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

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

The scheme has the purpose of ensuring that all pharmacists are prepared in a way that allows them to use their clinical skills to serve patients and the NHS.

All pre-registration pharmacists recruited into the PRPS receive the same salary, enjoy the same core terms and conditions, and follow a similar training programme that includes cross sector experience. A series of nationally co-ordinated study days complement the training programme.

This booklet describes the arrangements, and the opportunities available, for pre-registration pharmacist training in Scotland for the 2017-18 training cohort. Information is provided on how the scheme is structured and how the recruitment process operates.

Specific information on the Training Providers in each NHS Board Area – and the training provision offered – is available to trainee applicants via the online recruitment system.

In preparation for their application, NES strongly recommends candidates to refer to this information and contact the named person as required. The candidates have been advised that they must also consider visiting the training sites as part of their preparation. NES asks Training Providers to engage with this exercise and support the applicants. The exercise also serves to help Training Providers identify suitable candidates for recruitment into their organisations.


The information is updated on a regular basis.

For your information, an Information Booklet is also available for potential trainees which you may also wish to refer to. It is available at www.nes.scot.nhs.uk/education-and-training/by-discipline/pharmacy/pre-registration-pharmacist-scheme/prps-recruitment/information-for-trainees.aspx
NHS Education for Scotland (Pharmacy) (NES Pharmacy) and Pre-registration Training

NES Pharmacy provides education and training for all NHS pharmacists and registered technicians in Scotland.

The majority of NES Pharmacy course provision is by direct learning events on a local basis. NES Pharmacy has a network of local Postgraduate Tutors who arrange direct learning courses with topics determined by a variety of needs assessment methods. The programme content is informed by ‘top down’ guidance, reflecting local issues and national health priorities, from specialist groups, the Scottish Government, our professional body and service managers. There is also a ‘bottom up’ approach, with practitioners being consulted about their priorities, allowing NES to help pharmacists to undertake their Continuing Professional Development.

The direct learning courses are provided over 13 areas in Scotland, from Highland to Borders, and encompass evening courses and day courses with a variety of teaching methods, including lectures, workshops, and case studies.

For pharmacists unable to attend local or national courses, NES Pharmacy promotes a number of distance and e-learning packages in a variety of subjects.

The details of the direct learning events, and the list of available distance and e-learning packages, are detailed in the NES Pharmacy Portal that all pharmacists, registered technicians and pre-registration pharmacists in Scotland have access to. Full details are also available via the NES Pharmacy website.

In line with professional guidance and other Continuing Education centres, pre-registration trainees are now allowed access to all NES Pharmacy distance learning resources and direct learning courses.

NES Pharmacy also provides resources to allow pharmacists to undertake formal postgraduate qualifications. The majority of these courses have been Diploma/MSc in Clinical Pharmacy, allowing pharmacists to further specialise and increase their knowledge and skills in this area.
Until the PRPS, NHS Education for Scotland (Pharmacy) contributed to pre-registration training by:

- coordinating and organising the recruitment of pre-registration pharmacists for the hospital sector in NHSScotland
- the provision of direct learning events and distance learning packs
- facilitating Cross Sector Experience for pre-registration trainees by coordinating placements.

The remit for pre-registration pharmacists has now expanded towards the development and management of an educational infrastructure for pre-registration pharmacists and their tutors, and the provision of on-going educational support to meet quality standards.

NES will provide a pre-registration training grant - based on “Agenda For Change” pre-registration salary - that will cover fully the salary and employer on-costs for trainees recruited into the scheme.

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

Further information about NES Pharmacy can be found on the website: [www.nes.scot.nhs.uk/education-and-training/by-discipline/pharmacy.aspx](http://www.nes.scot.nhs.uk/education-and-training/by-discipline/pharmacy.aspx)
The PRPS has established and utilises an educational framework for pre-registration pharmacist trainees, supervisors and tutors from both hospital and community practice in NHSScotland. The PRPS uses approved tutors who will supervise trainees on standardised, broad-based training covering primary and secondary care sectors, all in accordance with the requirements of the General Pharmaceutical Council (GPhC).

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

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

- **Educational Agreements**
  The Educational Agreement, between NES Pharmacy and the approved training provider, states the funding to be provided in respect of the placements, and specifies the NES & the General Pharmaceutical Council (GPhC) requirements for the training placement. Some aspects of employment terms and conditions – for example, salary, weekly hours of work, holidays, and study time – are included in the educational agreement to ensure consistency between training providers.

  All pre-registration pharmacists involved in the PRPS will be paid the same salary, whatever their training “base” and, as the PRPS is an NHS scheme, this will be determined under Agenda for Change. The salary is equivalent to the bottom of Agenda for Change Band 5. The trainees are NOT being appointed to Band 5 and the increment applied to Band 5 appointees under the preceptorship arrangements does not apply. The trainees will also have the same generic pre-registration pharmacist Job Description.
Section 2
The PRPS Programme

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

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

  It is the Training Providers who will make the final decisions on the individuals to be recruited into their organisations. The recruitment processes followed by the PRPS will comply with appropriate Human Resources requirements, and the current General Pharmaceutical Council (GPhC) Recruitment Guidance.
Prescribed training programme and course work.

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

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

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

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

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

The programme framework includes cross sector experience, first aid training and a mock registration assessment.

In the future, it is intended that the PRPS programme will evolve toward the establishment of a fully standardised programme that is focused on the achievement of specific learning outcomes, and be structured to ensure that each element of this required teaching and training is carried out in the most appropriate practice setting. The learning outcomes of the training programme will be as specified by the GPhC.
Introduction

Previously, participation in the PRPS has been controlled by the maintenance of an approved list of training bases. The List offered a flexible mechanism for involving pharmacy training providers in the PRPS.

To be included in the list, a Training Provider had to commit to the PRPS Educational Agreement, and the pharmacy(s) visited to verify that the required criteria are being met.

To improve the management and responsiveness of the approval process, respond to published GPhC standards, and build on closer working relationships between NES and the GPhC to support the quality management of pre-registration pharmacist training placements, a revised process has now been implemented. The new process is a cyclical exercise conducted for each training year with NES approval leading to GPhC training site registration.

The revised process is based on a premises visit procedure and/or recorded experience of that pharmacy as a training site – i.e. information gleaned by NES from previous quality management processes such as trainee questionnaires and tutor appraisal. Information from other sources, for example the GPhC, will also be included in the process.

The approval process is timetabled to allow for the underpinning procedures to be carried out, and to ensure that the organisation and preparation for each training year is completed in time for its start.
Section 3
Requirements for Training Provider Participation

Pharmacy organisations will be invited to express their intentions to participate in the PRPS training year at the start of the calendar year.

All Training Providers declaring an interest to be involved in the PRPS are required to sign up to the Educational Agreement. The Educational Agreement is a declaration that the organisation will adhere to the requirements of participation in the PRPS. The Training Provider must also complete an online Information Statement that will be available to PRPS applicants.

This Information Statement is used for the recruitment process and will provide background information on the Training Provider and the contact details of the person with whom potential candidates can discuss pre-registration opportunities. The Information Statement will also list the training practices that may be used by the Training Provider for the corresponding training year.

The information on Training Providers involved will be posted on the NES Pharmacy website as part of the recruitment exercise.

When the recruitment cycle is complete and the available places have been determined, NES will pursue the approval of each training practice. This process of approval will be determined by whether the practice has been involved in training within the previous three training years or not.

All new training sites must be visited and the PRPS approval visitation procedure followed. This includes any training site that has not been active in pre-registration training for more than three training years.

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

The NES approval will be notified to the GPhC to progress the registration of these pharmacies.

The approval process aims to ensure that training practices demonstrate that a suitable educational environment exists. That is, the necessary facilities and support are in place to provide the trainees with the level of training required, and that the training practice provides a safe working environment.
Details of the training places available in each NHS Board Area are published via the online recruitment system in advance of PRPS going live.

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

The number of available (i.e. funded) places in the scheme is totally dependent on the level of funding. There remains a cap on the number of funded places in the scheme (currently 170) and it is only this number of places that can be funded through the PRPS.

Being involved in the recruitment process does not guarantee that a PRPS trainee is placed with a Training Provider. This is determined by the matching exercise and the applicant’s score also plays a significant part as the funded places are filled in score order.

Please note, however, assuming that the Training Provider is registered as such with the GPhC (and so has also been approved by NES), the Training Provider can employ as many pre-registration trainees as they wish, but only those trainees recruited into the PRPS will be financially supported by NES Pharmacy.
The PRPS ensures the quality assurance of pre-registration training within Scotland. As well as the quality of training placements, this involves ensuring that all tutors and trainers are suitably trained and approved. Tutors and trainers are provided with on-going educational support to meet quality standards and approval.

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

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

Tutors in the PRPS will participate in an appraisal process that will include a self-assessment against the GPhC tutor guidance, direct observation of the tutor, peer review and feedback from trainees.
NES will provide a pre-registration training grant - based on “Agenda For Change” pre-registration salary - that will cover fully the salary and employer on-costs for trainees recruited into the scheme.

NES Pharmacy will know where trainees have been placed and will transfer funds accordingly. Payments will be made in three instalments paid four-monthly in arrears. Currently these instalments are paid in November, March, and July of the training year.
Please see our website for further information and comprehensive FAQs, based on questions we received from prospective Training Providers in previous recruitment campaigns. Our website also features a noticeboard, which is regularly updated with important announcements.

Overview

The recruitment and selection process aims to match the Training Provider to the most appropriate eligible candidate.

The application process allows the candidate to express their preferences for any particular Training Provider. As part of the selection process, Training Providers are also required to submit a Preference List which details any preferences they have for particular applicants, for example, those who have undertaken vocational or other employment with them. It is very important to note that trainee applicants will only be eligible to progress to the Assessment Centre stage if they are included on a Training Provider Preference List. Where the Training Provider’s preference can be matched with the (eligible) candidate’s preference, this placement is offered by NES.

The final contract of employment is issued by the Training Provider, and any required pre-employment checks including immigration (e.g. applications for Certificates of Sponsorship under Tier 2) are for the Training Provider and candidate to progress. Guidance on this is available via the NES HR Department.

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.

All pre-registration pharmacists, regardless of their personal circumstances, are required to compete for a place on a training programme in the normal way, and all will be assessed on their individual merit. If successful, any individual special requirements should be discussed with the Training Provider.
Overseas pharmacists are able to come and train in the UK and are eligible to apply for training posts provided all other eligibility criteria are met.

Overseas pharmacists are eligible to apply for training posts provided all other eligibility criteria are met and all applications are treated according to the Home Office guidelines in effect at the point of offer. Training posts are considered to be employment for immigration purposes. Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and are considered alongside all other applications. However, those requiring Tier 2 sponsorship and who are required to satisfy the Resident Labour Market Test may not be appointed to a post if a suitably qualified, experienced and skilled UK/EEA or settled worker is available to take up the post.

As per the Home Office rules and regulations, it is the employers responsibility to check each applicant’s identity and immigration status irrespective of whether they are a British Citizen or not. Training Providers are advised to read the Training Providers Guidance document available on our website at www.nes.scot.nhs.uk/education-and-training/by-discipline/pharmacy/pre-registration-pharmacist-scheme/prps-recruitment/information-for-training-providers-and-tutors/guidance-for-prospective-training-providers.aspx for further information regarding Immigration and the PRPS Recruitment Process based on current Immigration rules and legislation.

Further information regarding the Home Office rules and regulations around the prevention of illegal working can be found at: https://www.gov.uk/government/organisations/home-office

It is the responsibility of the Training Provider to check and ensure that employees have the right to work in the UK and that this is maintained throughout the training programme.
Section 4
Recruitment and Selection process

There are five phases to the recruitment and selection process of PRPS trainees – application, visitation and Training Provider Preference List; short-listing; assessment and selection – and each applicant is scored objectively at each stage against the skills and attributes listed in the person specification for the pre-registration training post (see Appendix C).

The Long-listing and Short-listing Process

- **Long-listing:**
  The Pharmacy Recruitment Team checks that applications meet the requirements and essential criteria.

- **Short-listing:**
  Short-listing takes place soon after long-listing onwards. Each anonymised application is objectively scored using the scoring scheme based on the criteria listed in the person specification. Shortlisting is based on the demonstration of the criteria in the person specification assessed at the Application stage.

- **Visitation and Training Provider Preference List**
  As part of the selection process, both applicants and Training Providers are required to submit a preference list. Trainee applicants submit a list of Training Providers that they are interested in completing their training with and Training Providers submit a list of trainee applicants that they would be willing to work with and employ for the training period.

Trainee applicants who are not included on a Training Provider Preference List are not eligible to be invited to the Assessment Centre.

Candidates short-listed to attend the Assessment Centre are notified by email by the Pharmacy Recruitment team and are invited to self-select a date and time slot for their assessment.

- **Assessment Centre**
  The Assessment Centre is held on 6, 7 and 8 September 2016, on an all-Scotland basis organised by NES Pharmacy.

All applicants who are invited to the Assessment Centre are required to undertake a multiple-choice question (MCQ) test, two 15 minute assessments (written) and a 30 minute assessment (verbal). All assessments are invigilated and will assess some of the competencies in the Person Specification, including the applicants’ numeracy skills. The assessments each require a minimum pass mark to be satisfied. Failure to meet the minimum standards required will result in a candidate being deemed ineligible to join the scheme.
Assessors involved in the Assessment Centre receive training in the assessment process and in Equality and Diversity legislation. Please note that all Assessors involved in the assessments are doing so to assist in the identification of a pool of eligible candidates. They are NOT assessing candidates for their own organisation.

The scores for each phase - the application form, the MCQ, and the verbal and written exercises are cumulative throughout the process with the applicants' final score determining their place in the ranked list of applicants eligible to be recruited into the scheme.

Following establishment of this list of eligible applicants, a process of matching is undertaken, based on the Training Providers and the candidates stated preferences to recruit the successful candidates.

- **Selection**

  Following the establishment of this list of eligible applicants a process of matching is undertaken to recruit the successful candidates based on the Training Providers and candidates stated preferences.

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

  - **Eligibility** determined by total score, and
  - **Success** eligible applicants being matched to Training Providers (via preferences).

Further information regarding the recruitment process of PRPS trainees can be found at: [www.nes.scot.nhs.uk/education-and-training/by-discipline/pharmacy/pre-registration-pharmacist-scheme/prps-recruitment/information-for-training-providers-and-tutors/guidance-for-prospective-training-providers.aspx](http://www.nes.scot.nhs.uk/education-and-training/by-discipline/pharmacy/pre-registration-pharmacist-scheme/prps-recruitment/information-for-training-providers-and-tutors/guidance-for-prospective-training-providers.aspx). Documents such as the Information Booklet for Prospective Trainees and the Trainee Application Form Guidance, are available for trainees here.
The Pharmacy Recruitment Team issues the matching results to applicants via email once matching has taken place.

The NES final deadline for acceptance of offers is 28 September 2016. If offers are declined prior to the deadline, further offers are made to the next highest scoring candidate where a match is possible.

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

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

If Training Providers have been successfully matched with an applicant in the first round matching and the offer has been accepted by the prospective trainee, NES will notify the Training Provider via email on **17 October 2017**.

Please note that if you do not receive a notification email on **17 October 2017** you have not been successfully matched in Round One.

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

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

- Occupational health clearance
- Disclosure Scotland / Protecting Vulnerable Groups Scheme (PVG)
- Immigration status

It is then the Training Provider’s responsibility to establish contact with the trainee/s and progress pre-employment checks. Training Providers are advised to issue a conditional offer of employment and a contract as soon as possible.
Section 4
Round Two Recruitment Event

After the NES deadline for acceptance of offers, 28 September 2016, NES may organise a Round Two recruitment event if required.

These events feature “round robin” interviews, each Training Provider with a space or spaces to fill can attend. The required number of unmatched candidates are invited to attend based on their ranking following the Round One assessment process. Each candidate spends 10-15 minutes with each Training Provider and, at the end of the event, NES is provided with each Training Providers list of preferred candidates. Candidates are also be asked to review their preferences at the end of the event. NES then matches as appropriate in score order. It is important to note, however, that there has not been a requirement to run a Round Two event for the last four years as all places have been successfully filled in Round One.
Candidates seeking a pre-registration place in the NHS PRPS are first asked to consider their preferences.

To help with this, each Training Provider in the PRPS has to provide an “Training Provider Information Statement” which is published via the online recruitment system, where trainee applicants will be able to access each statement. (Please refer to Appendix A, Recruitment Timetable, for the timescales involved). The Training Provider Information Statement is an opportunity for employers to market themselves to potential trainees and to provide them with up to date information on their training practice and how they would like to be contacted. Candidates are encouraged to review all of the information for the hospital and community Training Providers in each NHS Board area that they may be interested in applying to.

As has been stated previously, successful recruitment into the PRPS is dependent on matching with an Training Provider (their preferences checked against a list of preferred candidates provided by Training Providers).

It is emphasised to the candidates that, to this end, it is very important that their preferred Training Provider(s) get(s) to know them prior to the selection process. It is strongly suggested that they should endeavour to make contact with all of their preferred Training Providers to discuss the opportunities for vocational or part-time employment with them or, at least, to arrange to visit the pharmacy and discuss pre-registration training with them.

Training Providers are asked to respond to this, and engage with the candidates. Training Providers are required to identify their preferred candidates prior to NES issuing invites to the Assessment Centre in September by completing an online Preference List. Candidates who do not appear on a Training Provider Preference List by the July deadline, are not eligible to be invited to the Assessment Centre.
Section 5
Matching - Training Provider Preferences

IMPORTANT:
Each Training Provider is asked, prior to the Assessment Centre, to provide a list of names of preferred candidates for matching purposes.

Each Training Provider is contacted by email by the NES Pharmacy team in June and provided with a link to the online Preference List which must be submitted by the stipulated deadline. (Please refer to Appendix A, the Recruitment Timetable, for the required dates.) Only candidates included on a Training Provider Preference List by this deadline, are eligible to be invited to the Assessment Centre. Any candidates who do not attend the Assessment Centre are not eligible to be matched to a NES-funded training post, including the recycling of posts and funding.

Training Providers can only select a candidate on their Preference List by entering the candidate's unique reference number into the online system. As an integral part of any visits / placements / or interviews, Training Provider's must ask the candidate for their unique applicant number. Training Provider's must ask the candidate for this number as standard process, and should not wait until a decision has been made regarding who to include on their Preference List.

Training Providers who do not provide such a list of names cannot be matched in the Round One process, and must wait until the Round Two event. The number of funded places remaining to be filled in Round Two is determined by the success of Round One and may, therefore, be limited.

The Round Two event features "round-robin" interviews. Each Training Provider attending will spend 10-15 minutes with each candidate invited and, at the end of the event, each Training Provider will be asked to provide a list of preferred candidates. The candidates are also asked to review their preferences at the end of the event, and NES will then match as appropriate.
The PRPS recruitment process is founded on allowing the Training Providers to make the decisions with regard to which trainees are recruited.

NES does not allocate trainees to Training Providers, who are not included on the Training Provider’s Preference List. Equally, applicants will not be allocated to a Training Provider that they have not indicated a preference for completing their training with. As previously stated, the application and assessment process is about scoring points and determining a candidate’s eligibility to join the scheme – i.e. there is an overall “pass” mark that has to be achieved.

The total score obtained also determines the priority in terms of when candidates are eligible to be matched.

Successful recruitment into the scheme requires a matching of eligible candidates to Training Providers.

Round One
The first round matching process involves matching the Training Providers list of appointable candidates with the candidates’ stated preferences for Training Provider.

The key to being matched in the first round is to be included on one or more candidate’s list of preferred Training Providers.
- Training Providers who do not provide the names of preferred applicants cannot be matched.
- Candidates not on a Training Providers list cannot be matched.

Round Two
The matching process for Round Two is the same process as Round One; candidate’s and Training Provider’s preferences determines the outcome and offers are made according to the ranked order following the Round Two event in October.

It is important to note that the number of places available in the Round Two process is determined by the success of the Round One exercise, and may be very limited. There has not been a requirement for a Round Two event for the last four years.
### Section 5: Matching Process

**Matching Scenario examples**

#### Table One

<table>
<thead>
<tr>
<th>Score</th>
<th>Applicant Name</th>
<th>Employers Lists</th>
<th>Applicant Preferences</th>
<th>Match?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
<tr>
<td>Higher</td>
<td>AB</td>
<td>Rowlands</td>
<td>Rowlands</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CD</td>
<td>Boots UK</td>
<td>NHS Grampian</td>
<td>Boots UK</td>
</tr>
<tr>
<td></td>
<td>EF</td>
<td>Boots UK</td>
<td>Lloyds Pharmacy</td>
<td>Boots UK</td>
</tr>
<tr>
<td></td>
<td>IJ</td>
<td>Boots UK</td>
<td>Co-op Pharmacy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KL</td>
<td>J Smith Chemists</td>
<td>Boots UK</td>
<td>Lloyds Pharmacy</td>
</tr>
<tr>
<td></td>
<td>MN</td>
<td>Boots UK</td>
<td>NHS Gtr Glasgow</td>
<td>NHS Lothian</td>
</tr>
<tr>
<td></td>
<td>OP</td>
<td>Morrisons</td>
<td>Morrisons</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QR</td>
<td>Morrisons</td>
<td>Morrisons</td>
<td></td>
</tr>
<tr>
<td>Lower</td>
<td>ST</td>
<td>Michie Will</td>
<td>Webster Baird</td>
<td>Webster Will</td>
</tr>
</tbody>
</table>

- **No order of preference.** The candidate is on the employers list or is not. Each employer may express an order of priority for the candidates listed. This may be considered, but is of secondary importance to the candidate's score.

- **The candidate must express their choice of employer in an order - one to eight - of preference.**
Section 5
Matching Process

Scenario examples

Candidate states preferences and is listed by one or more Training Providers

This will be a Round One match if the candidate’s preferences include the Training Providers listing the candidate. The offer of a place arising from this matching will be made in accordance with the candidate’s order of preference.

Examples from Table One:

- **Candidate AB:** This is a straight match with Rowlands.
- **Candidate CD:** There are three matched here, but the offer made - determined by the candidate’s order of preference – would be of a place with NHS Grampian.
- **Candidate EF:** There are two matches here, but the offer made - determined by the candidate’s order of preference – would of a place with Boots.
- **Candidate KL:** The match possible here is with the candidate’s sixth preference.
- **Candidate ST:** This candidate matches with the four Training Providers and there are, therefore, potentially four matches. The candidate is a lower scorer, however, and some of the places may already have been filled. The offer may therefore be determined by the places remaining to be filled. In this case, also, any priorities expressed by the Training Provider may be considered in determining any offer.
Multiple matches for the one post

That is, there is more than one candidate with a direct match for a particular place in the scheme

Example from Table One:

- **Candidates OP and QR**: The place will be first offered to the candidate with the higher score. It is possible that there may be more than one place with the Training Provider in which case both candidates would be offered a place.

Candidate preference and Employer list do not provide a match

A Round One match is not possible. The candidate may be invited to Round Two if they have ranked highly within the pool of candidates eligible for Round Two.

Example from Table One:

- **Candidate MN**: The candidate is listed by Boots only. The candidate states a preference for hospital posts, but is not listed by any hospital Training Provider. There are no matches possible.
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. These checks should include occupational health clearance, reference checks, Disclosure Scotland / Protecting Vulnerable Groups Scheme (PVG) and immigration status checks.

Please note that it is the Training Provider’s responsibility to ensure that these checks are carried out.
All pre-registration pharmacists recruited into the NHS Pre-registration Pharmacist Scheme will receive the same salary and enjoy the same core terms and conditions.

- **Educational Agreement**
  As stated earlier, NHS Education for Scotland will agree an Educational Agreement (EA) with each approved training provider. This EA 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 Educational Agreement.*

  The EA specifies some of the employment terms and conditions that must be included in a contract of employment to ensure consistency between training providers. The matters to be specified in the EA include salary, weekly hours of work, holidays, study/project time and attendance at study days.

- **Each trainee in the NHS PRPS will:**
  - Be paid an annual salary (52 weeks) of £22,218 (This is the 2016 rate – to be reviewed in April 2017). Please note that these terms are based on Agenda for Change and the salary is equivalent to the bottom point of Band 5. This facilitates the placement of hospital trainees on the pay spine. Trainees are, however, NOT appointed to Band 5 and paragraph 1.8 of the handbook does not apply.
  - Work 37.5 hours per week. These hours will be worked as part of the normal weekly opening hours of the training base.
  - Receive 27 days annual leave and 8 public holidays.
  - Be allocated one half-day per week (or equivalent) protected time for study or project work

  The number of study days to be attended will be the same for each trainee as part of the core training programme. There may be other matters included in the EA that are aimed at ensuring the consistency of training experience between training providers.

- **Contract of Employment**
  Beyond the matters covered by the EA, it is for the Training Provider to detail any specific terms and conditions of employment. The Contract of Employment is a matter for agreement between the pre-registration trainee and the employer, (NES is **NOT** the employer)
Section 7
Contacts

Central Offices - Pharmacy

Stephen Peddie
Lead Pharmacist Educational Development
E stephen.peddie@nes.scot.nhs.uk

Marie Notman
Administrator (Pharmacy)
E marie.notman@nes.scot.nhs.uk

Central Offices (Pharmacy)
Telephone: 0141 223 1600

Postal Address:
NHS Education for Scotland (Pharmacy)
3rd floor, 2 Central Quay
89 Hydepark Street
Glasgow
G3 8BW

Central Offices - HR Department

If you have any queries regarding the recruitment process, please contact
E pharmacy.recruitment@nes.scot.nhs.uk

Postal Address:
Pharmacy PRPS Recruitment, HR Dept
NHS Education for Scotland
Westport 102,
West Port
Edinburgh
EH3 9DN

Online Recruitment System

All queries regarding the online application form should be directed to the Pharmacy Recruitment Team in the first instance
E pharmacy.recruitment@nes.scot.nhs.uk
Pre-Registration Pharmacist Scheme Recruitment Training Provider Timetable 2016

<table>
<thead>
<tr>
<th>DATE</th>
<th>RECRUITMENT ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Visitation and placements with Training Providers*</td>
</tr>
<tr>
<td>February 2016</td>
<td>Training Providers submit expressions of interest</td>
</tr>
<tr>
<td>30 Mar 2016</td>
<td>Training Provider Information Statements published via online recruitment system – candidates should begin making contact with prospective Training Providers</td>
</tr>
<tr>
<td>2 May 2016</td>
<td>Application form opens via online recruitment system for candidates to submit application form</td>
</tr>
<tr>
<td>May – August 2016</td>
<td>Assessment Centre panel members selected and training delivered</td>
</tr>
<tr>
<td>1 Jun 2016 @ 12 midday</td>
<td>Deadline for submitting application form</td>
</tr>
<tr>
<td>29 Jul 2016</td>
<td>Training Provider deadline to submit list of preferred candidates.* Candidates who do not appear on a list by this deadline cannot be invited to the Assessment Centre</td>
</tr>
<tr>
<td>8 Aug 2016</td>
<td>- Invites to Assessment Centre released to candidates</td>
</tr>
<tr>
<td>31 Aug 2016</td>
<td>- Candidate Preference List available in recruitment system</td>
</tr>
<tr>
<td>6 Sept, 7 Sept and 8 Sept 2016</td>
<td>Training Provider deadline to submit ranked-order list of preferred candidates*</td>
</tr>
<tr>
<td>9 Sept 2016 @ 12 midday</td>
<td>Applicant deadline for submitting Candidate Preference List via online recruitment system</td>
</tr>
<tr>
<td>19 Sept 2016</td>
<td>Round One Matching results released. 48 hour response deadline on any offer made</td>
</tr>
<tr>
<td>19 Sept – 28 Sept 2016</td>
<td>Subsequent waves of offers released. 48 hour response deadline on any offer made</td>
</tr>
<tr>
<td>30 Sept 2016</td>
<td>Deadline for acceptance or rejection of final offers</td>
</tr>
<tr>
<td>6 Oct 2016</td>
<td>Confirmation of offers issued to candidates</td>
</tr>
<tr>
<td>17 Oct 2016</td>
<td>Training Providers notified of successful matches</td>
</tr>
<tr>
<td>Oct 2016</td>
<td>PROVISIONAL: Round Two. Event will only take place if there are training places remaining</td>
</tr>
<tr>
<td>End Nov 2016</td>
<td>All places in PRPS filled</td>
</tr>
<tr>
<td>w/c 31 July 2017</td>
<td>PRPS posts commence</td>
</tr>
</tbody>
</table>

*NES advises all trainee applicants to contact Training Providers to arrange site visits and/or placements. This provides an opportunity for both parties to meet one another prior to Preference List deadlines. Candidates who do not appear on a Training Provider list will not progress to the Assessment Centre.
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 NHSScotland.
   Base Job Description Revised April 2007

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

3 Job dimensions
   This is a fixed term (one year) training post. The job holder is part of a cohort of pre-registration pharmacists undertaking a planned rotational programme involving work and training in all aspects of pharmacy practice, during normal working hours, with participation in 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 General Pharmaceutical Council (GPhC)'s Performance Standards,
   • is responsible, under supervision, for the provision of pharmaceutical care to individual patients,
   • will attend national and local study days as part of the training programme,
   • will liaise with other pre-registration pharmacists within the organisation, area, and across NHS Scotland.
4 Organisational chart for this post

5 Role of the Organisation

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

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

ii. to provide medicines through systems of quality control which ensure safe, effective and economic use.
6 Key result areas

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

The job holder:

• is required to undertake continuing professional development to ensure that the personal knowledge base is maintained and improved,
• is expected to achieve competence as specified in the Pre-registration Training Scheme in all 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 be required to use computer systems and equipment in pursuit of the post objectives.
• In the hospital setting, the job holder will require to use laminar air flow cabinets and pharmaceutical isolators.
8 Assignment and review of work

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

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

9 Decisions and Judgements

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

10 Communications and working relationships

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

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

12 Most challenging part of the job

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

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

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

To effectively adapt the service within a changing NHS.

13 Knowledge, training and experience required to do the job

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

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

**Job Holder**

Signature    Date

**Hospital Senior Officer/Head of Department**

(Title)
Signature    Date

**Community Manager/Head of Department**

(Title)
Signature    Date
## Pre-Registration Pharmacist Trainee Person Specification 2014

### FACTOR

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>WHEN EVALUATED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QUALIFICATIONS</strong></td>
<td></td>
<td><strong>Application Form</strong></td>
</tr>
<tr>
<td>The candidate has:</td>
<td></td>
<td><strong>Assessment Centre</strong></td>
</tr>
<tr>
<td>- a Masters degree in pharmacy or equivalent (This must be achieved on commencement of appointment)</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The candidate has:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- previous experience of hospital or community pharmacy practice</td>
<td>DESIRABLE</td>
<td></td>
</tr>
<tr>
<td><strong>KNOWLEDGE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The candidate has:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- knowledge of current developments and policy affecting pharmacy practice in NHSScotland</td>
<td>DESIRABLE</td>
<td></td>
</tr>
<tr>
<td>- knowledge of the PRPS and the pre-registration training year</td>
<td>DESIRABLE</td>
<td></td>
</tr>
<tr>
<td>- awareness of medicines use in major therapeutic areas</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td><strong>ATTITUDES AND ATTRIBUTES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The candidate has:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- a professional attitude and an understanding of professionalism</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td>- numeracy skills</td>
<td>ESSENTIAL</td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>- effective verbal and written communication skills</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td>- organisational skills including ability to plan and prioritise own workload to meet deadlines</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td>- problem-solving skills</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td>- the ability to work well on own initiative</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td>- the ability to work well with others and has an understanding of the benefits of team working</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td>- a person-centred focus</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td>- a proven commitment to continuing professional development</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The candidate has:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- registered with the General Pharmaceutical Council to undertake pre-registration training (on appointment)</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td><strong>PRE-EMPLOYMENT CHECKS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The candidate has:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- PVG checks</td>
<td>ESSENTIAL</td>
<td></td>
</tr>
<tr>
<td>- References</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Pre-Registration Pharmacist Scheme recruitment flowchart

1. Complete and submit application & visit Training Providers
2. Applications are long-listed
3. Applications are short-listed & Training Providers submit preference list
4. ‘Invitation to Assessment Centre’ emails and ‘Unsuccessful application’ emails issued
5. Assessment Centre held in Edinburgh. Candidates will complete assessments based on criteria in the Person Specification.
6. Candidate Preference Lists completed and submitted
7. Matching Stage 1
   - First wave of Matching offers made
   - Recycling of offers may occur prior to the NES deadline
8. Matching Stage 2
   - Final results released to candidates and Training Providers
   - Handover of candidate details to Training Providers
   - Pre-employment checks completed by Training Providers