

PRPS Information Booklet for Prospective Trainees

Scotland only

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Introduction to the Pre-Registration Pharmacist Scheme (PRPS)

Since the launch of the PRPS in 2006, NHS Education for Scotland has controlled the organisation, administration and funding of pre-registration placements in both community and hospital practice. The number of funded posts available in the 2021-22 training year is anticipated to be 235. This will be confirmed at the beginning of September 2020.

Successful completion of pre-registration pharmacist training ultimately facilitates the achievement of registration with the General Pharmaceutical Council (GPhC). The PRPS offers pre-registration pharmacists training in Scotland, a unique and broad experience, which covers both hospital and community practice and has the purpose of ensuring that pharmacists are prepared in a way that allows them to use their clinical skills to serve patients, as well as the NHS.

All pre-registration pharmacists recruited into the PRPS will receive the same salary, enjoy the same core terms and conditions and follow a core training programme which, as recommended in the national strategy for pharmaceutical care, will include the opportunity for cross sector experience. A series of nationally co-ordinated training sessions will deliver the training programme.

Each trainee in the NHS PRPS will:

- be paid an annual salary (52 weeks) of £25,100, based on Agenda for Change Band 5 as per the PCSAFC2020-1 Circular;
- be contracted to 37.5 hours per week which will be worked as part of the normal opening hours of the training base;
- receive 27 days annual leave and 8 days public holidays;
- be allocated one half-day per week (or equivalent) protected time for study.

NES is working with the General Pharmaceutical Council (GPhC) and Training Providers to ensure that every pre-registration pharmacist funded by NHS Scotland receives the same high-quality training opportunity, support and experience, regardless of the practice setting.

This booklet describes the arrangements and the opportunities available for pre-registration pharmacist training in Scotland for the 2021-22 training cohort. Information on the structure of the scheme and how the recruitment process operates is also provided.

The PRPS Programme

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

Prescribed training programme and coursework

All pre-registration pharmacists recruited into the PRPS will follow a similar training programme based on the core programme framework. The programme is established in accordance with the General Pharmaceutical Council's (GPhC) requirements pertaining to pre-registration training. These require a minimum of six months to be spent in a patient facing sector being either community or hospital. Most trainees will train in one sector for the full 52 weeks, but there is also the option to train in more than one sector through the Modular Programme. For the 2021-22 training year there will also be an opportunity to preference specific remote and rural posts. Information about the Modular Programme will be available on the NES Pharmacy website.

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

NES Pharmacy will organise and ensure uniformity in regional and national training days and events to complement the training programme. This will include assessed training in first aid and participation in a mock registration assessment.

Specific information on the Training Providers and the training provision offered will be available via Oriel. By creating an account, you can access all Training Provider Information Statements. In preparation for your application we recommend that you refer to this information and contact the named person as required.

All Training Practices are required to be registered with the General Pharmaceutical Council (GPhC) prior to the start of pre-registration training. Training premises registration is based on NES approval criteria being met. The NES approval process aims to ensure that Training Practices demonstrate that a suitable educational environment exists. We ensure that the necessary facilities and support are in place to provide trainees with the level of training required. All Training Providers who express an interest to be involved in the PRPS are required to sign up to the Educational Agreement – a declaration stating that the organisation will adhere to the PRPS requirements.

The Recruitment & Selection Process

The recruitment and selection process aims to match appointable candidates to the most appropriate pre-registration Training Provider. Applying through the online portal (Oriel) requires you to submit one application in order to apply for all Pre-Registration Pharmacist training places in Scotland.

This Pre-Registration Pharmacist Recruitment Information booklet is designed to provide the necessary information to support you in making a successful application to Pre-Registration Pharmacist training programmes commencing in July/August 2021. The sections of this handbook are set out to follow the stages of the national application process in chronological order as far as possible. This also explains how to access the online application system (Oriel) and what information you need to provide to support your application.

For Oriel system-specific guidance please see the Oriel Applicant User Guide, which can be accessed via the Helpdesk section of the [Oriel system](#).

The NES Pharmacy website [Recruitment Webpage](#) is updated regularly with the latest application information; we recommend that you visit this regularly to ensure you stay up to date, in particular the [Trainee Applicant](#) page.

There are six stages to the recruitment and selection process:

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

What is new for 2020 Recruitment?

Pre-registration Pharmacy recruitment for 2020 will use the upgraded Oriol 2 online system. This will not change any of the underlying recruitment processes but will make the applicant experience online more user-friendly.

As a result of the outbreak of COVID-19 earlier in 2020 NES have joined up with HEE and HEIW to establish contingency plans to allow recruitment to proceed. There will be no face to face assessment of candidates in this year's recruitment process, and applicants will be assessed using only a Situational Judgement Test (SJT) and Numeracy Test. The COVID-19 pandemic has necessitated a period of self-isolation and strict social distancing measures. Ongoing government restrictions to face to face gatherings are planned to continue for the foreseeable future, and we have observed and learned from the rapid changes needing to be made across all specialty recruitment, approaching our conclusions on the basis of what we feel is the fairest and least onerous way for candidates to demonstrate their capabilities during these unique times.

Therefore, the Pre-Registration Pharmacy assessment methods in Scotland have undergone a thorough review to ensure that they comply with the following stipulations:

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

In reaching this decision NES has consulted with our valued stakeholders including employers. SJTs remain an evidence-based and robust method of assessment and more information about them, as well as the numeracy test, can be found later in this booklet.

Recruitment Timeline

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

| Recruitment Activity | Date |
|--|--------------------------------------|
| Training Provider Information Statements published | 3 June 2020 |
| Oriel applications open | 10 June 2020 (12pm) |
| Oriel applications close | 24 June 2020 (12pm) |
| Training Provider Preferences open (for those submitting a list) | 16 July 2020 (12pm) |
| Candidate Preferencing window opens | 29 July 2020 |
| Invitation to SJT/numeracy selection centre opens | 5 August 2020* |
| Invitation to SJT/numeracy selection centre closes | 19 August 2020* |
| SJT/Numeracy selection centre held | 28 September 2020 - 10 October 2020* |
| Training Provider Preferencing window closes | 15 October 2020 |
| Candidate Preferencing window closes | 30 October 2020 |
| Comms to unsuccessful students | Early November ** |
| First iteration of offers made | 11 November 2020 |
| Offers upgrade deadline | 30 November 2020 (12pm) |
| Programme commences | July/August 2021 |

* These dates are subject to change and will be dictated by the impact of COVID-19 on test centres

** These dates will be confirmed and circulated later

The Application Process

10th June 2020 – 24th June 2020

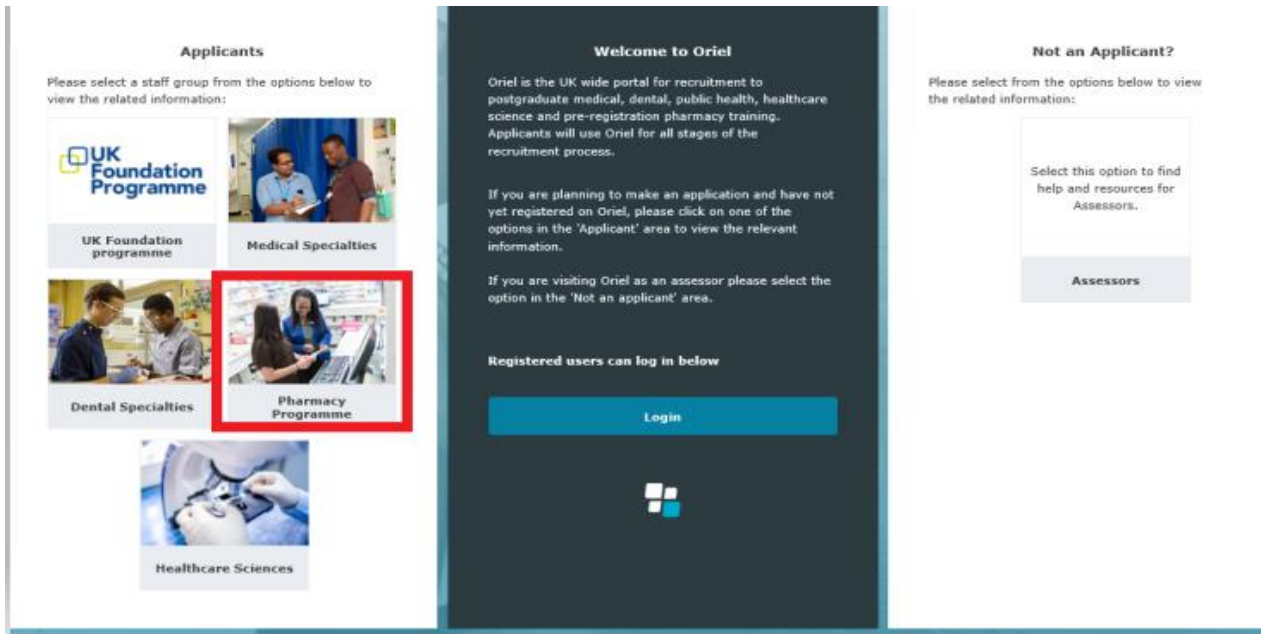
All applications must be made via the [Oriel recruitment portal](#) using the nationally agreed application form.

- You have the ability to register on the Oriel system before you apply (this can be done at any time from 1 June 2020), but please note that registering on the recruitment portal is **only the first step**, and a confirmation of this registration will automatically be sent to you. Subsequent to this confirmation, you must complete and submit the actual application by the deadline. Please refer to the additional guidance, which can be accessed via the Helpdesk section of the Oriel system.
- Communication between the NES Pharmacy Recruitment team and you will be primarily via Oriel/email. You should check your email account and Oriel account a minimum of once every 48 hours. Failure to do so may result in your missing vital information in relation to your application. Please also check spam or junk-mail to ensure correspondence has not been filtered by your provider.
- You will only need to submit one application for applying to any post in Scotland.
- You will not be asked to provide a supporting statement to demonstrate that you meet the person specification as part of your online application.

Please note that pre-registration pharmacy recruitment for England and Wales is not captured in this handbook. Recruitment for Scotland uses a separate vacancy on Oriel so please ensure that you apply for the correct vacancy for the area you wish to train in. Further information is available via the HEE National Recruitment webpage - <https://www.lasepharmacy.hee.nhs.uk/national-recruitment/>

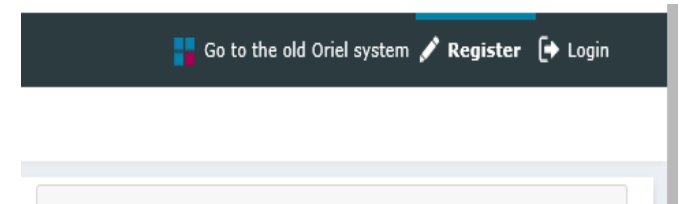
How to Register (3rd – 10th June)

To apply for PRPS Training Year 2021-22 you first need to register on [Oriol](#). The Home page is seen below and you will need to select Pharmacy Programmes.



Once you have chosen Pharmacy Programmes, you will see the option to register in the top right corner

Please enter your personal details, account information and complete the agreements before submitting your registration.



Important

- *Please ensure you provide your full names as seen on your passport/main ID document.*
- *Please also ensure you use an email address that you will be able to access throughout the recruitment process (ie once you will have access to until July 2021). As detailed above, emails between you and the NES recruitment team are our primary means of contact and so you must ensure you chose an email address that you will have regular & continued access to.*

How to Apply (10th June – 24th June)

You should familiarise yourself with the Oriel system in plenty of time before the deadline on the 24th June.

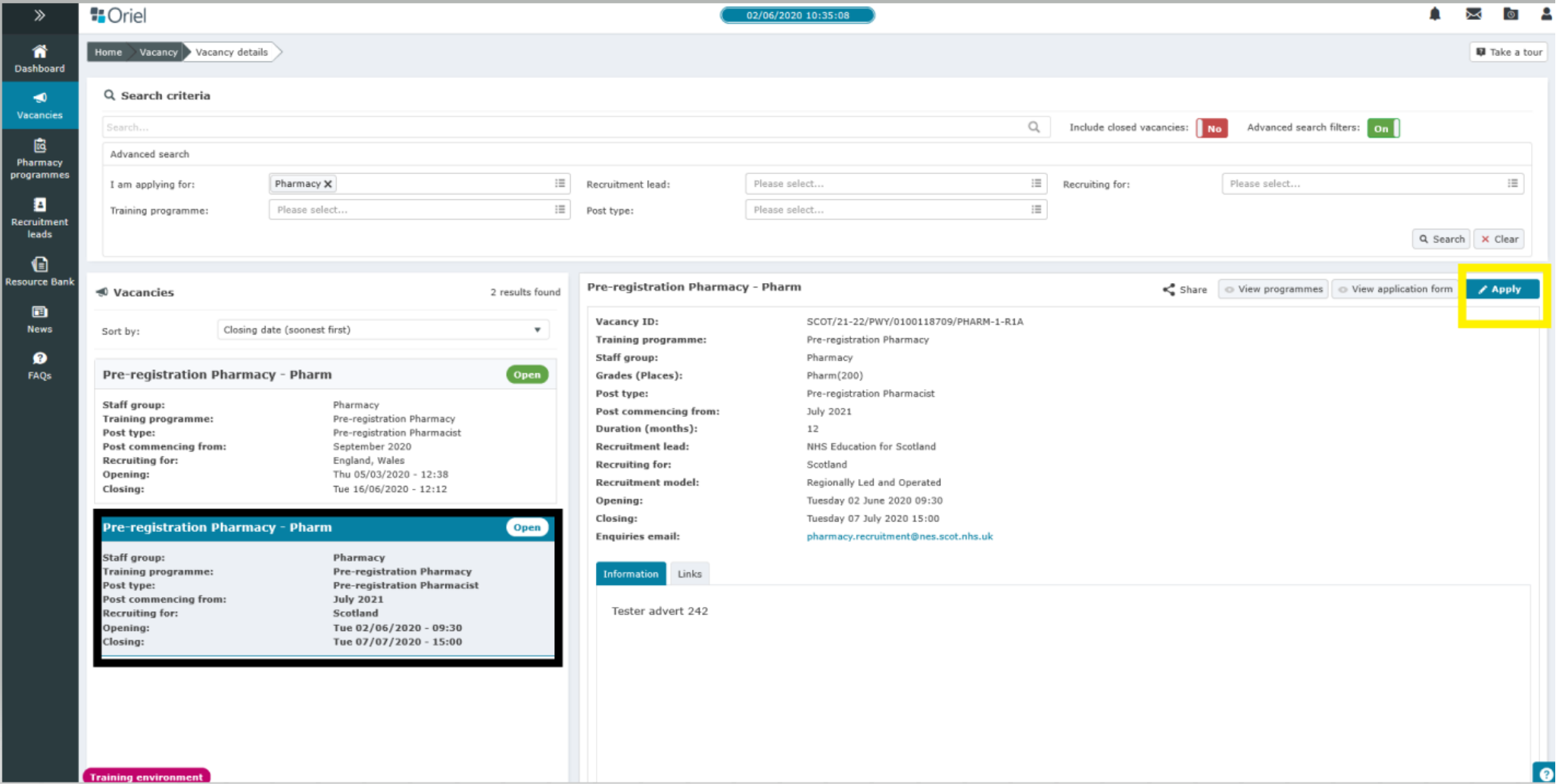
Important

- *All sections of the application form must be completed before the deadline 12:00 GMT on 24th June.*
- *Late and/or incomplete applications will not be accepted.*
- *If you get locked out of your account, please contact nationalrecruitment@nes.scot.nhs.uk*
- *If you have any other queries or concerns about the application form process, please contact the Pharmacy Recruitment Team by **2pm on Monday 22 June 2020**, at the very latest (pharmacy.recruitment@nes.scot.nhs.uk)*

Completing the application form

When the vacancy appears on 10th June, you can see it in the 'Vacancies' section on Oriel, you must ensure you choose Pre-Registration Pharmacy and Recruiting for: Scotland, as seen below.

You can then click apply, as highlighted in the yellow box below



The PRPS Application form has 11 sections, but you are not required to complete all sections. You will be guided throughout the application & notified where you are not required to complete specific sections, however, please also see summary below.

1. Personal
2. Eligibility
3. Fitness to practise
4. References*
5. Competences
6. Employment
7. Evidence*
8. Supporting*
9. Preferences**
10. Equality
11. Declaration

*These sections are not required to be completed by applicants to PRPS in Scotland

**You are not required to complete this section during the application stage. Preferences will be activated on 29 July 2020 at 12 midday.

The 11 Sections in detail

1: Personal Screening

Candidates must agree to submit one application only to Scotland which they must complete themselves. Candidates should be aware that plagiarism will not be tolerated. Where there is any concern surrounding the authenticity of an answer the panel reserves the right to investigate this matter further.

The NES Pharmacy Recruitment team will need to contact you during the recruitment process; please provide a valid contact email address and telephone number under Contact Information. Please note that the majority of correspondence will be issued via email. Please ensure you provide a postal address from which you will be able to collect mail until July 2021, if possible. You must notify us of any changes to your name or address. Training Providers may issue important pre-employment correspondence to successful candidates via the postal service.

Disclosure

Before answering this question, please refer to the GPhC Pre-registration manual which can be found here <https://www.pharmacyregulation.org/2.8-2.19> and specifically section is 2.9.

Disability and special arrangements

NHS Education for Scotland (NES) is "Disability Confident", and as such we provide job opportunities for disabled people. NES operates a Job Interview Guarantee (JIG) Scheme, which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed to be assessed. The information you provide will not be used to inform any recruitment and selection outcomes.

Information is requested in this section under the "Disability & Special Arrangements" sub-section. Although completing this sub-section is entirely optional, it would be extremely useful as this will not only assist in making any reasonable adjustments through the recruitment process but will also be useful in providing the required support once a post has been obtained. Your answers in this section will be passed to employers for them to make the relevant reasonable adjustments.

Please refer to 'Supporting Documents – Reasonable Adjustments' on page 18 of this document

2: Eligibility to apply

The Professional Registration of the application is where you declare if you hold or have ever held a professional registration with a statutory organisation. A statutory organisation is a professional regulator e.g. the General Pharmaceutical Council (GPhC). Please note this information is not used as part of your application but is passed onto your employer if you are successful.

Under the Language Requirements sub-section, if your undergraduate training was not in English, you will be asked to provide details of your International English Testing System (IELTS) score. You must have achieved as a minimum the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application: Overall 7.0, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0. We may accept IELTS test scores that are more than two years old if you can provide evidence to demonstrate that you have maintained your English language proficiency during that time. If you require further information please visit Pharmacyregulation.org for [guidance on evidence of English Language Skills](#)

Information is requested on immigration status to ensure that all applicants are eligible to work in the UK prior to commencement of the training programme. This information will not be used in the recruitment and selection process; it will be retained separately by the Pharmacy Recruitment team and will be referred to only when matching takes place. If you have any questions when filling out this section, please refer to <https://www.gov.uk/tier-2-general> in the first instance.

Please refer to 'Information for Overseas Applicants' on page 21 of this document

You can also email the Pharmacy Recruitment Team on pharmacy.recruitment@nes.scot.nhs.uk for advice regarding Tier 2 sponsorship.

3: Criminal Records and Fitness to Practise

It is vitally important that you read, understand and answer the questions asked in this section by ticking each box. Please read the notes below carefully before completing this part of the form. If you require further information, please contact pharmacy.recruitment@nes.scot.nhs.uk. All enquiries will be treated in strict confidence.

4: References

References are not required as part of the Scotland PRPS recruitment process. Please proceed to the next page of the application form. References will be requested by your matched employer as part of their pre-employment check process.

5: Competences

You are required to demonstrate that you will have a Masters degree in Pharmacy (or equivalent) on commencement of appointment.

If you are a non-EEA national who will not have obtained a primary pharmacy qualification in the UK by the date of appointment, or an EEA national who has obtained a primary Pharmacy qualification outwith the EEA, please state if you have obtained the OSPAP Qualification. OSPAP students are required to provide evidence of their qualification, or evidence of any future OSPAP exam dates.

N.B. General Pharmaceutical Council (GPhC) guidelines state:

Persons educated and trained in Great Britain must complete an MPharm degree; complete a 52-week programme of pre-registration training; pass the GPhC registration assessment; and apply for registration as a pharmacist within 8 calendar years of commencement on an accredited MPharm degree or within 2 years of passing a registration assessment, whichever is sooner.

If you do not meet the above criteria, please contact the GPhC directly for further advice: www.pharmacyregulation.org/registration/registering-pharmacist

6: Employment

You should provide details of relevant pharmacy experience only in this section. Details of any future-dated periods of work experience should not be included on your application form and will not be scored at short-listing. Please make sure the dates and duration of posts are accurate, that you give the proper job titles, sector and the employer's full details. Please do not include any work experience not related to pharmacy practice.

You are not required to complete the section relating to gaps in employment as part of your PRPS application.

7: Evidence of Selection Criteria

You are not required to complete this part of the application form. Please proceed to the next page.

8. Supporting Information

Please note you are not required to upload your documents under this section. You will do this at the final 'Declarations' section of the application under the Application Documentation sub-section.

For a detailed list of acceptable supporting documentation, please refer to 'Supporting Documentation' on pages 16-18 of this document

9. Preferences

You are not required to complete this section during the application stage. Preference list will be activated on **29th July 2020**.

Please refer to 'Candidate Preference List & Matching' on pages 30-33 of this document

10. Equality and Diversity Monitoring Form

Please note that all details will remain totally anonymous and will not be made available to the assessment panel. We want to ensure that there are no barriers to joining the PRPS and to be as fully inclusive as possible. One way we can ensure this is to analyse all the data provided in this section and ensure that training opportunities are being accessed by as wide a community as possible. The equal opportunities monitoring form will be detached from the rest of the online application and will be used for monitoring purposes only. The fields are mandatory, but you may choose the 'I do not wish to disclose' option.

11. Declarations

In this section you will be required to confirm that you have read and understood a number of declarations.

Please read this section carefully, before completing it. Any information provided, will be completely confidential and will be considered only in relation to your PRPS application.

In this section you are also required to submit your ID, immigration and qualification documents (if applicable). All documents must be submitted by the closing date for applications. Details of acceptable documents are included in the next section of this guidance document.

Remember: You have not applied until your application has been submitted. If you do not receive confirmation within one hour of your submission, please contact NES Pharmacy Recruitment Team (pharmacy.recruitment@nes.scot.nhs.uk)

Late Applications will not be accepted

Don't forget to submit!

APPLICATION SUBMISSION - IMPORTANT NOTE

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

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

Once an application has been submitted you will be able to view a **read-only format** of the submitted application.

» [Submit application here](#)

Supporting Documentation

All candidates are required to provide:

- Three forms of identity documentation -
 - *Two forms of current photographic ID and one confirming current address* (i.e. passport, driving licence and bank statement)
 - OR**
 - *One form of current photographic ID and two confirming current address* (i.e. passport, bank statement and utility bill)
 - OR**
 - One form of current photographic ID, one form of non-photographic ID and one confirming current address (i.e. passport, UK birth certificate and bank statement)
- Proof of immigration status (this includes UK and EEA citizens)
- Proof of any completed Pharmacy qualifications (if applicable) e.g. degree certificate or Overseas Pharmacists Assessment Programme (OSPAP) certificate.

Copies of these documents must be submitted before the closing date.

Acceptable ID Documents

- **Photographic ID:**
 - UK (Channel Islands, Isle of Man or Irish) or EU/other nationalities valid passport - You must provide a copy of any page that provides details of nationality, your photograph, date of birth, signature, date of expiry.
 - UK photo card driver's license – provisional acceptable
 - National ID card or other documentation relating to immigration status and permission to work – You must provide a copy of any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.
- **Address ID:**
 - UK full or provisional photo-card driving licence; or a full old-style paper driving licence - if not already presented as a personal ID document

You may also provide one of the following documents, however, these must be dated within the last three months and must contain the name and address of the applicant

- Utility bill (gas, water, electricity or landline) or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible. Mobile phone bills are not accepted.
- Financial statement (i.e. bank, building society, credit card or credit union statement) containing current address. Statements printed from online banking will only be accepted once stamped and verified by your bank.
- Local council rent card or tenancy agreement

- Confirmation from an electoral register search that a person of that name lives at the claimed address

You may also provide one of the following documents, however, these must be dated within the last twelve months (unless there is good reason not to be) and must contain the name and address of the applicant:

- Local authority tax bill for the current year (i.e council tax)
 - Most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding) - A P45 or P60 is not acceptable
 - Mortgage statement from a recognised lender
 - Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (e.g. child allowance, pension)
 - Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding)
 - Grant letter or student loan agreement from a Local Education Authority
- **Non-Photographic ID:**
 - Full UK birth certificate (UK & Channel Islands) – issued within 6 weeks of birth
 - UK full old-style paper driving licence. Old-style provisional driving licences are not acceptable.
 - Residence permit issued by the Home Office to EU nationals on inspection of own-country passport.
 - Adoption certificate
 - Marriage/civil partnership certificate
 - Divorce/annulment or civil partnership dissolution papers
 - Deed poll certificate
 - Police registration document
 - Certification of employment in HM Forces
 - UK firearms certificate.

When appointing someone who has recently left school or further education, in addition to photographic personal ID, the following three documents can be requested as sufficient proof of their identity:

- Full UK birth certificate - issued within six weeks of birth
- NI number or proof of issue of an NI number
- Certificate of education qualifications (certificates should be originals from the school / university / awarding body)

If no acceptable photographic documentation is available, the candidate must provide the following:

- Two forms of non-photographic ID (as per above)
- Two documents confirming their address (as per above)
- All four documents must be from a different source
- A passport sized photo of themselves, endorsed by a 'person of standing' in the community who has known the candidate for at least 3 years
- A signed statement from the person endorsing the photograph indicating how long they have known the candidate

- NES will check the signature on both the photograph and the letter and that it contains a legible name, address and telephone number
- A copy must be taken and kept on file. Copies must be signed and dated by the person taking the copy

Immigration

As per the Home Office rules and regulations, we are required to check each applicant's identity and immigration status irrespective of whether they are a British Citizen or not.

Immigration Status:

Evidence of your immigration status includes:

- Passport
- Visa (if applicable)
- Letter/s from the Home Office / Work Permits UK / Visa UK / Immigration and Nationality Directorate (if applicable)

If you submit a copy of a British passport you do not have to provide any additional immigration-related documents as the passport already shows ongoing entitlement to work in the UK.

If you are an EU, EEA or Swiss citizen and submit a copy of your passport or national ID card, you are not required to submit any additional documents to prove you have the right to work in the UK.

You are advised to read the Overseas Pharmacist section in the "PRPS Information Booklet for Prospective Trainees," which is available on our website, for further information.

If you have stated that you require Tier 2 sponsorship to legally work in the United Kingdom (UK) or are a non-EEA/EU national without settled status, you will also be required to provide your VISA and Home Office/UK Borders Agency supporting documentation. Please note, the stamp in your passport must be accompanied by any relevant supporting documents issued by the Home Office.

If you have spousal status or a dependant visa, you must provide a copy of your marriage certificate or relevant dependant certification as evidence of being a dependant, along with a copy of the visa of the person you are dependent upon/your spouse.

Non-UK nationals should ensure that they are aware of recent changes to the immigration rules for Pharmacists. For further information on how this may affect your application or for any other queries regarding your immigration status and entitlement to undertake employment in the UK, please visit the Home Office's website on www.homeoffice.gov.uk

Reasonable Adjustments

To request an adjustment to the recruitment process or apply for the guaranteed interview scheme you should submit your request to the NES Pharmacy Recruitment Team at pharmacy.recruitment@nes.scot.nhs.uk

You must provide valid documentation that confirms your disability and/or extenuating circumstances. Your supporting documents must be issued by a recognised authority and within an appropriate time frame.

For learning disabilities valid supporting documentation consists of a standard report from an educational psychologist or the appropriate University department confirming investigation and diagnosis of a specific learning disability. No other documentation will be accepted.

The supporting documentation must:

- Confirm your disability
- Corroborate the rationale supplied for each adjustment requested

and it should contain the following:

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

The deadline for submitting requests is the closing date for applications which is the 24th June 2020 at 12pm. Late submissions will be considered on a case by case basis.

****Please note there is an issue with the document upload section in the declarations page of the application form. This issue means that you will need to upload a minimum of 5 documents in order to submit your application. Please be aware that as stated in the Supporting Documents section of this guidance, we only require 3 identity documents and so, if you only have 3 documents to upload, please bypass this issue by doing the following:*

- *Upload a blank word document to take your total number of documents up to 5. Please label any blank documents as Blank1, Blank2, etc.*

*If you have 5 documents to upload (i.e. passport, driving licence, proof of address, visa and OSPAP), please disregard this as you do not need to add in additional blank pages as described above, and can proceed as normal. *****

Longlisting

25th June – 5th August 2020

All application forms go through a longlisting process as explained below.

Longlisting

The NES HR team first checks that applications meet the requirements and essential criteria detailed in the Person Specification. At this stage, HR will also contact applicants should they require any additional documentation.

The HR team will be confirming the below eligibility criteria during longlisting:

- Applicant is currently studying towards MPharm qualification – Third Year student
- Applicant is currently studying towards an OSPAP Postgraduate Diploma to MSc level
- Applicant is an MPharm Graduate or OSPAP graduate
- Applicant has the Right to Work in the UK

Shortlisting will not take place in 2020.

Following longlisting, candidates will receive an outcome from the NES Recruitment team via the Oriel system.

Information for Overseas Applicants

UKVI Policy & the PRPS Recruitment Process

Please note that the following information is based on current UKVI policy and is subject to change at any time.

Overseas pharmacists can apply for a training post provided the eligibility criteria is met. As part of the long-listing process, the NES Pharmacy Recruitment Team checks immigration status and eligibility to work in the UK. Your application will not be progressed should you fail to provide the required proof of immigration status.

Non-UK or non-EEA Nationals prospective applicants must ensure they are aware of current legislation and how this may impact on their eligibility to be considered for training posts. For further information regarding Home Office/UK Visas and Immigration (UKVI) policy and guidance, or for any other immigration related queries, please visit the [UKVI website](#).

Tier 2 Visa - Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. Due to UKVI policy regarding advertising timescales, it is not possible to satisfy the Resident Labour Market Test (RLMT) for pre-registration training posts. As a result of this we cannot progress applications from individuals requiring Tier 2 sponsorship and who must also satisfy the RLMT. **An exemption from the need to satisfy the RLMT must therefore be applicable.** Information regarding Tier 2 sponsorship, including RLMT exemptions, can be found in the [UKVI Tier 2 and 5 Guidance](#).

The OSPAP Diploma and MSc level qualifications are both acceptable in terms of satisfying the 'Qualifications' criteria for pre-registration training. However, in order to meet the RLMT exemption criteria, if a candidate intends to apply for a Tier 2 visa for the training year, the MSc level OSPAP is required.

All PRPS posts attract the same salary (regardless of sector) and, in accordance with current UKVI policy, the salary meets the minimum threshold for Tier 2 visa applications. However, as not all Training Providers hold a Tier 2 sponsorship licence, applicants who intend to apply for a Tier 2 visa, are advised to discuss this with Training Providers. The TPIS available on Oriel identifies Training Providers who offer Tier 2 sponsorship and candidates should utilise the search function to identify suitable organisations. Please be aware that sponsorship details stated on the Training Provider Information Statements are correct at time of publishing, however, the information may be subject to change.

Tier2 Health and Care Visa

The Home Office has recently introduced a Health and Care visa for healthcare professionals. This visa is for qualified healthcare professionals so will not be applicable to pre-registration trainees. For further information about the Health and Care visa, see the Home Office [website](#).

Brexit

We would like to bring to the attention of all applicants the potential impact Brexit may have on your application, employment and training in the UK. We therefore encourage you to refer to the [UK Government Website](#) for further information and advice.

Training Provider Preference Lists and Information Statements

3rd June – 15th October 2020

Successful recruitment into the PRPS is dependent on matching with a Training Provider. As part of the selection process, applicants are required to submit a Preference List which is a list of Training Providers that they are interested in completing their training with. In Scotland the Training Providers also submit a preference list of candidates they are willing to be matched with. However due to the COVID-19 impact we have amended this process for 2020.

Training Provider Information Statements:

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

Training places will be offered under the Training Provider organisation; under the NES co-ordinated modular programme for the North and West region and there will also be specific posts offered which are described as remote & rural. These remote and rural posts offer candidates the advantage of being able to preference very specific locations – as opposed to the full training provider organisation. All programmes will have separate TPIS available to view.

For the 2020 cycle of recruitment - Training Providers were given 2 options, to take into consideration that COVID-19 will impact the training providers ability to carry out recruitment activity to formulate a Training Provider preference list;

Option A: Submit a Training provider preference list of candidates that they would be willing to employ and work with over the training period. 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 preferred Training Providers get to know you prior to the selection process. **It is the responsibility of the candidates to make contact with Training Providers to improve their chance of being included on a Preference List whilst taking into consideration any social distancing restrictions.** It is essential to do this prior to the deadline for submission of Training Providers' Preference Lists which is 15th October 2020. Utilise the contact details and information in the Training Provider Information Statements to assist with the best way of doing this.*

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

This means it is possible for the Training Provider to be matched with any appointable candidate who has added the Training Provider to their preference list. Matching will take place in ranked candidate order based only on candidate preference lists.

If a Training Provider is not submitting a preference list;

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

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

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

In order to maintain the integrity of the process, NES strongly recommends to all candidates and Training Providers alike that names on preference lists are neither divulged nor discussed.

Assessment - Situational Judgement Test (SJT) and Numeracy Assessment

28th September – 10th October 2020

Candidates who have been longlisted will be invited to attend an SJT/Numeracy assessment centre. These assessments will be taken at Pearson VUE Centres.

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

The invitation to attend an SJT/numeracy assessment will be sent via Oriel and will contain instructions on how to register and book a slot.

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

First Name* (middle name is not required)

Surname *

Oriel pin**

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

** Every applicant is assigned an Oriel pin when they submit an application. The NES Pharmacy Recruitment team will email this information to all applicants. You can also find your Oriel pin by signing into your Oriel account. **This pin will also be required when you register for training with the GPhC.**

Booking a Pearson VUE centre when you require reasonable adjustments.

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

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

[The booking window for the SJT and Numeracy assessment is between 5th August – 19th August](#)

[The assessment will be held across Person Vue test centre venues between 28th September – 10th October](#)

The applicants' score in the SJT will determine their place in a ranked list of applicants eligible to be recruited into the scheme.

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

Please note all Pearson VUE selection centres are subject to change

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

The criteria that you will be assessed against at selection centres come directly from the Person Specification and Pre-Registration Pharmacist Professional Attributes Framework (available in the appendix) You are encouraged to read both of these documents thoroughly to aid in your test preparation.

IMPORTANT: All applicants are encouraged to undertake training packages which will provide a deeper understanding of key areas of the Professional Attributes Framework. Relevant training packages will be signposted to you throughout the coming months.

Situational Judgement Tests (SJTs) are a measurement methodology designed to assess judgement in work relevant situations. The Pre-Registration Pharmacist SJT has been designed to assess the professional attributes expected of a Pre-Registration Pharmacist. The scenarios have been written by subject matter experts who work closely with Pre-Registration Pharmacists. This ensures that the scenarios presented are realistic and fair and provide an accurate reflection of what Pre-Registration Pharmacists encounter in their role.

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

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

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

Examples of both SJT response formats are available on the NES Pharmacy Recruitment website:

- Example SJT's: <https://www.nes.scot.nhs.uk/media/4501956/PRPS%202020%20Practice%20Items%20Rationale.pdf>
- SJT Scoring Guidance: <https://www.nes.scot.nhs.uk/media/4501959/PRPS%202020%20Scoring%20Guidance%20for%20Website.pdf>

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

- Person-centred care
- Multiprofessional working and leadership
- Professional integrity and ethics
- Problem solving, clinical analysis and decision making

However, as many of the attributes are interlinked, successful SJT performance requires the candidate to utilise other behaviours within the PAF that are not directly tested. For example, analysis of the attributes tested in the SJT has revealed consistent correlation with the attribute 'Communication & Consultation Skills', even though this is not directly tested in the SJT assessment. This is largely due to the fact that some of the SJT-tested attributes have a strong communication element to them and require you to exhibit the behaviours similar to those that would also be tested in the specific 'Communication' attribute.

The **Numeracy Test** will be taken directly before the SJT within a Pearson VUE test centre. The test is designed to test numeracy with less clinical context than the GPhC registration assessment. It will last 15 minutes.

The numeracy test is designed to provide assurance of an applicant's ability to carry out basic pharmaceutical calculations. There are ten questions and the time allowed for the exercise is 15 minutes. These calculations are not provided in a clinical context and are designed to test mathematical ability rather than practice knowledge.

You are advised to bring your own calculator on the day of your numeracy test. Calculators will also be available online as part of the numeracy test. Please note the following:

Only the following models are permitted by Pearson Vue:

- Casio MX-8S-WE (this model is still permitted in the assessment although it is now discontinued)
- Casio MX 8B-WE / MX-8B
- Aurora HC133
- Aurora DT210

You are responsible for making sure that your calculator works on the day. You may wish to consider bringing a spare as there will be no replacement calculators provided at the test centre (however, the on-screen calculator will be available for use should you need it).

You may not share a calculator with another candidate during your exam session.

Your calculator will be visually inspected prior to the start of the exam. Other items, such as spare calculators, calculator covers, keystroke cards, instruction manuals, spare batteries, are not permitted in the testing room. These items must be stored in your secure locker outside of the testing room, and test centre staff will permit you to retrieve them only if needed.

Your calculator must remain on your desk in full view throughout your exam session.

You may not use calculators on smartphones, tablets, smartwatches or equivalent technology.

You will be offered an erasable noteboard and pen during the check in process, in order to take notes during your test. This must be handed back at the end of the test session. No note paper of any kind is permitted.

The GPhC calculations assessment is based upon the framework outlined in the table below. Some framework domains are more complex in nature and so better suited to developing skills in the final year of MPharm and in pre-registration years. Other areas however should be developed by end of the third year of MPharm and were therefore used in the development of the numeracy tests for the national recruitment scheme

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

| | |
|----------------------|-----|
| Pharmacokinetics | No |
| Health economics | No |
| Quantities to supply | Yes |

Examples of numeracy questions are available on the NES Pharmacy Recruitment website: <https://www.nes.scot.nhs.uk/media/4469735/prprecrutmentnumeracyexamples.pdf>

Sitting an SJT/numeracy assessment at a Pearson VUE Centre

You will need to arrive 15 minutes before your booked time. The Numeracy/SJT test will be sat at a computer, first the numeracy test, followed directly by the SJT. You may be sat with people who are taking non-HEE pre-registration pharmacy recruitment tests e.g. a driver theory test. All tests are sat under exam conditions, and the Pearson VUE staff will be there to assist should you have any issues on the day.

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

SJT/Numeracy centre documentation

You will be required to present one form of original (no photocopies), valid (unexpired) government issued ID that includes your name, photograph, and signature. The first and last name that you used to register must match exactly the first and last name on the ID that is presented when attending on test day. Pay attention to any middle names that are included but not initially provided during registration, for example.

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

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

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

If you arrive more than 15 minutes late to your appointment, you may be refused admission.

Should your name change between the submission of your application and the sitting of your numeracy/SJT please notify the the NES Pharmacy Recruitment team at pharmacy.recruitment@nes.scot.nhs.uk

Scoring Guidance

Pre-registration Pharmacy Situational Judgement Test – How will it be marked?

The SJT is an online assessment and candidate answers are marked against a pre-determined scoring key for each of the items. There are two question formats:

- Rank in order five possible responses
- Choose three from eight possible responses

Ranking Questions

Ranking questions are worth up to 20 marks; each of the individual responses is worth up to 4 marks. There are points for 'near misses' i.e. you do not need to get the answer exactly right in order to get a good score – please refer to Figure 1 below. If you 'tie' two answers (put two answers as the same rank), you will score 0 marks for either option.

Multiple Choice Questions

Multiple choice questions require you to choose three from eight possible responses. These questions are worth 12 marks; each correct individual response is worth 4 marks.

There is no negative marking for either question format in the SJT (i.e. marks will not be deducted from your overall score for each incorrect answer given).

Figure 1 provides an example of how the ranking scoring system works.

| Ideal rank | Applicant rank 1 | Applicant rank 2 | Applicant rank 3 | Applicant rank 4 | Applicant rank 5 |
|------------|------------------|------------------|------------------|------------------|------------------|
| D | 4 | 3 | 2 | 1 | 0 |
| C | 3 | 4 | 3 | 2 | 1 |
| E | 2 | 2 | 4 | 3 | 2 |
| A | 1 | 2 | 3 | 4 | 3 |
| B | 0 | 1 | 2 | 3 | 4 |

The correct answer is DCEAB, and you would score 20 marks for this answer. If, for example, you thought the answer was DABEC, you would score 12 marks as follows:

- 4 points for option D as it is in the correct position
- 1 point for option C as the correct position is 2, but the candidate ranked it 5th
- 3 points for option E as the correct position is 3, but the candidate ranked it 4th
- 2 points for option A as the correct position is 4, but the candidate ranked it 2nd
- 2 points for option B as the correct position is 5, but the applicant ranked it 3rd

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

The first piece of information that will be used as a tie-break will be your total score on the trial SJT items that you complete as part of the SJT. Due to these items being trial items, they do not contribute to your total SJT score, however, they measure the same attributes and are developed following the same process as the scored items.

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

If these scores are also tied, your score from the numeracy test will be used.

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

SJT Trial Item Total Score

Person-Centred Care SJT Score

Professional Integrity & Ethics SJT Score

Problem Solving, Clinical Analysis & Decision Making SJT Score

Multi-Professional Working & Leadership SJT Score

Numeracy Test Score

Candidate Preference List & Matching

29th July – 30th October 2020

As part of the recruitment and selection process candidates are required to complete a Preference List by ranking their choice of Training Providers. The deadline for submitting this form via Oriel is **30th October 2020**. you must consider carefully your preferencing and **you must be prepared to work with any of the Training Providers that you include on your list.**

Applicants are required to list, in preference order, up to sixteen preferred Training Providers. Please note that recording “no preference” is not an option and that a minimum of one Training Provider must be listed for a candidate to be included in the matching process.

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

Applications details Update SCOT preferences Application options

Your application is currently under review

Summary | Application page tracker | Attached documents

Application ID: SCOT/21-22/PWY/0100118709/PHARM-1-R1A/000001089
 1/00001

Training programme: Pre-registration Pharmacy

Recruitment lead: NHS Education for Scotland

Grade applied to: Pharm

Opening date: Tuesday 02 June 2020 09:30

Closing date: Thursday 11 June 2020 11:10

Vacancy status: Published

Offer process: Online through this system

Enquiries email: pharmacy.recruitment@nes.scot.nhs.uk

| Application to | Application status | Rank |
|----------------|--------------------|-------|
| Scotland | Applied | N/A ? |

Once you are in the Preference Update screen, you will see all the options of Training Providers, which you can filter by Employer Type, Location, and Tier 2 sponsor licence. You will notice a timer which will show you how much time until the submission deadline of your preference list. The list can be saved and edited up to the deadline, however, failure to complete and submit a preference list by the deadline indicates that you have withdrawn from the recruitment process.

Below is the preferencing screen. By default, all available Training Providers will be sitting in Not Wanted. Once you filter by the above options, you must tick the 'Apply Filtering' Box. You can then drag your preferences into the 'Preference' column. Please remember to rank your Training Providers in order of where you would most like to work, as this is an important factor during matching. If you want to keep a list of your preferences or see a list of all available preferences you can download the excel file located above the 'not wanted' column.

Filter options

| Employer type | Tier 2 Sponsor | Size of org. (Primary care only) | Specialty (hospital) | Location (Sector) | Number of Placements |
|--|--|----------------------------------|----------------------|--|---|
| <input type="checkbox"/> Select All <input type="checkbox"/> Community <input type="checkbox"/> Remote & Rural | <input type="checkbox"/> Select All <input type="checkbox"/> No <input type="checkbox"/> Yes | | | <input type="checkbox"/> Select All <input type="checkbox"/> Scotland - East <input type="checkbox"/> Scotland - National <input type="checkbox"/> Scotland - North <input type="checkbox"/> Scotland - West | <input type="checkbox"/> Select All <input type="checkbox"/> 1 |

Preference (0)

Apply Filtering

Search...

Select All Select None

No Preference (20)

Apply Filtering

Search...

Select All Select None

- Scotland - East - Barnton Pharmacy (places:1)
- Scotland - East - Boots UK Remote Rural (places:1)
- Scotland - East - Borders General Hospital Remote Rural (places:1)
- Scotland - National - AD Healthcare Ltd Larbert Pharmacy (places:2)

Not Wanted (0)

Apply Filtering

Search...

Select All Select None

You can check the details of the post by clicking on it, as seen below.

PHARMACY PROGRAMME DETAIL

Employer Name: Boots UK Ltd
 Programme Title: Boots UK Ltd
 Programme Description: Please see <https://nes-tpl.azurewebsites.net/TPInfo.html?id=35>
 Region: SCOT
 Location (Sector): **Scotland - National**
 Employer Type: Community
 Licensed Tier 2 Sponsor: Yes
 No. of licences: 20
 No. of Placements: 1
 Places available: 68
 Salary: £ 23113
 Training Provider: Boots UK Ltd
 Employer Website: <https://www.boots.jobs/pharmacy/pre-registration-pharmacist/>
 Hours per Week: 37.5

PLACEMENTS

| Placement | Setting | Length(months) |
|-----------|-----------|----------------|
| 1 | Community | 12 |

Matching Outcomes

mid November – 30th November 2020

Following the assessment, a list of appointable candidates is compiled in ranked order. A process of matching is undertaken based on candidate score, as well as candidates’ stated preferences and, where applicable, the Training Providers’ stated preferences. This exercise matches candidates to Training Providers, not to specific locations within a Training Provider organisation, unless it is a Remote and Rural post.

Matching results will be released to applicants via Oriol. Successful candidates are made a ‘best possible preference’ offer based on their rank and submitted preferences.

Please note that all offers for PRPS places MUST come directly from NES. No agreements can be made between the Training Provider and applicant.

On receipt of an offer, successful candidates have 48 hours to consider and then Accept, Accept with Upgrades or Decline an offer.

Important:

- If you decline an offer you will be removed from the process.
- If you let an offer expire you will be removed from the process.
- Once removed from the process you will not be eligible to receive any subsequent offers.

Offers are made from **mid November 2020** onwards. Candidates awaiting an offer are advised to monitor their Oriel and email accounts daily from this date until the final release of offers which is expected to be the **30th November 2020**.

Offer Responses

Once you have been made an offer, you must log into your Oriel account and you will be given the following options:


1. Accept: If you accept an offer this means you are 100% satisfied to complete your Pre-registration training with this employer. Once an offer has been accepted you will be removed from the offers process unless you choose to opt into upgrades**
2. Decline: If you decline an offer you will not be eligible to receive any subsequent offers.

****Oriel will allow you to opt into upgrades when accepting an offer, as seen in the screenshot below(A). If you opt in, then should a higher ranked preference become available where an offer is accepted with upgrades, you will be automatically upgraded to this offer, if eligible, up until the upgrade deadline. You will have the option to opt out of the upgrades at any point during the offers process. (B) Once you have accepted an offer, the Oriel system allows you to opt into/out of upgrades at any time until the upgrade deadline has passed. If you opt into upgrades, and an upgrade becomes available, you do not have an option to decline the upgrade and you will not be able to return to your previous offer. Upgrades automatically replace your initial offer.**

A.

The screenshot shows a web interface for accepting an offer. On the left, under 'Offer / Information For Acceptance', there are sections for 'UNDERSTANDING UPGRADES' and 'ACCEPTING THE OFFER'. The 'ACCEPTING THE OFFER' section includes two checked checkboxes: 'I confirm that I wish to accept this offer' and 'I wish to 'OPT IN' to automatic upgrades'. On the right, under 'Offer / Actions', there is a green button labeled 'Confirm Acceptance'.

B.

| Offer / Information | Offer / Actions |
|---|--|
| <p>YOU HAVE ACCEPTED THIS OFFER</p> <p>If you opt to accept with upgrades you are agreeing that should one of your higher preference posts become available (possibly through being declined by a higher ranked applicant) you want to be automatically upgraded to this post. Once you have been upgraded it is not possible for your previous offer to be reinstated.</p> <p>The upgrade deadline for this offer is currently 10:10 on Thursday 22 Jun 2017.</p> <p>Please note deadline dates are subject to change.</p> <p><input checked="" type="checkbox"/> I wish to 'OPT IN' to automatic upgrades</p> | <p>This offer has been accepted. To update your opt in status please update the 'I wish to Opt IN to automatic upgrades' check-box to the left and press save below.</p> <p>Save Opt In/Out</p> <p> Upgrade PNRO preferences</p> |

Please note, these screenshots are from Oriel 1 and will not be the exact match to what you will see as we have updated the system to Oriel 2. This document will be updated closer to preferencing opening

Clearing

Depending on the number of posts remaining at the end of the offer process, a clearing process to match remaining appointable candidates to available programmes may be undertaken. If a 'round two' takes place, candidates will have the option to re-preference all of the remaining Training Providers and offers will then be made in rank order. Further information will be provided if required.

Candidate Handover

Once matching outcomes are confirmed, NES notifies the Training Providers which trainees they have matched with. In order for pre-employment checks to be undertaken, as part of the handover, NES will forward Training Providers the application forms and supporting documents of their matched trainees. Pre-employment checks include, but are not limited to:

- passing final exams and successfully completing a Master's Degree in Pharmacy;
- undertaking a Disclosure Scotland/Protecting Vulnerable Groups Scheme (PVG) check;
- satisfying the right to work in the UK check;
- undertaking an Occupational Health Clearance.

The Contract of Employment will be issued by the Training Provider and this will be an agreement between the Training Provider and the pre-registration trainee. Please note, NES is NOT the employer for the training programme. The Training Provider ultimately has the right to refuse employment.

Withdrawing from a post once the Offer Process is complete displays a level of unprofessionalism. It will mean that the post is no longer available to other candidates who wanted it. It also leaves the Training Provider with no trainee for that training year.

Please remember only to preference programmes you are willing to undertake and if you do not wish to accept a post, please decline it prior to the offer window closing so it can be offered to another applicant.

Further Information & Useful Links

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

NES website: <http://www.nes.scot.nhs.uk/education-and-training/by-discipline/pharmacy/pre-registration-pharmacist-scheme/prps-recruitment/information-for-trainee-applicants.aspx>

Training Provider Information Statements: <https://nes-tpi.azurewebsites.net/TPinfo.html>

If you have any queries in the meantime, please contact the Pharmacy Recruitment team (NES HR Department) in the first instance:

Email: pharmacy.recruitment@nes.scot.nhs.uk

Data Sharing

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

Appendix A: Pre-registration Pharmacist Person Specification 2021 entry

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

Notes

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

Appendix B: Pre-registration Pharmacist Professional Attributes Framework (PAF)

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 (NHS Values 1)
- 1.3 Accurately assesses, takes into account and is sensitive to the person's current and longer-term expectations, needs, situation and their wider social circumstances (NHS Values 2 & 4)
- 1.4 Shows genuine interest in, and compassion for, the individual; makes them feel valued (NHS Values 4)
- 1.5 Works collaboratively with individuals, empowering and guiding every person to make an informed choice in their care (NHS Values 1)

2. Communication and Consultation Skills

- 2.1 Adapts approach, language or communication style for audience and across a variety of contexts
- 2.2 Identifies and interprets non-verbal cues from others
- 2.3 Effectively uses non-verbal communication
- 2.4 Seeks confirmation of understanding when communicating, clarifying where necessary
- 2.5 Elicits accurate and relevant information from individuals
- 2.6 Provides accurate and clear information and advice to people receiving care and colleagues
- 2.7 Instils confidence in others through communication style
- 2.8 Effectively builds rapport with individuals; asks open questions and facilitates a two-way dialogue
- 2.9 Breaks down complex information in a way that can be easily understood by others
- 2.10 Actively listens to others; is focussed and attentive to what they have to say (NHS Values 4)
- 2.11 Exhibits suitable levels of confidence and assertiveness when communicating; able to influence appropriately
- 2.12 Ensures has the relevant information before communicating

3. Problem Solving, Clinical Analysis and Decision Making

- 3.1. Applies clinical knowledge in the practising environment; draws all knowledge together and builds upon what they have learnt to benefit the 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 information, or seeks to find out when uncertain
- 3.4. Undertakes a holistic approach to problem solving and decision making; integrates and assimilates information about the individual from different sources to ensure a person-centred outcome (NHS Values 1)
- 3.5. Explores multiple options when problem solving and making decisions; weighs up pros and cons associated with all options
- 3.6. Identifies the most important and relevant pieces of information effectively
- 3.7. Critically appraises information; applies a questioning approach and seeks to further understand and explore rather than taking things at face value
- 3.8. Undertakes a logical and systematic approach to problem solving; methodically working

through an issue or problem

- 3.9. Effectively uses mathematical skills in pharmaceutical calculations in the context of person-centred care

4. Self-directed Learning and Motivation

- 4.1. Demonstrates curiosity, commitment and a desire to learn
- 4.2. Shows enthusiasm and passion for the role
- 4.3. Takes ownership for identifying own learning gaps and development needs; records progress/development activities and stays up to date
- 4.4. Seeks, and acts upon, advice, support and feedback to assist their own learning and development (NHS Values 3)
- 4.5. Undertakes reflective practice; analyses and evaluates how they may have done something differently or what went well
- 4.6. Demonstrates awareness and acknowledgement of own limitations and boundaries in relation to knowledge and competence
- 4.7. Is a self-starter; demonstrates proactivity, initiative and willingness to take on opportunities and learn
- 4.8. Is driven to achieve the highest standards of care and strives for excellence (NHS Values 3 & 5)

5. Multi-Professional Working 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
- 5.3. Builds and maintains meaningful and trusting relationships with team members and other health and social care professionals outside of the immediate team (NHS Values 1)
- 5.4. Demonstrates an awareness of other team members' workloads and pressures and adapts their interactions accordingly
- 5.5. Works collaboratively; provides assistance, support and guidance to other members of the team for the benefit of the person receiving care (NHS Values 1)
- 5.6. Provides constructive feedback for both individual development and continuous improvement (NHS Values 5)
- 5.7. Motivates and leads others; acts as a role model
- 5.8. Demonstrates willingness and ability to actively learn from others
- 5.9. Demonstrates an awareness of the available resources within the team and makes use of these through appropriate delegation to achieve person-centred outcomes

6. Quality Management and Organisation

- 6.1. Is accurate in their work and undertakes quality assurance processes, demonstrating excellent attention to detail (NHS Values 3)
- 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; understands the importance of tasks and deadlines
- 6.5. Takes a methodical, ordered and structured approach to 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 and safeguarding
- 7.2. Takes responsibility for self and is accountable for ones' own actions or lack of actions
- 7.3. Demonstrates honesty and trustworthiness (NHS Values 2)
- 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 (NHS Values 2 & 6)
- 7.7. Is prepared to challenge poor practice or behaviours, or speak up when errors or oversights are observed

8. Resilience and Adaptability

- 8.1. Responds well to change, and is willing to initiate change where appropriate
- 8.2. Agile; able to quickly adapt to changes in roles, demands or environment
- 8.3. Demonstrates resilience; able to bounce back from difficult situations, setbacks or challenges
- 8.4. Manages own emotions during interactions with others and does not allow emotions to influence decisions
- 8.5. Remains calm, and is able to work effectively, in high pressured situations

9. Pharmacy in Practice

- 9.1. Understands and appreciates pharmacy workflow and dynamics of clinical practice
- 9.2. Understands the broader pharmacy landscape, its position and interaction with the wider healthcare context and the progression of a person's journey through this
- 9.3. Demonstrates an awareness of the business and financial responsibilities within healthcare

Note

Where a behavioural indicator links to one or more of the six NHS values, this has been indicated. Further information about NHS values can be found at [The NHS Constitution for England - GOV.UK](https://www.gov.uk/government/organisations/nhs/about/nhs-values)

Appendix C: PRPS Scotland – Job Description



NHS Education for Scotland (NES)
NHS Pre-Registration Pharmacist Scheme
Job description

1. Job details

Job Holder

.....

Job title**Pre-registration Trainee Pharmacist****Reports to:**

Allocated Tutor or Pre-registration Manager

Liaises with:

Pre-registration tutor, Pre-registration manager, supervisors and trainers in the organisation, other Pre-registration Trainees in NHS Scotland.

Base:**Job Description Revised:** April 2007**2. Job purpose**

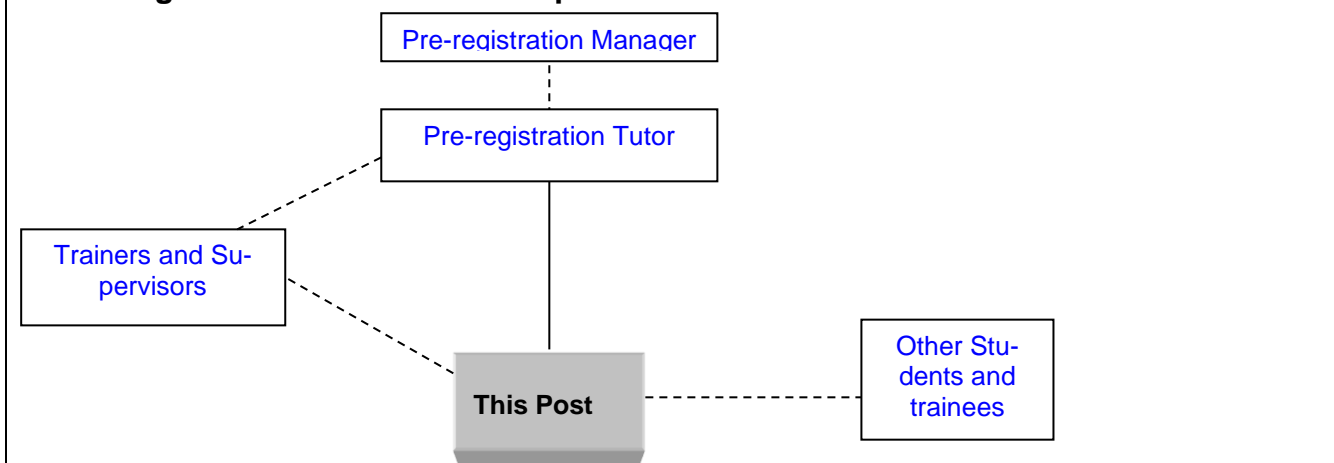
The job purpose is to ultimately achieve registration with the General Pharmaceutical Council (The Regulator). The job holder is responsible for the delivery of the agreed standard of pharmaceutical care for the identified patient population, safely, effectively and within the defined limits of responsibility,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

3. Job dimensions

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

The job holder:

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

4. Organisational chart for this post.**5. Role of the Organisation**

The aim of the Pharmacy Service provided by the Organisation is to assure quality of patient care in the provision of treatment with medicines. To this end the objectives are:

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

6. Key result areas

This is a training post with the personal development objectives prescribed by the Regulator and NES through the performance standards listed in the Pre-registration Training Scheme Manual.

The job holder:

- is required to undertake continuing professional development to ensure that the personal knowledge base is maintained and improved.
- is expected to achieve competence as specified in the Pre-registration Training Scheme in all areas of pharmacy practice, and maintain records providing evidence of this training. The pre-registration Training Scheme includes a timetable specifying the time to be spent in each area.
- is required to carry out delegated tasks effectively, according to the Organisation's procedures and standards.
- is required to have a working knowledge of all relevant Organisation procedures, policies and standards, and to apply and maintain them in the area of work, including any specific requirements of a quality management system.
 - has specific Health and Safety responsibilities as defined by the Organisation Health and Safety Handbook to ensure safe working practices and that facilities and equipment are maintained to the appropriate standard, and that optimum use is made of them. The job-holder should ensure that staff are both safety and security conscious.
- will participate in uni- and multi-professional research.
- will gain experience in the routine management of personnel and demonstrate an ability to prioritise workload in liaison with senior staff.

7. Systems and Equipment

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

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

8. Assignment and review of work

The job holder is a member of the professional staff of the Organisation and will work within strategic and policy guidelines established by the Organisation.

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

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

9. Decisions and Judgements

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

10. Communications and working relationships

The job holder will regularly consult with the tutor allocated to support pursuance of the pre-registration training scheme.

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.

11. Physical demands of the job

The job holder:

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

12. Most challenging part of the job

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

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

To ensure that the delivery of individualised patient care is safe, effective and efficient.

To effectively adapt the service within a changing NHS.

13. Knowledge, Training and experience required to do the job

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

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

14. Job description agreement

Job holder's signature Date

Hospital Senior Officer/Head of Department:

..... (Title)

signature Date

Community Manager/Head of Department:

..... (Title)

signature Date