

Scotland

Foundation Trainee Pharmacist Recruitment

Applicant Handbook

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Foreword

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

NHS Education for Scotland have worked alongside pharmacy employers, students and trainees, Training Providers, and recruitment specialists to develop a recruitment system which is transparent, fair and robust. The Scheme uses tried and tested IT systems and selection methodologies and provides a mechanism for all first iteration job offers to be issued on the same day. We encourage you to provide feedback to ensure we continuously improve the experience we offer you.

Good luck with your application!

Gail Craig & Fiona Woodley

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

1. Introduction

Since the launch of the Pre-registration Pharmacist Scheme in 2006, NHS Education for Scotland has controlled the organisation, administration and funding of Foundation Training Year (previously Pre-registration training) placements in both community and hospital practice. The number of funded posts available in the 2023-24 training year will be 235.

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

The aim of the National Recruitment Scheme is to have a fair, equitable and transparent recruitment process for all. Applying through the online portal (Oriol) requires you to submit one application in order to apply for a Foundation Training Year post in Scotland. Applicants wishing to apply for both the Scotland vacancy and the England and Wales vacancy are reminded that they will need to submit two applications on Oriol.

More information about which Training Providers are included is available in [section 1.4](#) of this handbook.

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

All Trainee Pharmacists recruited into the Foundation Training Year will receive the same salary, enjoy the same core terms and conditions and follow a core training programme, as recommended in the national strategy for pharmaceutical care. A series of nationally co-ordinated training sessions will deliver the training programme.

Each trainee in the NHS Foundation Training Year will:

- be paid an annual salary (52 weeks) of £26,104, based on Agenda for Change Band 5 as per the [PCS\(AFC\)2021/2 Circular](#). (salary is subject to annual uplift)
- be contracted to 37.5 hours per week which will be worked as part of the normal opening hours of the training base;
- receive 27 days annual leave and 8 days public holidays;
- be allocated one half-day per week (or equivalent) protected time for study.

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

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

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

Foundation Trainee Pharmacist Recruitment

Specific information on the Training Providers and the training provision offered will be available via the [NHS Education for Scotland TPI Public Site](#). In preparation for your application, we recommend that you refer to this information and contact the named person for the training provider as required.

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

This Foundation Training Year Recruitment Applicant Handbook is designed to provide the necessary information to support you in making a successful application to Foundation Training Year programmes commencing in July/August 2023. The sections of this handbook are set out to follow the stages of the national application process in chronological order as far as possible. The handbook also explains how to access the online application system (Oriel) and what information you need to provide to support your application. Representatives from the British Pharmaceutical Students' Association (BPSA) as well as employers have helped us put this handbook together to ensure all the important points are covered.

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

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

If you are applying for the Scotland vacancy and have a query that cannot be answered by using the information found on our website or through this Applicant Handbook, please email the Pharmacy Recruitment team Pharmacy.Recruitment@nes.scot.nhs.uk

1.1 What is new for 2022 recruitment?

As a result of the outbreak of COVID-19 in 2020 there were no Multiple Mini-Interviews (MMIs) in last year's recruitment process, and applicants were assessed using only the Situational Judgement Test (SJT) and the Numeracy Test. Unfortunately, although the peak of the COVID-19 pandemic has abated, the virus remains in the community and its longer-term effects on other aspects of healthcare provision continues to heavily engage pharmacy teams as they support national vaccination initiatives and the needs of patients. We have continued to adopt an agile approach to assessment methodology for 2022, 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, as per our approach last year, we have consulted with our stakeholder groups and agreed that applicants for programmes starting in 2023 will again be assessed using the SJT and numeracy tests only.

In coming to this conclusion, our assessment methods underwent a thorough review to ensure that they complied 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.

If you wish to apply to posts across England, Wales and Scotland you must apply to both the England and Wales vacancy and the Scotland vacancy on Oriol. However, you will only be required to sit the SJT and numeracy tests once and your score will be used in both applications.

IMPORTANT: The vacancy on Oriol for posts in Scotland, is separate from the vacancy for England and Wales. If you have questions regarding the process in England and Wales please contact them directly. This document contains guidance on the process for applying to Scotland only.

1.2 Recruitment timeline

There are six stages to the recruitment and selection process:

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

Applicants are asked to check the [NHS Education for Scotland Website](#) for key dates, and they are advised to add these dates to their diary. There are strict deadlines for booking assessment slots and for responding to offers of a Foundation Training Year post. It is important for you to ensure you plan around the below dates as it will not be possible for us to make any alternative arrangements.

Foundation Trainee Pharmacist Recruitment

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

Recruitment Activity	Date
Training Provider Information Statements published on TPI Site	14 th April 2022
Visitation Period	14 th April to 13 th October 2022
Training Provider Information Statements published on Oriel	1st June 2022
Oriel applications open	8 th June 2022 (12:00 GMT)
Oriel applications close	22 nd June 2022 (12:00 GMT)
Training Provider Preferences open (for those submitting a list)	14 th July 2022 (12:00 GMT)
Candidate Preferencing window opens	27 th July 2022 (12:00 GMT)
Invitation to SJT/numeracy selection centre opens	3 rd August 2022
Invitation to SJT/numeracy selection centre closes	17 th August 2022
SJT/Numeracy selection centre held	26 th September 2022 – 7 th October 2022*
Training Provider Preferences close	13 th October 2022 (12:00 GMT)
Candidate Preferencing window closes	26 th October 2022 (12:00 GMT)
Comms to unsuccessful students	7 th November 2022*
First iteration of offers made	9 th November 2022*
Offers hold deadline	25 th November 2022*
Offers upgrade deadline	30 th November 2022*
Candidate Handover	December 2022
Programmes commence	July/August 2023

*These dates are subject to change

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

1.3 Applying for Foundation Training commencing in 2023

Applications open at 12:00 GMT (UK local time) on 8th June 2022 and close at 12:00 GMT (UK local time) on 22nd June 2022.

IMPORTANT: Late applications will not be accepted under any circumstances.

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

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

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

Scotland will be using the same selection methods as England and Wales and will follow the same recruitment timeline except for the dates for candidate preferencing **closing which will be the 26th October 2022 (12:00 GMT) for the Scotland vacancy**. This means that you will only be required to sit the assessment once to be eligible for both vacancies.

Applicants who apply to both the National and Scotland vacancy will need to preference within each vacancy.

1.5 Employers participating in the England and Wales Foundation Training Recruitment Scheme

Please note that Foundation Training recruitment for England and Wales is not captured in this handbook. Recruitment for England and Wales uses a separate vacancy on Oriel so please ensure that you apply for the correct vacancy for the area you wish to train in. Further information is available via [Health Education England's National Recruitment webpage](#). You may apply to both the Scotland and the England and Wales vacancies if you wish.

2. Before you apply

2.1 Eligibility to apply

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

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

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

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

The following applicant types are not eligible to apply:

- European Economic Area (EEA) Pharmacist or an EEA Pharmacist requiring adaptation training
- Applicants who have failed their registration assessment and are awaiting a further attempt
- Applicants who have banked any training with the GPhC.

Please note that the duration of all training programmes recruited to is 12 months.

Pharmacy careers advice and support is available on both the [GPhC website](#) and the [Health Careers website](#).

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

2.2 Overseas applicants – Eligibility

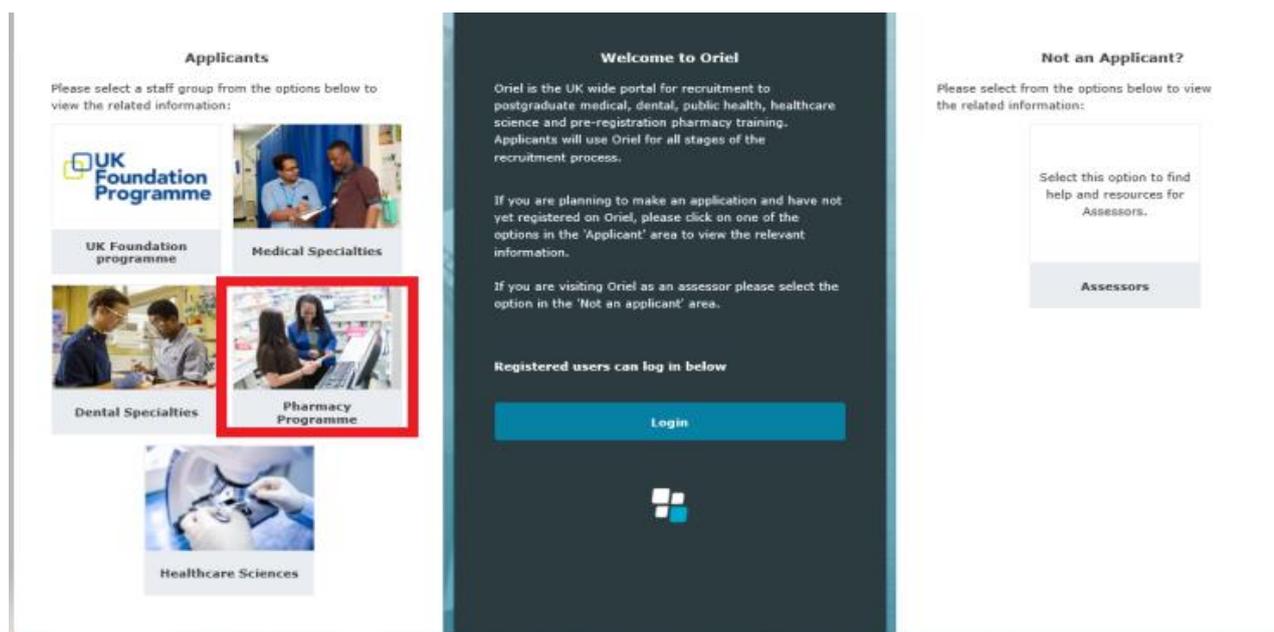
Some pharmacy graduates will require a work visa to enable them to undertake Foundation Training in the UK. It is the graduate's own responsibility to ensure that you follow the government's visa processes correctly.

For visa and immigration guidance please visit <https://www.gov.uk/government/organisations/uk-visas-and-immigration>. Please be aware that the Pharmacy Recruitment Team will not be able to provide any advice regarding immigration queries.

2.3 Accessing the Oriel System

You can **register** on the Oriel system at any point to familiarise yourself with the system before applying when the application window opens (8th June 2022).

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



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

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

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

From 8th June 2022 until 22nd June 2022, you should complete and submit the rest of the application form. All sections of the application form must be completed and submitted before the deadline (see below for further details on individual sections). The only information you will be able to change after 22nd June 2022 is the order of your preferences and your personal contact details.

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

Further details on how to complete each section of the application are provided in [section 3.1](#) of this handbook.

Foundation Trainee Pharmacist Recruitment

We encourage you to register before the application window opens (8th June 2022 – 22nd June 2022), for the following reasons:

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

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

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

2.4 Viewing Foundation Training programmes on Oriel

From 1st June 2022 you will be able to log into your Oriel account to view the Training Provider Information Statements for all the programmes being recruited to via the NHS Education for Scotland Foundation Training Year recruitment scheme. You will be able to see all the Training Provider information on Oriel except for the programme description, this information can only be accessed by going to the [NHS Education for Scotland TPI Site](#). We strongly recommend that you look through these as early as possible to get an idea of the types of programmes on offer and what you might be interested in applying for.

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



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

- Recruiting for*
- Training Programme**
- Employer Name
- Employer Type (Community, Hospital, Modular and Remote & Rural)
- Skilled Worker Visa Sponsor (previously Tier 2 Visa)
- Specialty (hospital only)
- Location (Sector)
- Region
- Number of Placements (always 1 for Scotland posts)

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

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

Advanced search

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

Pharmacy programmes (8)

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

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

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

Foundation Trainee Pharmacist Recruitment

Pharmacy programme details

✕

NHS Borders

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

Placements

Placement	Setting	Length (months)
1	Hospital	12

✕ Cancel

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

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

Employer Type
Any

Region
Any

Licensed Skilled Worker Visa Sponsor

Find

Pick a TP

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

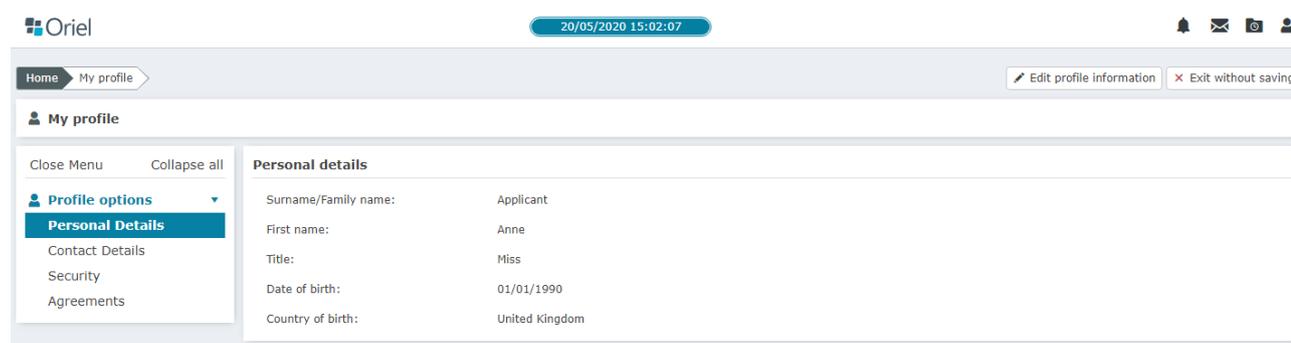
In the section on the left you can search for Training Providers by Employer Type, Region, and check if the Training Provider can provide a Certificate of Sponsorship for a Skilled Worker visa. You can also search by a Training Provider's name if this is known to you by using the Find box.

By clicking on a Trainer Provider's name in the Pick a TP list you will be able to view the Training Provider's Information Statement including their contact details and post information. Each Training Provider Information Statement also states if a Training Provider will be submitting a list of preferred candidates or not.

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

2.6 Contacting you

Remember to check your email and Oriel account every 48 hours throughout the process. We will endeavour to use your email address to prompt you to check your account for information at relevant times throughout the application process, but **it is crucial that you also log in to Oriel directly** to view messages as email can be wrongly directed into spam or junk folders. The Pharmacy Recruitment Team is not responsible for applicants missing any important information or deadlines as a result of messages not being checked. If you need to change your email address for any reason, use the **My Profile** option on Oriel. Please also email the Pharmacy Recruitment Team: pharmacy.recruitment@nes.scot.nhs.uk to notify the team of your new email address so that we can update our records. We may need to text you during the application process, so it is important to make sure the mobile number you enter as part of your application is an active one.



2.7 Getting ahead of the game

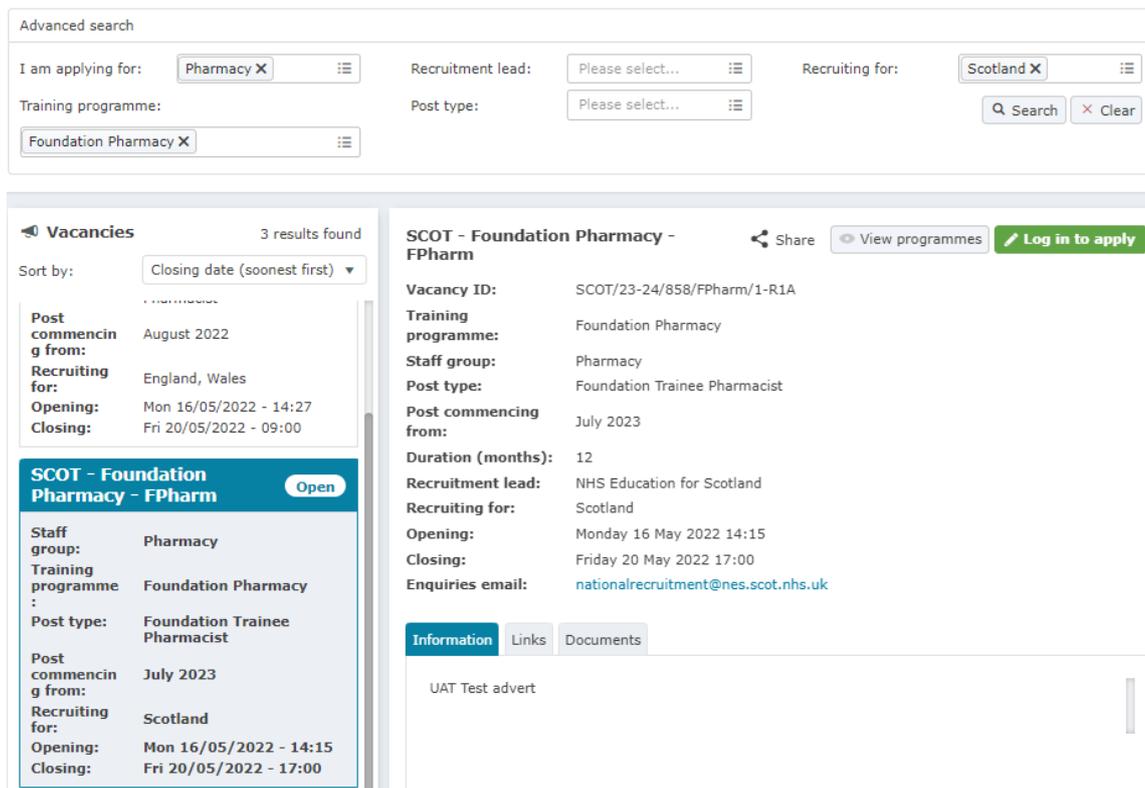
Before you start your application, we strongly recommend you take the following actions:

- Note the recruitment timelines/deadlines.
- Ensure your full name is the same as your passport/main identification
- Collate any evidence you may be required to upload as part of your application e.g. pharmacy degree certificate if you are an MPharm graduate or OSPAP confirmation/evidence if you are about to undertake an OSPAP qualification along with evidence of your immigration status and ID documents. Please refer to [Appendix D](#) for a list of acceptable supporting documents.
- Ensure you have read the [Person Specification](#), [Job Description](#) and [Foundation Training Professional Attributes Framework](#).
- If applicable, ensure you are aware of how your visa requirements will affect your application.
- Ensure your passport is valid (in date) as this will be required as part of the document checking process during your assessment.
- Start viewing the programmes early. Training Provider Information Statements were published on the 14th April 2022 and can be accessed by visiting the [NHS Education for Scotland TPI Site](#).

3. Applying for a Foundation Training programme

3.1 Completing the application form

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



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

You can submit an application between 8th June and 22nd June 2022. The application form is divided into 7 sections, you will be required to complete all these sections. You will be guided throughout the application and notified where you are not required to complete specific sections, however, please also see the summary below.



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

1. Personal
2. Eligibility
3. Fitness
4. Competences
5. Employment
6. Equality
7. Declarations

The Oriel system will allow you to save and return to your application at any point during the application window (8th June 2022 – 22nd June 2022). You do not have to complete and submit your application in one attempt. However, you must ensure that you submit your application before the deadline.

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

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

1. Personal

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

- Your personal details, e.g. name, address, telephone numbers*, etc.
- If you would like to request reasonable adjustments at the assessment centre (please see [section 3.2](#) of this handbook for further information).
- We will also ask you to enter the type of applicant you are in this section. The type of applicant you are, will determine the documentation we will require you to provide as part of your application. Please see [section 2.1](#) of this handbook for the types of applicants who are eligible to apply.

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

Current UK MPharm students

Current third year UK MPharm students will be asked to enter the following information:

School of Pharmacy name (select from a drop-down list)

Personal (1 of 7)

1 Screening ^

Please read these statements and answer the question below to agree to this honesty policy:

a) I agree to complete the online application form myself

b) I agree to only submit one application and understand that should I be found to have submitted more than one application I could be disqualified from the recruitment process and/or may have any subsequent offer of a position on the programme withdrawn

Please note, if you do not agree to the above, you will not be able to go any further in the recruitment process.

* Do you agree with the above two statements? ✓ Yes

* Are you currently undertaking a UK undergraduate MPharm degree? ✓ Yes ✗ No

* Please select your School of Pharmacy Please select...

Foundation Trainee Pharmacist Recruitment

UK MPharm Graduates

MPharm graduates will be asked to upload a copy of their MPharm certificate to the Oriel system as part of their application.

1 Screening ^

Please read these statements and answer the question below to agree to this honesty policy:

a) I agree to complete the online application form myself

b) I agree to only submit one application and understand that should I be found to have submitted more than one application I could be disqualified from the recruitment process and/or may have any subsequent offer of a position on the programme withdrawn

Please note, if you do not agree to the above, you will not be able to go any further in the recruitment process.

* Do you agree with the above two statements? Yes

* Are you currently undertaking a UK undergraduate MPharm degree? Yes No

* Are you an EEA Pharmacist or an EEA Pharmacist requiring adaptation training? Yes No

* Which of the following applicant types are you?

* Please upload your MPharm degree certificate

OR

You can attach a maximum of 5 documents(s)

* Have you failed your registration assessment and are you awaiting another attempt? Yes No

Current OSPAP students

Current OSPAP students will be asked to upload a copy of their letter from the GPhC confirming their eligibility to apply to an OSPAP programme and their School of Pharmacy OSPAP acceptance letter.

1 Screening ^

Please read these statements and answer the question below to agree to this honesty policy:

a) I agree to complete the online application form myself

b) I agree to only submit one application and understand that should I be found to have submitted more than one application I could be disqualified from the recruitment process and/or may have any subsequent offer of a position on the programme withdrawn

Please note, if you do not agree to the above, you will not be able to go any further in the recruitment process.

* Do you agree with the above two statements? Yes

* Are you currently undertaking a UK undergraduate MPharm degree? Yes No

* Are you an EEA Pharmacist or an EEA Pharmacist requiring adaptation training? Yes No

* Which of the following applicant types are you?

Please upload your OSPAP enrolment certificate

OR

You can attach a maximum of 5 documents(s)

OSPAP Graduates

OSPAP graduates will be asked to upload a copy of their OSPAP Postgraduate Diploma or Masters certificate.

Please note: all requested documentation needs to be uploaded to the Personal section of your application.

1 Screening
^

Please read these statements and answer the question below to agree to this honesty policy;

a) I agree to complete the online application form myself

b) I agree to only submit one application and understand that should I be found to have submitted more than one application I could be disqualified from the recruitment process and/or may have any subsequent offer of a position on the programme withdrawn

Please note, if you do not agree to the above, you will not be able to go any further in the recruitment process.

* Do you agree with the above two statements? ✓ Yes

* Are you currently undertaking a UK undergraduate MPharm degree? ✓ Yes ✗ No

* Are you an EEA Pharmacist or an EEA Pharmacist requiring adaptation training? ✓ Yes ✗ No

* Which of the following applicant types are you? OSPAP Graduate ▼

* Have you failed your registration assessment and are you awaiting another attempt? ✓ Yes ✗ No

Please upload your OSPAP degree certificate

+ Upload a new document
OR
+ Select document from repository

You can attach a maximum of 5 documents(s)

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

2. Eligibility

Professional Registration

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

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

Language Requirements

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

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

Foundation Trainee Pharmacist Recruitment

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

Right to work in the UK

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

Please note:

- You should refer to the UK Visas & Immigration website for up-to-date information regarding the right to work in the UK.
- Please be aware that the Pharmacy Recruitment Team is unable to provide any advice regarding immigration queries.
- For Visa and immigration guidance please visit <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

For updated information relating to Brexit and the EU Settlement Scheme, please visit: <https://www.gov.uk/settled-status-eu-citizens-families>

Not all the programmes included in the recruitment scheme will be available to applicants requiring a **Skilled Worker Visa** (SWV) (Please refer to [section 4.6](#) of this guide for further details).

If you require a Skilled Worker Visa for your Foundation Training Year you may only preference and be offered posts by Training Providers which can sponsor a SWV.

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

Graduates Eligibility

MPharm and OSPAP graduates must have completed their degree within 8 and 4 years respectively to be eligible to apply.

3. Fitness

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

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

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

Please note if you have declared you have breached the Fitness to Practice conduct, any offer made is conditional. Fitness to Practice is part of pre-employment checks.

4. Competences

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

OSPAP applicants

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

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

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

*Please note 52 weeks of pre-registration training will be replaced by 52 weeks of foundation training.

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

5. Employment

In this section you will need to enter any pharmacy related employment details that you have had up to the start date of the programme (July/August 2023). It may be that you have no employment history as of the date you are applying as you are still a student, in which case answer yes to 'I have no employment history'.

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

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

If you have employment gaps the system will allow you to enter the reason for the gap and the date which it covers. The reason for having a gap can be simply that you returned to your studies, or that you went travelling. This information will not be used to assess your application.

6. Equality

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

7. Declarations

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

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

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

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

Declarations (7 of 7)

1 Confirmation

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

2 Data Protection

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

3 Declarations

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

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

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

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

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

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

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

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

4 Candidate Declaration

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

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

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

* I agree to the above declaration

Confirm and submit (review)

1 Application submission

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

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

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

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

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

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

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

✓ I confirm

Submit Application ▶

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

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

Please note that support is available by emailing the Pharmacy Recruitment Team: Pharmacy.Recruitment@nes.scot.nhs.uk

3.2 Reasonable adjustments

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

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

4. Preferring Foundation Training Programmes

4.1 Training Provider Preference Lists and Information Statements

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

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

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

For the 2022 cycle of recruitment - Training Providers were given two options, to take into consideration given that COVID-19 will impact the Training Provider's ability to carry out recruitment activity to formulate a Training Provider preference list:

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

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

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 contact 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 13th October 2022. Utilise the contact details and information in the Training Provider Information Statements to assist with the best way of doing this.

Training Providers who choose to complete a Preference List will be required to enter the candidate's Oriel pin number to generate the candidate's name on their list. Therefore, should you wish to preference a Training Provider who will be submitting a list, please remember that you must also provide them with your Oriel pin number.

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.

Under this option -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 Training Provider using the contact details provided in the Training Provider Information Statements.

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

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

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

4.2 Candidate Preferencing

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

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

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

IMPORTANT: All Training Provider Information Statements were published on the 14th April 2022 and can be accessed on the [NHS Education for Scotland TPI Site](#). You must take care and attention to preference accurately.

We strongly recommend that you start reviewing programmes before the preferencing window (27th July – 26th October 2022). You may also wish to undertake some research such as visiting Training Provider websites or attending open days. Links to the websites for all Training Providers offering training programmes as part of the recruitment process will be available as part of the programme information, where provided.

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

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

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

During this period, you will need to log onto your Oriel account, access the preferencing page of your application and choose the programmes you are willing to accept.

You will be notified via the Oriel system when the preferencing window is open. The preferencing window is open between window 27th July – 26th October 2022.

Applicants are required to list, in preference order, up to sixteen preferred Training Providers. Please note that recording “no preference” is not an option and that a minimum of one Training Provider must be listed for a candidate to be included in the matching process. If you choose not to submit a preference list, then it will be assumed that you have decided to withdraw from the recruitment process, and you will not be included in the matching process.

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

Applications details Update SCOT preferences Application options

APPLY Completed LONGLIST In progress INTERVIEW Not started OFFER Not started

Your application is currently under review

Summary Application page tracker Attached documents

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

Application to	Application status	Rank
Scotland	Applied	N/A ?

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

Application / Preference Update

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

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

Filter options

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

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

Preference (0)

Apply Filtering

Search...

Select All Select None

Not Wanted (8)

Apply Filtering

Search...

Select All Select None

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

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

Application ID: SCOT/23-24/863/FPharm/1-R1A/0000011656/00001
 Training Programme: FOUNDATION PHARMACY
 Recruiting for: Scotland
 Grade applied to: FPharm
 Opening date: Thursday 19 May 2022 11:50
 Closing date: Monday 23 May 2022 17:00
 Time to closing: 4 Days, 5 Hours and 2 Minutes
 Last save: You have not currently saved any changes to your preference ranks.

Session will time out in 52:37 minutes. (Note: you cannot save this page after your session has expired)

Filter options

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

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

Preference (8)

Apply Filtering

Search...

Select All Select None

- Rank:1: Scotland - East - NHS Borders - 037 (places:3)
- Rank:2: Scotland - East - NHS Fife - 039 (places:6)
- Rank:3: Scotland - North - NHS Highland - 042 (places:2)
- Rank:4: Scotland - North - NHS Orkney - 045 (places:1)
- Rank:5: Scotland - North - NHS Shetland - 162 (places:1)
- Rank:6: Scotland - West - NHS Ayrshire and Arran - 036 (places:6)
- Rank:7: Scotland - West - NHS Dumfries and Galloway - 038 (places:2)
- Rank:8: Scotland - West - NHS Lanarkshire - 043 (places:6)

Not Wanted (0)

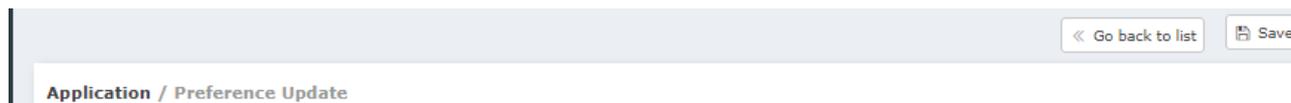
Apply Filtering

Search...

Select All Select None

Foundation Trainee Pharmacist Recruitment

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



Application / Preference Update

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

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

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

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

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

4.3 Terminology: programmes, places and placements

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

Term	Description
Programme	The programme is the Foundation Training position that is being offered to you. All programmes are 12 months in length.
Places	Places relates to the number of trainees that can be appointed to a programme. Some programmes can accommodate only a single trainee whereas other programmes may have multiple trainees undertaking an identical training programme.
Placements	<p>Training programmes may be made up of a single placement of 12 months or of smaller constituent parts.</p> <p>Placements represent a constituent part of a programme. They reflect the practice setting you will be undertaking your training in.</p> <p>A placement is a minimum of two months in length.</p> <p>Programmes can have a maximum of three placements within them. Many will only have one e.g. one placement for 12 months in community.</p> <p>Placements may be, for example, in the following practice settings:</p> <ul style="list-style-type: none"> Specialist Hospital areas Primary Care

4.4 Programme information

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

Region/ Name of Training Provider/ Unique code

For example: Scotland-West-Pharmacy Name-084

Please note: If a programme is able to sponsor a Skilled Worker Visa applicant, this will be indicated within their Training Provider Information Statement, available on the [NHS Education for Scotland TPI Site](#). Please refer to [Section 4.6](#) of the handbook for further information.

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

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

Foundation Trainee Pharmacist Recruitment

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

- Training Provider name
- Programme title
- Programme description
- Region
- Employer type
- Whether that employer is a Licensed Skilled Worker Visa sponsor or not
- Number of placements
- Places available
- Employer website

IMPORTANT: Programme information is correct at time of publication but is subject to change until verified by employing organisations.

4.5 Preference categories

The preference section presents you with two categories which you are able to move your preferences between:

- Preference
- Not Wanted

Application / Preference Update

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

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

Filter options

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

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

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

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

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

When you first look at the preferencing section of your application all the programmes listed will sit within the Not Wanted category.

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

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

IMPORTANT: The more programmes you preference, the higher the chances are that you will receive an offer. You can add up to 16 Training Providers to your list.

Remember, any programme within your 'Preference' category could be offered to you, so you must be sure that you are willing to work with any of the Training Providers that you preference.

4.6 Skilled Worker Visa sponsorship

Applicants who require a Skilled Worker Visa sponsor will be able to filter out all the programmes that cannot support their application through the preferencing section and should move them to the Not Wanted category. **It is the applicant's responsibility to ensure they only preference Training Providers who offer visa sponsorship if they require a Skilled Worker Visa.**

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

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

4.7 TPI Filters

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

Filter	Options
Region	Scotland – North Scotland – West Scotland – East Scotland – National
Employer Type	Hospital Community Modular Remote & Rural
Licensed Skilled Worker Visa Sponsor	Tick box
Training Provider Unique ID	Auto-generated code specific to each Training Provider. Applicants will need this code during preferencing and can search for you on TPI using it.

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

4.8 Bulk preferencing

Application / Preference Update

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

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

Filter options

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

[Clear](#)

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

Preference (0)

 Apply Filtering

 Select All Select None

Not Wanted (8)

 Apply Filtering

 Select All Select None

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

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

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

5. Processing applications and selection centres

5.1 Longlisting

The longlisting process takes place after the application window closes (from 22nd June 2022 onwards) and is undertaken to check the eligibility of the applicants applying. As part of the longlisting process, you may be required to provide additional information/documentation to support your application.

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

5.2 Situational Judgement Test (SJT)/Numeracy Invitation to selection centre

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

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

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

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

- First Name* (middle name is not required)
- Surname *
- Oriel pin**

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

** Every applicant is assigned an Oriel pin when they submit an application. The Pharmacy Recruitment Team will email this information to all applicants. You can also find your Oriel pin by signing into your Oriel account. **This pin will also be required when you register for training with the GPhC.** Candidates who applied to only the Scotland vacancy on Oriel will be required to omit the zeros at the start of their pin number and then preface their number with SCOT when creating their Pearson Vue account for their details to be recognised by the system.

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

[Booking a Pearson VUE centre when you require reasonable adjustments.](#)

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

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

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

Situational Judgement Test (SJT)/Numeracy Assessment Centre Venues

The booking window for the SJT/numeracy assessment is between 3rd – 17th August 2022.

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

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

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

5.3 Expenses

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

5.4 Assessment Centre – methods of assessment

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

Situational Judgement Test (SJT)

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

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

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

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

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

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

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

Numeracy Test

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

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

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

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

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

For the numeracy assessment note the following:

- You will be required to enter numerical answers only; the addition of units is not required.

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

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

Sitting an SJT/numeracy assessment at a Pearson VUE Centre

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

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

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

No note paper of any kind is permitted.

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

5.5 SJT/Numeracy centre documentation

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

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

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

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

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

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

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

Feedback

If you are dissatisfied with any aspect of the recruitment process or wish to make a complaint, please contact us the Pharmacy Recruitment Team by emailing Pharmacy.Recruitment@nes.scot.nhs.uk.

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

5.6 Scoring guidance

You will receive individual feedback about your selection centre performance by no later than 30th December 2022.

This will include:

- Overall score for SJT
- Numeracy score

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

Applications details

[View SCOT preferences](#)

[Application options](#)

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

Training programme: Foundation Pharmacy

Recruitment lead: NHS Education for Scotland

Grade applied to: FPharm

Opening date: Thursday 19 May 2022 11:00

Closing date: Thursday 19 May 2022 11:50

Vacancy status: Interviewing

Offer process: Online through this system

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

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

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

Training programme: Foundation Pharmacy

Recruitment lead: NHS Education for Scotland

Grade applied to: FPharm

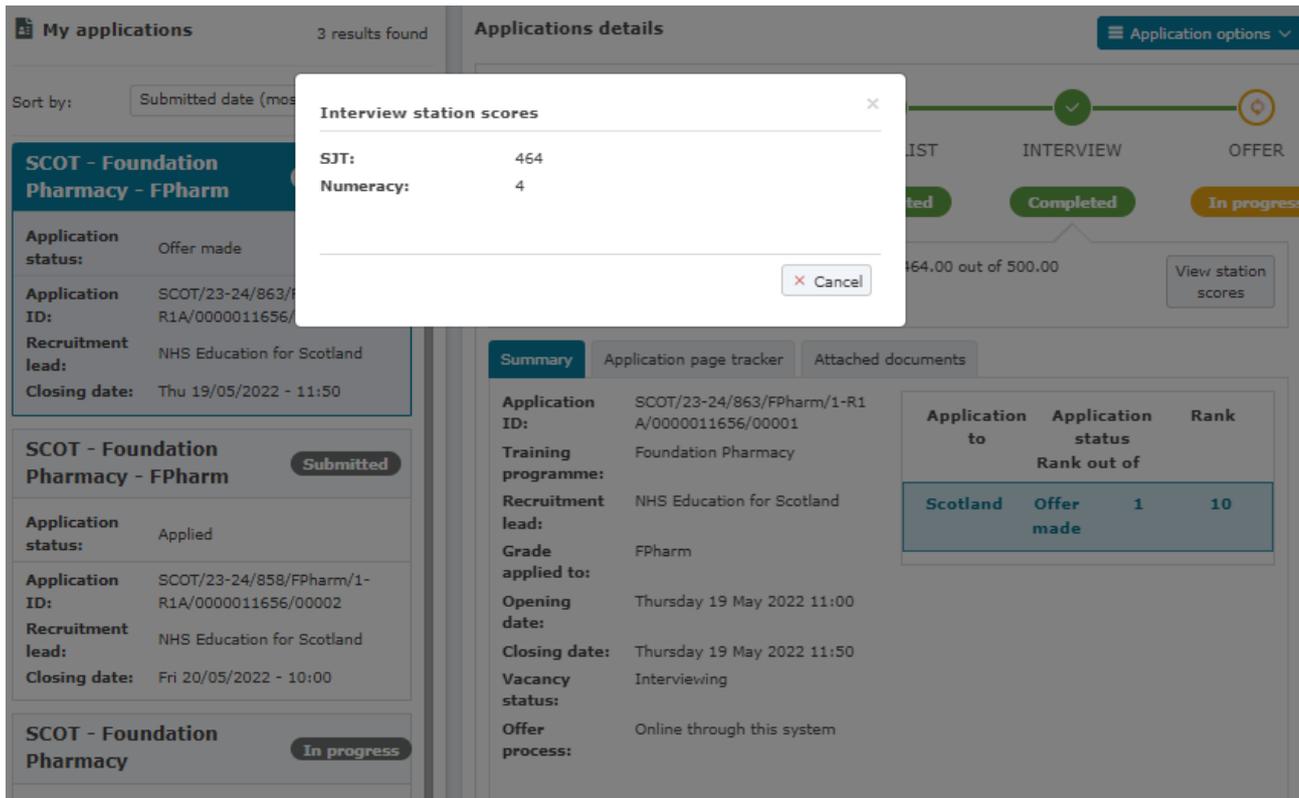
Opening date: Thursday 19 May 2022 11:00

Closing date: Thursday 19 May 2022 11:50

Vacancy status: Interviewing

Offer process: Online through this system

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



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

Minimum pass thresholds for the Numeracy and SJT components vary every year according to the performance of the cohort as a whole and are arrived at using an evidence-based standard setting process, including statistical analysis of the questions being asked.

IMPORTANT: If you fail to meet the pass threshold in either the Numeracy or the SJT you will be deemed unsuccessful and will not be eligible to receive an offer.

Situational Judgement Test Scoring

Your SJT score will be the final score you receive as part of the pharmacy recruitment process and thus your overall rank. The raw SJT scores for pharmacy applicants are equated. This is to ensure that the final SJT score accounts for the differences between papers.

Numeracy Test Scoring

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

The score you receive within your numeracy test will not be included within your total score but may be used as a tie breaker.

The numeracy test will be pass/fail with applicants being required to score over a set threshold to be eligible to be made an offer. In 2021, the pass mark was 30% and it is expected that the 2022 pass mark will be similar.

Tie-breakers

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

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

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

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

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

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

5.7 Unsuccessful Applicants

Unsuccessful applicants will be sent communications in early November to inform them that they have not met the score threshold to be offered an NHS Education for Scotland placement and that their only option would be to seek a place out with Oriel.

6. Offers process

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

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

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

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

6.1 Offer responses

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

Offer / Summary

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

Offer / Programme Preference Detail

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

Offer / Placements

Placement	Setting	Length
1	Hospital	12 month(s)

Offer / Information

PENDING OFFER

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

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

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

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

Offer / Actions

Accept Offer

Hold Offer

Decline Offer

- **Accept:** If you accept an offer this means you are 100% satisfied to complete your Foundation Training with this Training Provider. By accepting an offer on Oriel you are agreeing to take up that post, although please bear in mind that the offer on Oriel is not a formal contract of employment. You will subsequently receive a formal contract directly from the Training Provider. Once an offer has been accepted you will be removed from the offers process unless you choose to opt into upgrades. ([see section 6.2 below](#)). Please remember that accepting an offer which you subsequently refuse has severe implications for Training Providers and other applicants who preferenced that post. Your School of Pharmacy may be informed if you take this action without valid reasons for doing so.
- **Hold:** Although this option will be available on Oriel to all applicants, it should only be used by applicants who have applied to both the National and Scotland vacancy (see [section 6.3](#)).
- **Decline:** If you choose this option your offer will be removed, and you will not be eligible to receive any subsequent offers. This is something to consider very carefully when preferencing, **you should not preference a programme you would not be willing to accept.**

IMPORTANT:

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

6.2 Upgrading

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

Offer / Summary

<p>Application ID: PNRO/23-24/859/FPharm/1-RLA/0000011649/00002</p> <p>Recruitment lead: Pharmacy National Recruitment Office</p> <p>Training Programme: Foundation Pharmacy</p> <p>Dual Training Programme:</p> <p>Year/Round: Round 1 - Pharmacy</p> <p>Expiry status: Offer expires on: Tuesday 24 May 2022 15:36</p> <p>Hold status: Not applicable</p> <p>Upgrade status: Upgrade deadline: Friday 27 May 2022 11:02</p> <p>Offer upgrades: Not confirmed</p>	<p>Application status: Offer made</p> <p>Application ranking: Unpublished</p> <p>Offer status: PENDING</p> <p>Offer Code: Hollowood Chemists/Clayton/STS 3HP/0172</p> <p>Offer grade: Foundation Trainee Pharmacist</p> <p>Offer region: Health Education England West Midlands</p> <p>Offer start date: 10/07/2023</p> <p>Offer duration (months):</p>
--	--

Offer / Information For Acceptance

UNDERSTANDING UPGRADES

If you opt to accept with upgrades you are agreeing that should one of your higher preference posts become available (possibly through being declined by a higher ranked applicant) you want to be automatically upgraded to this post. Once you have been upgraded it is not possible for your previous offer to be reinstated.

The upgrade deadline for this offer is currently **11:02 on Friday 27 May 2022**.

Please note deadline dates are subject to change.

ACCEPTING THE OFFER

You will receive no further offers from other specialities/regions in this round other than upgrades as per the guidance. Any other offers displayed below will be automatically declined unless stated otherwise.

Any application that contains programmes that are an improvement of this type of post may still be offered to you up until **11:03 on Friday 27 May 2022** in line with the guidance.

I have read the guidance and understand the above.

I confirm that I wish to accept this offer

I wish to 'OPT IN' to automatic upgrades

Offer / Applications + Offers Affected By Accepting This Offer

No applications/offers returned

Offer / Actions

[Confirm Acceptance](#)

Foundation Trainee Pharmacist Recruitment

Offer / Information	Offer / Actions
<p>YOU HAVE ACCEPTED THIS OFFER</p> <p>If you opt to accept with upgrades you are agreeing that should one of your higher preference posts become available (possibly through being declined by a higher ranked applicant) you want to be automatically upgraded to this post. Once you have been upgraded it is not possible for your previous offer to be reinstated.</p> <p>The upgrade deadline for this offer is currently 16:00 on Monday 19 Apr 2021.</p> <p>Please note deadline dates are subject to change.</p> <p><input checked="" type="checkbox"/> I wish to 'OPT IN' to automatic upgrades</p>	<p>This offer has been accepted. To update your opt in status please update the 'I wish to Opt IN to automatic upgrades' check-box to the left and press save below.</p> <p>Save Opt In/Out</p> <p>Upgrade PNRO preferences</p>
Offer / Active Applications + Offers In The Same Round	
No applications/offers returned	

If you opt in, then should a higher ranked preference become available where an offer is **accepted with upgrades**, you will be **automatically** upgraded to this offer, if eligible, up until the upgrade deadline (end of November 2022). Your status will automatically change to Offer Accepted after the upgrade deadline, there is no further action required from the applicants prior to the upgrade deadline. If your offer is upgraded, then you cannot revert back to the original offer – the original offer is completely replaced by the upgraded offer. Once you have accepted an offer, the Oriel system allows you to opt in to/out of upgrades at any time until the upgrade deadline has passed.

Offer / Information	Offer / Actions
<p>YOU HAVE ACCEPTED THIS OFFER</p> <p>If you opt to accept with upgrades you are agreeing that should one of your higher preference posts become available (possibly through being declined by a higher ranked applicant) you want to be automatically upgraded to this post. Once you have been upgraded it is not possible for your previous offer to be reinstated.</p> <p>The upgrade deadline for this offer is currently 16:00 on Monday 19 Apr 2021.</p> <p>Please note deadline dates are subject to change.</p> <p><input checked="" type="checkbox"/> I wish to 'OPT IN' to automatic upgrades</p>	<p>This offer has been accepted. To update your opt in status please update the 'I wish to Opt IN to automatic upgrades' check-box to the left and press save below.</p> <p>Save Opt In/Out</p> <p>Upgrade PNRO preferences</p>
Offer / Active Applications + Offers In The Same Round	
No applications/offers returned	

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

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

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

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

Hold without upgrades:

- The applicant is reserving the offer
- No upgrades by preference will be made
- Offers from England/Wales can still be received
- The held offer can be accepted or rejected at any time up until the hold deadline

Hold with upgrades

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

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

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

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

6.4 Unsuccessful in being matched

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

- A candidate has not been successful in meeting the score threshold to secure one of the 235 NES-funded posts. Being eligible to receive an offer via Oriel does not guarantee that a candidate will receive an offer.
- The number of candidates who are taking part in the recruitment process is higher than the number of posts offered.
- A candidate may not match to a Training Provider if the Training Provider chose to submit a preference list and the candidate's name does not appear on this list.
- A candidate has been unable to make a successful match due to limited spaces with Training Providers. We have always strongly recommended that candidates do not limit their preferences and use all of the 16 available spots. Some Training Providers are extremely popular with all candidates and have a very small number of posts available and because of this, these Training Providers can become unavailable very early on in the matching process.

6.5 Clearing

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

6.6 What happens after accepting an offer

After you have accepted an offer, and the upgrade window has passed, your information will be released to the Training Provider whose programme you have accepted. The release of Training Provider information will take place in December 2022.

6.7 Contacting Your Training Provider

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

It is advised that you check on the GPhC website that the branch is registered as a Training Site. If they are not, then this will be updated in due course once the NHS Education for Scotland approval process has been completed and the GPhC have been informed of the approved sites.

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

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

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

Accepting an offer through Oriel does not constitute an offer of employment. It is the responsibility of the Training Provider to offer you a contract of employment for the duration of your programme. Please note that service re-configuration and branch closures may result in your offer changing.

6.8 Withdrawing from an Oriel offer

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

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

- Displays a level of unprofessionalism.
- The programme is no longer available to other applicants who wanted it.
- Leaves Training Providers having to re-recruit at their own expense and time outside of the Oriel system.
- Potentially means taxpayers money is wasted if the place remains unfilled.

- May negatively impact upon the pharmacy's ability to provide their services because you have left them without a Trainee Pharmacist
- May discourage Training Providers from recruiting via Oriel in the future, thereby disadvantaging other students who would have wanted to apply for a post with them.
- The Pharmacy Recruitment Team has the right to inform your School of Pharmacy of this

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

It is also worth noting that programmes recruited to via Oriel have access to additional NHS Education for Scotland support such as designated supervisor training and quality management of places.

6.9 Data Sharing

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

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

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

7. Enquiries

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

NHS Education for Scotland website: <https://www.nes.scot.nhs.uk/recruitment-and-careers/pharmacy-recruitment-foundation-training-year-fty-formerly-prps/>

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

If you have any queries in the meantime, please contact the Pharmacy Recruitment team (NHS Education for Scotland) in the first instance: pharmacy.recruitment@nes.scot.nhs.uk

8. Useful Links

Organisation	Link
The General Pharmaceutical Council (GPhC)	https://www.pharmacyregulation.org/
NHS Education for Scotland	https://www.nes.scot.nhs.uk/recruitment-and-careers/pharmacy-recruitment-foundation-training-year-fty-formerly-prps/
Pharmacy Recruitment Team	Pharmacy.Recruitment@nes.scot.nhs.uk
British Pharmaceutical Students Association (BPSA)	www.bpsa.co.uk
Royal Pharmaceutical Society (RPS)	https://www.rpharms.com
Visas and Immigration Advice	https://www.gov.uk/government/organisations/uk-visas-and-immigration
Pharmacist Support	https://www.pharmacistsupport.org

Appendix A: Trainee Pharmacist Person Specification –Training Year 2023-24

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

Notes

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

Appendix B: NHS Trainee Pharmacist Scheme Job Description



NHS Education for Scotland (NES)

NHS Trainee Pharmacist Scheme

Job description

1. Job details

Job Holder:	[REDACTED]
Job title:	Trainee Pharmacist
Reports to:	Designated Supervisor or Foundation Training Year Manager
Liases with:	Designated Supervisor, Foundation Training Year Manager, Practice Supervisors in the organisation, other Trainee Pharmacists in NHS Scotland.
Base:	
Job Description Revised:	May 2022

2. Job purpose

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

3. Job dimensions

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

- will be responsible for the effective use of their own time, and the effective use of resources in the course of their studies.
- is responsible for the collection of evidence to support the achievement of the Regulator IE&T Learning outcomes.
- is responsible, under supervision, for the provision of pharmaceutical care to individual patients.
- will participate in national and local study sessions as part of the training programme.
- will liaise with other Trainee 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:

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

6. Result areas

This is a training post with the personal development objectives prescribed by the Regulator and NES through the IE&T Learning outcomes listed in the Foundation Training Year Manual.

The job holder:

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

- will gain experience in the routine management of personnel and demonstrate an ability to prioritise workload in liaison with senior staff.

7. Systems and Equipment

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

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

8. Assignment and review of work

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

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

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

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 designated supervisor allocated to support pursuance of the Foundation Training Year.

The job holder will liaise and communicate with the other pharmacy and non-pharmacy staff to ensure that an effective service is provided. The job holder will communicate, either on a one-to-one basis or in a group setting, with identified patients, relatives/carers and associated healthcare staff in order to identify and address pharmaceutical issues. Communication, either verbal or written, will take place with healthcare professionals in all sectors, to ensure continuity of care and resolution of identified pharmaceutical care issues.

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

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

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

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

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

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

To effectively adapt the service within a changing NHS.

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

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

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

14. Job description agreement

Job holder’s signature Date

Hospital Senior Officer/Head of Department (Title)

Signature Date

Community Manager/Head of Department (Title)

Signature Date

Appendix C: Trainee Pharmacist – Professional Attributes Framework (PAF) Training Year 2023-24

1. Person-Centred Care

- 1.1. Demonstrates empathy and seeks to view situation from the individuals' perspective
- 1.2. Places the person who is receiving care first, in everything they do (NHS Values 1)
- 1.3. Accurately assesses, takes into account and is sensitive to the person's current and longer-term expectations, needs, situation and their wider social circumstances (NHS Values 2 & 4)
- 1.4. Shows genuine interest in, and compassion for, the individual; makes them feel valued (NHS Values 4)
- 1.5. Works collaboratively with individuals, empowering and guiding every person to make an informed choice in their care (NHS Values 1)

2. Communication and Consultation Skills

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

3. Problem Solving, Clinical Analysis and Decision Making

- 3.1. Applies clinical knowledge in the practising environment; draws all knowledge together and builds upon what they have learnt to benefit the person receiving care
- 3.2. Demonstrates proactivity and persistence when seeking a solution, whilst also demonstrating awareness of when sufficient information has been obtained
- 3.3. Knows where to find and access information, or seeks to find out when uncertain
- 3.4. Undertakes a holistic approach to problem solving and decision making; integrates and assimilates information about the individual from different sources to ensure a person-centred outcome (NHS Values 1)

- 3.5. Explores multiple options when problem solving and making decisions; weighs up pros and cons associated with all options
- 3.6. Identifies the most important and relevant pieces of information effectively
- 3.7. Critically appraises information; applies a questioning approach and seeks to further understand and explore rather than taking things at face value
- 3.8. Undertakes a logical and systematic approach to problem solving; methodically working through an issue or problem
- 3.9. Effectively uses mathematical skills in pharmaceutical calculations in the context of person-centred care

4. Self-directed Learning and Motivation

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

5. Multi-Professional Working and Leadership

- 5.1. Understands, values and respects all roles (including their own) within the immediate and wider team, as well as team members' skill sets and knowledge
- 5.2. Willing and able to facilitate others' learning through sharing own knowledge/experience and/or supporting others when learning
- 5.3. Builds and maintains meaningful and trusting relationships with team members and other health and social care professionals outside of the immediate team (NHS Values 1)
- 5.4. Demonstrates an awareness of other team members' workloads and pressures and adapts their interactions accordingly
- 5.5. Works collaboratively; provides assistance, support and guidance to other members of the team for the benefit of the person receiving care (NHS Values 1)
- 5.6. Provides constructive feedback for both individual development and continuous improvement (NHS Values 5)
- 5.7. Motivates and leads others; acts as a role model

- 5.8. Demonstrates willingness and ability to actively learn from others
- 5.9. Demonstrates an awareness of the available resources within the team and makes use of these through appropriate delegation to achieve person-centred outcomes

6. Quality Management and Organisation

- 6.1. Is accurate in their work and undertakes quality assurance processes, demonstrating excellent attention to detail (NHS Values 3)
- 6.2. Keeps accurate and comprehensive records (e.g. notes, labelling) for the purposes of ensuring safe and effective care
- 6.3. Good self-management; organises own time effectively to meet the required standards
- 6.4. Able to prioritise; understands the importance of tasks and deadlines
- 6.5. Takes a methodical, ordered and structured approach to their work to ensure the delivery of high-quality care
- 6.6. Uses information technology appropriately to effectively manage and organise work

7. Professional Integrity and Ethics

- 7.1. Works within the law, ethical guidelines, and regulations, including confidentiality, consent and safeguarding
- 7.2. Takes responsibility for self and is accountable for ones' own actions or lack of actions
- 7.3. Demonstrates honesty and trustworthiness (NHS Values 2)
- 7.4. Is open and honest about the mistakes they have made or when things have gone wrong
- 7.5. Is reliable and dependable in carrying out work duties and responsibilities
- 7.6. Recognises and values equality and diversity, treating everyone with courtesy, dignity and respect (NHS Values 2 & 6)
- 7.7. Is prepared to challenge poor practice or behaviours, or speak up when errors or oversights are observed

8. Resilience and Adaptability

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

9. Pharmacy in Practice

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

Note

Where a behavioural indicator links to one or more of the six NHS values, this has been indicated.

Further information about NHS values can be found at [The NHS Constitution for England - GOV.UK](https://www.gov.uk/government/organisations/nhs/structure/nhs-values)

Appendix D: Supporting Documentation

All candidates are required to provide:

Three forms of identity documentation -

- Two forms of current photographic ID and one confirming current address (e.g. passport, driving licence and bank statement)

OR

- One form of current photographic ID and two confirming current address (e.g. passport, bank statement and utility bill)

OR

- One form of current photographic ID, one form of non-photographic ID and one confirming current address (e.g. passport, UK birth certificate and bank statement)

- Proof of immigration status (applies to all applicants)
- Proof of any completed Pharmacy qualifications (if applicable) as outlined below:

Copies of these documents must be submitted before the closing date (22nd June 2022)

IMPORTANT: Please ensure that the filename of your documents clearly indicates what each file contains by naming them as passport, proof of address, driving licence, etc.

Acceptable ID Documents

Photographic ID:

- UK (Channel Islands, Isle of Man or Irish) or EU/other nationalities valid passport - You must provide a copy of any page that provides details of nationality, your photograph, date of birth, signature, date of expiry.
- UK photo card driver's license (provisional acceptable)
- National ID card or other documentation relating to immigration status and permission to work – You must provide a copy of any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.

Address ID: (Please note that the address must match the address stated on your application)

- UK full or provisional photo-card driving licence; or a full old-style paper driving licence - if not already presented as a personal ID document.

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

- Utility bill (gas, water, electricity or landline) or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible. Mobile phone bills are not accepted.
- Financial statement (e.g. bank, building society, credit card or credit union statement or account transaction detail letter) containing current address.
- Local council rent card or tenancy agreement

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

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

- Local authority tax bill for the current year (e.g. council tax)
- Most recent HM Revenue & Customs tax notification (e.g. tax assessment, statement of account, notice of coding or activation code for self - assessment letter) - A P45 or P60 is not acceptable
- Mortgage statement from a recognised lender
- Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (e.g. child allowance statement, pension statement)
- Most recent tax notification from HM Revenue and Customs (e.g. tax assessment, statement of account, notice of coding)
- Grant letter, student loan agreement from a Local Education Authority or university enrolment letter (this must be dated within the last 3 months)

Non-Photographic ID:

- Full UK/ abbreviated birth certificate (UK & Channel Islands) – issued within 6 weeks of birth
- UK full old-style paper driving licence. Old-style provisional driving licences are not acceptable.
- Residence permit issued by the Home Office to EU nationals on inspection of own-country passport.
- Adoption certificate
- Marriage/civil partnership certificate
- Divorce/annulment or civil partnership dissolution papers
- Deed poll certificate
- Police registration document
- Certification of employment in HM Forces
- UK firearms certificate.

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

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

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

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

- A signed statement from the person endorsing the photograph indicating how long they have known the candidate
- NES will check the signature on both the photograph and the letter and that it contains a legible name, address and telephone number
- A copy must be taken and kept on file. Copies must be signed and dated by the person taking the copy

Immigration

As per the Home Office rules and regulations, we are required to check each applicant's identity and immigration status irrespective of whether they are a British Citizen or not. All applicants will be requested to produced valid right to work documents.

Immigration Status

Evidence of your immigration status includes:

Passport

Biometric Residence Permit (if applicable)

If you submit a copy of a British passport you do not have to provide any additional immigration-related documents as the passport already shows ongoing entitlement to work in the UK. However, if you are a British national, but do not have a passport, please note you can submit a copy of your birth certificate and proof of your national insurance number.

If you are an EU, EEA or Swiss citizen, you will be required to submit a copy of your passport or national ID card along with a copy of your EU Settlement Scheme pre-settled or settled status letter or BRP card (if applicable). The Pharmacy Recruitment team will email you during the longlisting stage to request your EU Settlement scheme share code.

If you are a Non-UK national, you will be required to upload a copy of both your passport/ UK Travel document along with your current Biometric Residence Permit or visa vignette on your passport. If you do not have either of these documents, please ensure you upload any relevant supporting documents provided by the UKVI to your application. The team may contact you during the longlisting stage to request a share code to confirm right to work in the UK.

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

Qualification

Current UK MPharm students

Current third year UK MPharm students will be asked to enter the following information:

School of Pharmacy name (select from a drop-down list), documentation to support the Personal section as part of their application.

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UK MPharm Graduates

MPharm graduates will be asked to upload a copy of their MPharm certificate to the Oriel system as part of their application.

Current OSPAP students

Current OSPAP students will be asked to upload a copy of their letter from the GPhC confirming their eligibility to apply to an OSPAP programme and their School of Pharmacy OSPAP acceptance letter.

OSPAP Graduates

OSPAP graduates will be asked to upload a copy of their OSPAP Postgraduate Diploma or Masters certificate.

Appendix E: Reasonable Adjustments (2023 entry)

Request for Adjustments – Guidance

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

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

You must apply for reasonable adjustments as part of the national application process also submitting any relevant supporting information by the closing date at 12:00 (GMT) on 22nd June 2022. It is important to note that the Reasonable Adjustments allowed for the SJT selection assessment may differ from those you obtain for university exams.

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

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

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

In addition, you will be required to email your supporting evidence to the Pharmacy Recruitment Team: pharmacy.recruitment@nes.scot.nhs.uk

Disability Confident Scheme

If you have a disability, defined as a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day to day activities and you meet the minimum criteria as specified in the Person Specification and you wish to be offered an interview under the *Disability Confident Scheme then it can be done at this point.

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

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

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

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

Please note the following regarding Reasonable Adjustments:

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

Supporting documentation – validity

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

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

The supporting documentation must:

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

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

To be considered valid, the supporting documentation must feature:

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

Submission deadline

The deadline for submitting requests and the supporting evidence is the closing date of the application window (22nd June 2022 12:00 GMT).

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

If you wish to apply to posts across England, Wales and Scotland and will therefore submit two Oriel applications, you will be required to apply for reasonable adjustments separately and submit supporting evidence twice, as part of each application.

Approval of Reasonable Adjustments request

Once your reasonable adjustments request has been reviewed by the Pharmacy Recruitment Team you will receive an email via Oriel informing you if your reasonable adjustments for the SJT Assessment have been approved.

Appendix F: Foundation Training Special Circumstances Policy (2023 entry)

1. Special Circumstances

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

As part of the Foundation Training Year Recruitment Scheme, once offers are released there is a formal process to manage applicants with special circumstances who require placement in a certain geographical area or specified location for their training. If following the matching process your matched site is no longer suitable for your previously disclosed special circumstances, you will need apply for special circumstances.

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

Please note that this guidance applies only to Scotland. If you are a dual applicant and you are applying for a post in England and Wales under special circumstances, please use their separate process.

1.1 Eligibility Requirements

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

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

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

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

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

Criterion 3: you have parental responsibility for a child or children under the age of 18

From 2021 joint applications will be permitted in the following circumstances:

1.2 Assessing Eligibility and Supporting Evidence Required

If you fall into any of the above criteria, you should contact the Pharmacy Recruitment Team via Pharmacy.Recruitment@nes.scot.nhs.uk

You will also be required to submit your supporting evidence as soon as possible. Should your special circumstances request be approved, the sooner you contact the NES Pharmacy Recruitment Team, the more you increase your chances of being matched to an alternative Training Provider. **We would not be able to take into consideration any requests received after May 2023.**

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

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

Criterion 1: Primary Carer

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

For you to meet this criterion, you must be the primary carer for this person, who would normally be your partner, sibling, or parent. If the person you are caring for is not your partner, sibling, or parent, you will have

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to explain clearly and present a strong case as to why and how you have the role of primary carer for this person. If you provide care for a person as part of a group of carers, e.g. a family, you are not eligible to apply under this criterion.

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

Criterion 2: Medical condition/disability

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

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

Criterion 3: Parental Responsibility

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

AND

- Proof of current address, e.g. driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

*The signatory must:

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

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

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

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

Your documents and evidence should be submitted to Pharmacy Recruitment via pharmacy.recruitment@nes.scot.nhs.uk

Panel

A panel comprising of two members will be convened to assess your eligibility against the above criteria and review the evidence you have submitted. Within 5 working days from receipt of your request, **we will inform you of the expected timeline of our decision. Once the panel have made a decision you will receive a subsequent email informing you of the outcome.**

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

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

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New evidence should be forwarded to the Pharmacy Recruitment Team via Pharmacy.Recruitment@nes.scot.nhs.uk and will be reviewed by the appeal panel. Within 5 working days from receipt of your new evidence, **we will inform you of the expected timeline of our decision. Once the appeal panel have made a decision you will receive a subsequent email informing you of the outcome.** The decision of the appeal panel will be final.

Templates

To access the relevant Request for Special Circumstances forms, you can find these on our [website](#).