

PRPS Information Booklet for Training Providers

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Introduction & Background

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

Since the launch of the PRPS in 2006 NHS Education for Scotland (Pharmacy) has 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 sessions complement the training programme.

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 can be found on our website:

www.nes.scot.nhs.uk/education-and-training/by-discipline/pharmacy.aspx

The information in this booklet is updated on a regular basis. An Information Booklet for prospective trainees is available on the NES website which you may also wish to refer to.

The Pre-Registration Pharmacist Scheme

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

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

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

- **Educational Agreements**

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.

- **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.

- **Core training programme and course work**

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

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

The Workplace Training Plan provides programme templates for hospital 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 discussion sessions and timetabled distance and e-learning.

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

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

Training Provider Participation

Requirements for Training Provider Participation

Pharmacy organisations will be invited to express their intentions to participate in a specified PRPS training year at the start of the calendar year e.g. in January 2020 we invited expressions of interest for the 2021-22 training cohort.

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 (TPIS).

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 Training Provider will upload the TPIS and contact information to the NES TPI site. Once signed off, this information will be made public on NES TPI and therefore accessible for all potential applicants to view.

When the recruitment cycle is complete and the trainees have been matched to their Training Providers, NES will begin the approval process for each training practice. **All new training sites must be visited so that NES can carry out the PRPS approval visitation procedure.** This includes any training site that has not been active in pre-registration training for more than three training years.

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

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

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

Training Provider Information Statement

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 funded PRPS places in the scheme is totally dependent on the level of funding available. There are 200 funded places available as at April 2020.

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.

NES Pharmacy Approved Pre-Registration Tutors

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

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

Tutors in the PRPS will participate in an appraisal process that can include a self-assessment against the GPhC tutor guidance, direct observation of the tutor, peer review and feedback from trainees.

Pre-Registration Training Grant

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

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

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.

Trainee Recruitment

Summary

Recruitment of pre-registration pharmacist trainees for the 2021-22 PRPS training year will begin on 3rd June 2020 when the advert goes live, applications open on Oriel on 10th June and close on 24th June 2020.

Due to COVID-19 restrictions we have taken the necessary steps to ensure the safety of our applicants. The 2020 Assessment Centre has been cancelled and candidates will be assessed by an online assessment method.

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

Training Providers have been given 2 options;

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"

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

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.

Key Dates for 2020 Recruitment

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	30th November 2020 (12pm)
Candidate Handover	By 7 December 2020
Programme commences	July/August 2021

Recruitment and Selection Process

There are six phases to the recruitment and selection process of PRPS trainees: Application, Training Provider Preference List, Longlisting/Shortlisting, Assessment, Preferencing, and Matching Outcomes & Handover. Each applicant is scored objectively at each stage against the criteria listed in the Person Specification and Personal Attributes Framework for the pre-registration training post (see Appendix C).

- **Longlisting**
The NES HR team first checks that applications meet the requirements and essential criteria detailed in the Person Specification.
- **Shortlisting**
Shortlisting will not take place in 2020.
- **Training Provider Preference List**
As part of the selection process applicants are required to submit a preference list of Training Providers that they are interested in completing their training with. Details of the training places available in each region can be found on Oriel and also on the TPI site [here](#). The Training Provider Information Statements (TPIS) allow applicants to search for Training Providers according to their preference for sector and/or geographical area.
- **Situational Judgement Test (SJT)**
All longlisted applicants will be required to undertake an SJT, which will assess all of the competencies in the Person Specification and Personal Attributes Framework. In addition to the SJT, the applicants will sit a 15 minute numeracy test. 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 unappointable. The score a candidate receives in the SJT will determine their place in the ranked list of appointable candidates.
Please refer to the next page of this document for additional information regarding the SJT
- **Selection**
Once a list of appointable candidates is established, along with a preference list from each candidate and from the Training Providers who opted-in to submit a preference list, matching can take place.

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

Eligibility - determined by total score, and

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

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

The criteria that will be assessed against come directly from the [Person Specification](#) and [Pre-Registration Pharmacist Professional Attributes Framework](#)

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 applicants will be asked to place themselves in the role of a Pre-Registration Pharmacist and indicate what they should do in response to the situation presented.

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.

Identifying Preferred Candidates

Training Providers have been asked to opt-in to submitting a preference list by 17th May and so the below only applies to those training providers who have opted-in.

TPIS published 3 June 2020

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

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

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

It is important to keep copies of all relevant documentation used during the process of identifying preferred candidates. You may need to refer back to the documentation to answer questions relating to 'non-preferenced' candidates.

Training Providers should be aware that if you preference a candidate that requires Tier 2 sponsorship, you must already be approved as a sponsor & hold a licence to sponsor a Tier 2 skilled worker. If a Training Provider declares that they hold a Tier 2 sponsorship licence this will be published as part of the TPIS and be made available for applicants to view on Oriel. As a Training Provider, it is your responsibility to be aware of the requirements of sponsoring a candidate that requires Tier 2 sponsorship.

Current UKVI policy will be applicable to the recruitment process. For further information regarding immigration, please refer to the **Immigration Guidance** section.

Eliminating Discrimination & Advancing Equality of Opportunity

Candidates are advised to contact all of their preferred Training Providers prior to the Training Provider Preference List deadline on 15 October 2020 to discuss opportunities for part-time employment, work experience or, at least, to arrange to visit the pharmacy to discuss pre-registration training opportunities.

Unconscious Bias

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

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

Please refer to the PRPS Trainee Person Specification and Personal Attributes Framework (Appendix C) for further details of the selection criteria.

Sources of further employment law information:

<p>ACAS http://www.acas.org.uk</p>	<p>Citizens Advice Bureau http://www.citizensadvice.org.uk/</p>
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Preference Lists

Training Providers have been asked to opt-in to submitting a preference list by 17th May and so the below only applies to those training providers who have opted-in.

16th July – 15th October 2020

Training Providers submit their Preference List via the online recruitment system; the Preference List section will be activated **on 16th July 2020**.

Each Training Provider must complete the list and submit it by the deadline of **15th October 2020**. **It will not be possible to add any further candidates to your Preference List after this date.**

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

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

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

Matching Process

Candidate Preferences

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

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

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

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

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

Training Provider Preferences

As detailed in Preference list Section on page 14.

Matching and Offers

The PRPS recruitment process is founded on allowing Training Providers to make decisions with regard to which trainees are recruited. We have detailed this on page 8 of this document.

In Round One, the candidate is a pharmacy student (current or graduated) that has met the essential criteria of the 2020 PRPS Person Specification and has been deemed appointable following successful completion of the online assessment.

The applicant scores from the online assessment will determine their place in the ranked list of appointable applicants. The application and assessment process is about scoring points and determining a candidate’s eligibility to join the scheme – i.e. there is an overall “pass” mark that must be achieved. Each candidate will also have submitted a preference list by the deadline 30th October.

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

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

Where a candidate can be matched to a Training Provider, this placement will be offered **by NES** via Oriel. The candidate will be asked to confirm their acceptance or rejection of the offer via Oriel, within a 48-hour deadline. Candidates who have not matched to their highest preferred Training Provider may 'hold' their offer until 30 November 2020. Please note that **NES will not consult further with the Training Provider prior to making the offer** – the assumption is that if the candidate is on their preference list or, if they have not submitted a preference list then they are happy for an offer to be made,

Clearing Round

Following completion of Round One, on 30 November 2020, if all 200 posts are not filled, we will then proceed to a clearing round.

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

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

As Training Providers will not be submitting a preference list, they must be willing to accept any of the remaining candidates. Training Providers can put forward only one post into the clearing round, this can be as the Training Provider Organisation or as a specific post location.

The Clearing Round will not consider any Preference List from Round One.

Should you have any further questions regarding the 2020 Recruitment and Selection process, please contact a member of the Pharmacy Recruitment Team via: pharmacy.recruitment@nes.scot.nhs.uk

Matching Explained

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

NES will collate the list of appointable candidates, in rank order. Against each candidate name we will have a list of their Training Provider preferences.

If a candidate has chosen a training provider who has submitted a list, we will check that the candidate appears on their list too. If they do, they will be matched. If the candidate does not appear on the Training Providers list, there will be no match & we will move to their next preference.

If a candidate has chosen a training provider who has not submitted a list, they will be matched.

In both scenarios, NES will check against Training Provider post numbers and eligibility ie Tier 2 Sponsorship. If there are no posts left for the candidate, there will be no match & we will move to their next preference. Likewise, if the candidate needs sponsorship and the Training Provider does not have a licence, there will be no match & we will move to their next preference.

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

Further Information

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

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

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

PRPS Appointments

Offers of Employment

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

The final deadline for acceptance of offers is the 30th of November 2020. 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 will notify matching outcomes to the Training Providers via email by 7th December 2020.

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

Pre-Employment Checks

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

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

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

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

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

Please note that it is the Training Providers' responsibility to ensure that these checks are carried out.

Immigration Guidance

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. Applicants will be required to demonstrate that they hold a visa that allows them to undertake employment within the UK, by the start of the training period w/c 26 July 2021.

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.

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. Any employer found to be employing someone illegally will be subject to severe financial penalty imposed by the Home Office.

As per the Home Office rules and regulations, it is the employer's responsibility to check each applicant's identity and right to work irrespective of whether they are a British Citizen or not. Training Providers are advised to read the Training Providers Guidance document for further information regarding Immigration and the PRPS Recruitment Process based on current Immigration rules and legislation.

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>

Immigration Categories

Tier 2 Sponsorship

To employ a worker who requires sponsorship under Tier 2, employers will need to hold a sponsorship licence and be able to demonstrate that they have met the Resident Labour Market Test (RLMT) requirements. In accordance with current Home Office Policy (as of January 2020) some exemptions from satisfying the RLMT apply. An employer can only recruit a migrant under Tier 2 if:

a) an RLMT has been completed OR b) the job is exempt from the RLMT

Candidates switching from another Tier (e.g. Tier 4) are exempt from this requirement if they have graduated from a UK university within the last 12 months and will therefore be included alongside UK/EEA candidates during matching and releasing offers.

Candidates who require Tier 2 sponsorship but who do not currently hold a visa (e.g. applying from overseas, visa has expired, etc) are not exempt from this requirement. Additionally, candidates who fall into this category cannot satisfy the RLMT due to a specific requirement to issue the Certificate of Sponsorship

within 6 months of the post first being advertised. Candidates who fall into this category will therefore be excluded from the process at the long-listing stage, unless they can provide evidence of eligibility to apply under a different visa category.

If you do not hold an employer sponsorship licence you cannot legally employ someone who requires a Tier 2 visa. Workers who require Tier 2 sponsorship cannot undertake employment in the UK without being sponsored by an employer. As previously mentioned, you must be aware that you can only preference a candidate that requires Tier 2 sponsorship if you currently hold a Sponsorship licence for Tier 2 visas. As an employer, it is your responsibility to be aware of the requirements of sponsoring a candidate that requires Tier 2 sponsorship, both prior to appointment and for the duration of the training period.

Health and Care visa (Tier 2)

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](#).

Tier 4 Overseas Students

Tier 4 visa holders have been granted a visa to allow them to complete a course of study within the UK and must switch to another Tier in order to legally work (for more than 20 hours per week) in the UK. Tier 4 visa holders may be eligible to apply for a Tier 2 visa if they are sponsored by an employer with a sponsorship licence. Candidates would be required to switch to a Tier 2 visa and gain sponsorship by an employer, by the start of the training period in July 2021.

Tier 5 Youth Mobility Scheme

Applicants who fall into the above category may also have the right to work in the UK and will require a visa from the Home Office which indicates the conditions of their right to work in the UK.

'Family of a settled person', 'Dependent of a PBS visa holder' or 'UK Ancestry Visa'

Applicants who fall into the above categories may also have the right to work in the UK and will require a visa from the Home Office which indicates the conditions of their right to work in the UK.

If you would like further information regarding immigration, please see the Home Office Guideline here: <https://www.gov.uk/government/publications/sponsor-a-tier-2-or-5-worker-guidance-for-employers>

DEFINITIONS:

What is the Resident Labour Market Test?

An employer may want to recruit a migrant from outside the settled workforce for a skilled job. The employer can only do this if a resident labour market test is completed and it can be demonstrated that there is no suitable settled worker who can do the job. The resident labour market test is a set of criteria determined by UKVI, which must be met. The PRPS recruitment process does not satisfy the RLMT, and an exemption must therefore be applicable.

What is the Shortage Occupation List?

Specific types of work that have been officially listed as occupations for which there are not enough resident workers to fill available jobs. In November 2011, Pharmacy was removed from the Shortage Occupation List and the PRPS is therefore no longer eligible for the RLMT exemptions that the List carried.

What is the Immigration Skills Charge?

*From April 2017 the Home Office has introduced an immigration skills charge on UK employers recruiting skilled migrant labour from outside the European Economic Area through the Tier 2 visa route. Employers will pay £1,000 per Tier 2 migrant sponsored per year, with a reduced rate of £364 per migrant per year for small and charitable sponsors. For occupations skilled to PhD level, students switching from Tier 4 to Tier 2, and the Intra Company Transfer Graduate Trainee category, **the Tier 2 sponsor will not be required to pay the immigration skills charge.***

PRPS Terms and Conditions

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

- **Educational Agreement**
- 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 time and attendance at tutorials.
- Each trainee in the NHS PRPS will:
 - Be paid an annual salary (52 weeks) of £25,100 as per the PCSAFC2020-1 Circular Please note that these terms are based on the Agenda for Change Salary Scale equivalent to point 1 of Band 5. This facilitates the placement of hospital trainees on the pay spine. Trainees are however NOT appointed to Band 5 and any T&Cs of A4C do not apply;
 - Work 37.5 hours per week. These hours will be worked as part of the normal weekly opening hours of the training base;
 - Receive 27 days annual leave and 8 public holidays;
 - Be allocated one half-day per week (or equivalent) protected time for study time
- The 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)

Contacts

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Appendix A: NHS Pre-Registration Pharmacist Scheme Job description

1 Job details

Job Holder

Job title Pre-registration trainee pharmacist

Reports to Allocated tutor or pre-registration Manager

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

Base Job Description Revised April 2007

2 Job purpose

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

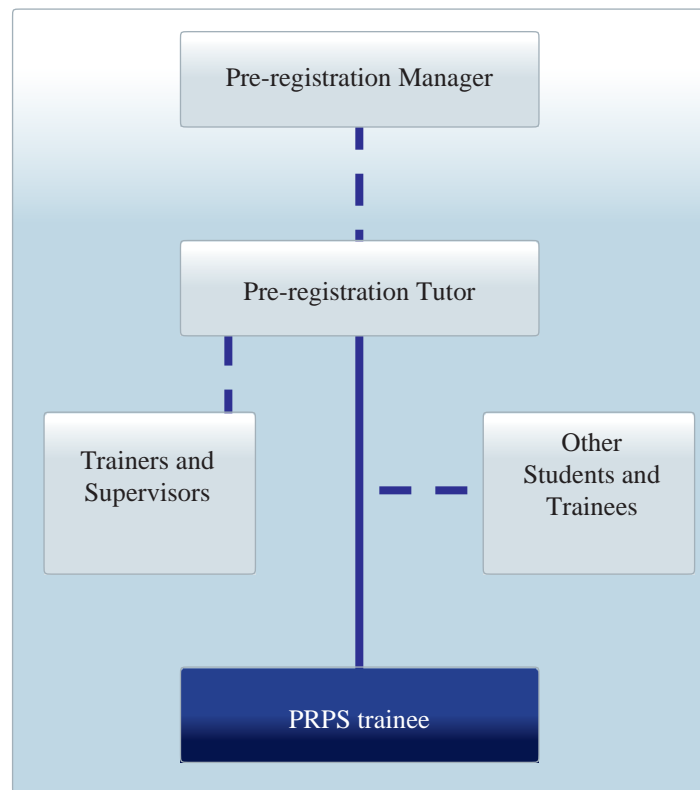
3 Job dimensions

This is a fixed term (one year) training post. The job holder is part of a cohort of pre-registration pharmacists undertaking a planned rotational programme involving work and training in all aspects of pharmacy practice, during normal working hours, with participation in 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,
- is required to carry out delegated tasks effectively, according to the Organisation's procedures and standards,

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

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

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

7 Systems and equipment

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

8 Assignment and review of work

The job holder:

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

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

9 Decisions and Judgements

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

10 Communications and working relationships

The job holder will:

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

for their patients,

- attend, and participate in, regular peer review and departmental/branch meetings,
- be required to provide presentations to pharmacy and other staff and participate in the training of staff.

11 Physical demands of the job

The job holder:

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

12 Most challenging part of the job

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

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

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

13 Knowledge, training and experience required to do the job

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

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

14 Job description agreement

Job Holder

Signature

Date

Hospital Senior Officer/Head of Department

(Title)

Signature

Date

Community Manager/Head of Department

(Title)

APPENDIX B – Recruitment Flow-Chart

