmacist will have access at commencement of the training year to:

- An FTY training plan which includes 90 Hours of period of learning in practice (PLP) time
- A Designated Supervisor (or joint arrangement) who meets the NES requirements for the duration of training
- A named Designated Prescribing Practitioner (contracted by the employer if outwith their organisation) who meets the NES requirements for the duration of training (DS/DPP criteria document)

3. Training Provider Post Information

3.1. Training providers will provide, and be responsible for:

- Detailed programme information being made available in the Training Provider Information Statement (TPIS)
- Checking to ensure the final entry is accurate
- Clearly advertising any employer specific terms and conditions related to employment for this job role

3.2. Unless in exceptional circumstances, training providers will not withdraw posts from the scheme once advertised. Typically, programmes are advertised in June in the year prior to the trainee pharmacist commencing.

3.3. Some posts require trainee pharmacists to work across multiple practice settings and with multiple training providers. In these situations, one lead training provider needs to be identified and communicated to NES. It is the responsibility of the lead training provider to work with and share information with other training providers on the same programme. This information will include, but is not restricted to, trainee pharmacist details, programme details and communications about the national recruitment scheme.

3.4. The lead training provider must ensure that all other employers within the programme have read and agree to the terms of participation.

3.5. For posts including multi-sector rotations all training sites must be within a reasonable and accessible geographic distance from the base site.

4. Training Provider Information and Communications

4.1. Training providers agree to the Oriel Privacy policy Oriel - Home (available at the foot of the Oriel website) and the NES privacy policy Privacy | NHS Education for Scotland

4.2. Training providers agree to receive and act upon communications relating to the national FTY recruitment process.

4.3. Training providers agree to receive communications regarding any subsequent

4.4. Activity related to the NES Foundation Training Year programme.

5. Managing and Maintaining Quality

5.1. Training providers must engage with the NES FTY Quality Management Guide.

5.2. Training providers agree to use the NES FTY Fitness to Practise process for FtP issues which arise in relation to trainee pharmacists during FTY

5.3. Training providers must use the NES FTY Curriculum and Assessment Strategy.

5.4. Training providers must use the NES Turas Training Portfolio.

5.5. Training providers must undertake Protecting Vulnerable Groups (PVG) scheme checks for all trainee pharmacists.

5.6 Training providers must ensure that all trainee pharmacists complete Equality and Diversity, Safeguarding Vulnerable Adults and Children and Information Governance training appropriate to the role being undertaken.

5.7 Training providers will support trainee pharmacists to complete any requested NES FTY feedback questionnaires to ensure ongoing feedback on the training programme.

5.8 All Designated Supervisors and Designated Prescribing Practitioners must comply with the requirements for training within the NES FTY Manual.

5.9 All trainee pharmacists must be provided with the required protected learning time on a weekly basis and attend all NES FTY core programme events.

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 refreshed in 2023. This process involved consultation with Pharmacy subject matter experts, to gather insight into the core attributes held by successful Foundation Trainee Pharmacists and the expectations of trainees in their roles. Candidates 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

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

3. 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

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 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

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

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

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