England and Wales

Pre-registration Pharmacist Recruitment Applicant Handbook

For programmes commencing 2020
Foreword

Welcome to the Applicant Handbook, which supports the England and Wales Pre-Registration Pharmacist National Recruitment Scheme.

Health Education England and Health Education and Improvement Wales has been working with pharmacy employers, students and trainees, training providers and recruitment specialists to develop a recruitment system which is transparent, fair and robust. It uses existing tried and tested IT systems and selection methodologies. It will also provide a mechanism for all first iteration job offers to be issued on the same day. We recognise that students will have different reasons for wanting to train in different sectors or areas of the country and to support this we have developed an enhanced preferencing system designed to maximise choice.

We encourage you to provide feedback to ensure we continuously improve the experience we are able to offer you.

Good luck with your application!

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Professional Lead for National Pre-Registration Pharmacist Recruitment
1. Introduction

Applying for a Pre-Registration Pharmacist training 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. The General Pharmaceutical Council (GPhC) website provides comprehensive information about Pre-registration Pharmacist training and its requirements.

Applying through the national (Oriel) recruitment system requires you to submit one application in order to apply for all Pre-Registration Pharmacist training places based in hospitals in England and Wales. A large number of primary care pharmacy employers (i.e. community pharmacy) have also chosen to opt in to the scheme, including a number of multi-sector pre-registration posts, particularly with general practice.

More information about which employers are included is available in section 1.4 of this handbook. The aim is to have a fair, equitable and transparent recruitment process for all.

This Pre-Registration Pharmacist Recruitment Applicant Handbook is designed to provide the necessary information to support you in making a successful application to Pre-Registration Pharmacist training programmes commencing in July/August 2020. 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 Pharmacy National Recruitment Office (PNRO) manages the recruitment into Pre-Registration Pharmacist training programmes for all hospital training programmes in England and Wales. It also manages recruitment for the HEE funded industry programmes and primary care training programmes that have opted into the process.

The PNRO is hosted by Health Education England London and Kent, Surrey and Sussex and coordinates recruitment into Pre-Registration Pharmacist training programmes across England and Wales.

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

The England and Wales Pre-Registration Pharmacist Recruitment website is updated regularly with the latest application information; we recommend that you visit this regularly to ensure you stay up to date.

If your query cannot be answered by the information found on the website or through this Applicant Handbook, please go to the HEE London and Kent, Surrey and Sussex Support Portal. The Enquiries Portal has an FAQ function which we would advise you to look through before submitting an enquiry.
1.1 What is new for 2020 recruitment?
Based on applicant, employer and other stakeholder feedback, applicants with parental responsibilities for a child or children under the age of 18 will now be able to apply for special consideration. (More information can be found in Section 3.3 and Appendix E of this handbook.)

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

<table>
<thead>
<tr>
<th>Recruitment Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration pharmacist training programme information available on Oriel</td>
<td>5th June 2019</td>
</tr>
<tr>
<td>Oriel applications open</td>
<td>5th June 2019</td>
</tr>
<tr>
<td>Oriel applications close</td>
<td>26th June 2019</td>
</tr>
<tr>
<td>Invitation to MMI centre opens</td>
<td>17th July 2019</td>
</tr>
<tr>
<td>Invitation to MMI centre closes</td>
<td>24th July 2019</td>
</tr>
<tr>
<td>Invitation to SJT/numeracy selection centre opens</td>
<td>5th August 2019</td>
</tr>
<tr>
<td>Preferencing window opens</td>
<td>7th August 2019</td>
</tr>
<tr>
<td>Invitation to SJT/numeracy selection centre closes</td>
<td>16th August 2019</td>
</tr>
<tr>
<td>MMI centres held</td>
<td>9th September 2019 – 26th September 2019</td>
</tr>
<tr>
<td>SJT/Numeracy selection centre held</td>
<td>30th September 2019 – 11th October 2019</td>
</tr>
<tr>
<td>Preferencing window closes</td>
<td>31st October 2019</td>
</tr>
<tr>
<td>First iteration of offers made</td>
<td>Mid November *</td>
</tr>
<tr>
<td>Offers upgrade deadline</td>
<td>End of November *</td>
</tr>
<tr>
<td>Programmes commence</td>
<td>July/August 2020</td>
</tr>
</tbody>
</table>

* These dates will be confirmed and circulated at a later date

Please note that all dates above are subject to change and we recommend you check the Recruitment Website for any updates.

1.3 Applying for Pre-Registration Pharmacist Training commencing in 2020
Applications open at 12:00 GMT (UK local time) on 5 June 2019 and close at midday (UK local time) on 26 June 2019.

**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 (this can be done at any time), 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
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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 PNRO and you will be primarily via Oriel/email. You should check your email account and Oriel account a minimum of once every 48 hours. Failure to do so may result in your missing vital information in relation to your application. Please also check spam or junk-mail to ensure correspondence has not been filtered by your provider.
- You will only need to submit one application.
- You will not be asked to provide a supporting statement to demonstrate that you meet the person specification as part of your online application.

This year will see the introduction of a Scotland vacancy on Oriel. Please note that the Scotland pre-registration pharmacy recruitment is separate to England & Wales vacancies and is not captured in this handbook. Further information is available via [NHS Education for Scotland](#).

1.4 Employers participating in the England and Wales Pre-Registration Pharmacist Recruitment Scheme

All nationally funded Pre-Registration Pharmacist training programmes in England and Wales will be recruited to via the Oriel system. A large number of primary care pharmacy training programmes in England and Wales are also being recruited to via this process. Community pharmacy programmes that are included will be clearly identifiable within the Oriel system; they can be identified and filtered as Primary Care programmes.

A full list of the programmes will be available to view from 5th June via the Oriel system by selecting the Pharmacy Programme option from within the pharmacy staff group.

**IMPORTANT:** Some primary care (community pharmacy and general practice) employers will recruit outside of the Oriel system. These will be advertised independently by individual employers and do not form part of this application process. If you are interested in applying for any of these programmes it will be necessary for you to submit a separate application as per individual employer guidance/timelines.

As part of participating in the Pre-Registration Pharmacist recruitment process, all employers have been required to sign up to Health Education England’s Quality Framework and Standards which can be viewed [here](#). This sets out the standards that trainees can expect within their training programmes.
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 Pre-Registration Pharmacist training programmes.

**IMPORTANT:** We strongly advise that you read the Person Specification, Job Description and Professional Attributes Framework before starting an application. (See Appendices A, B, and C).

Applicants who are eligible to apply for the national Pre-Registration Pharmacist training 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
- Bradford sandwich students*

*Bradford sandwich students will apply to Oriel via their own vacancy, which is separate to the national vacancy. Guidance will be provided to these students via Bradford University. For further information please contact fls-placements@bradford.ac.uk

**IMPORTANT:** Any current third year UK MPharm student who has not consented for their School of Pharmacy to provide their details as requested by the PNRO will not be eligible to apply.

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 once and are awaiting a second attempt
- Applicants who have failed their registration assessment twice and require six months of supervised training
- 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).

2.2 Overseas applicants – Eligibility

Non-EEA pharmacy graduates will require a work visa to enable them to undertake pre-registration training in the UK.

**Current MPharm Students**

Graduates with a Tier 4 student visa cannot use this for their pre-registration training as their Tier 4 visa does not allow them to work for the full 12-month period of pre-registration training.

Most, but not all, non-EEA pharmacy graduates use Tier 2 (General) visas for pre-registration training. Some pharmacy graduates will already have another type of visa that enables them to work in the UK e.g. a spouse visa.
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Pharmacy graduates wishing to switch from a Tier 4 visa to a Tier 2 (General) visa must have a masters level degree from a registered UK higher education institute plus sponsorship from a licensed sponsor. The sponsor will issue the applicant with a certificate of sponsorship (CoS) assuming that they meet all the eligibility criteria and the applicant can then apply for the Tier 2 visa within three months before the day they are due to start work in the UK.

The Resident Labour Market Test (RLMT)

Part of the process of issuing a CoS involves the sponsor demonstrating that there are no suitable applicants from the UK, EEA or with settled status (indefinite leave to remain) who could fill the post by carrying out a Resident Labour Market Test (RLMT).

Sponsors of students wishing to switch from a Tier 4 visa to a Tier 2 visa are exempt from carrying out a Resident Labour Market Test. This is as the applicant falls into the category of having graduated from a UK university with a recognised degree (MPharm or MSc OSPAP) and is making an in-country switch from Tier 4 to Tier 2.

This is a once only exemption to the RLMT at the point of switching from Tier 4 and the applicant must be in the UK at the time. If the sponsor was subject to carrying out the RLMT, they would be required to allocate the CoS within six months of the date that the job vacancy was first advertised.

Overseas Pharmacists Assessment Programme (OSPAP) students

OSPAP students who are undertaking an OSPAP MSc and who have a Tier 4 student visa are eligible for a Tier 2 visa and can be treated in the same way as UK or EEA applicants.

OSPAP PGDip students are not eligible for a Tier 2 visa as they are studying for a diploma and therefore will not score highly enough within the points based immigration process to be eligible for a Tier 2 visa.

This information was factually correct at the time of the publication of this handbook. The UK Border Agency regularly updates immigration policy and we would advise all applicants with visa requirements to refer to the UK Visas & Immigration website.

- Please be aware that the PNRO will not be able to provide any advice regarding immigration queries.

2.3 Accessing the Oriel System

You have the ability to register on the Oriel system at any point to familiarise yourself with the system before applying when the application window opens (5th June 2019).

To access and register you will need to visit Oriel and select the pharmacy programme staff group.
When registering, current MPharm students will need to ensure their forename and surname are entered in the same way as this information has been provided by their School of Pharmacy (SoP). If you need to check the information that was provided by your SoP please contact them directly.

**IMPORTANT:** Any third year UK MPharm student who has not given their SoP permission to go onto a nominee list will not be eligible to apply for a Pre-Registration Pharmacist programme through the Oriel system.

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. For full guidance on using your dashboard within Oriel please visit the Oriel Help Desk.

Upon registering you will be able to complete the following registration sections of the application form:

- Personal*
- Eligibility
- Fitness to Practice
Pre-registration Pharmacist Recruitment

- Competence
- Employment
- Equality

*Please ensure you provide your full name as indicated in your passport/main identification. This is used throughout the recruitment process and consistency is imperative.

IMPORTANT: you will be asked to enter your email address into the ‘Personal’ section. This address is the primary means of contact between applicant and the PNRO so it is imperative that the address you enter is one that you check on a regular basis (NB: including outside of term time). After the offers process is complete employers 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.

From 5\textsuperscript{th} June 2019 until 26\textsuperscript{th} June 2019 you should complete and submit the rest of the application form by filling in the sections below*:

- Referees
- Declaration

*You will also need to complete information from within the other section of the application. The system will highlight where this information is required.

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.

Further details on how to complete each section of the application are provided in section 3.1 of this handbook.

You do not have to register before the application window opens (5\textsuperscript{th} June 2019 – 26\textsuperscript{th} June 2019), however, we would encourage you to do so for the following reasons:

- To familiarise yourself with the Oriel system.
- The information you complete as part of registering on the system can be saved and brought forward into your application saving you time during the application window.

IMPORTANT: If you are locked out of your Oriel account please contact the PNRO immediately via HEE London and Kent, Surrey and Sussex Support Portal and they will be able to unlock it on your behalf. The PNRO will aim to do this within 24-hours.

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 Pre-Registration Pharmacist programmes on Oriel

From 5\textsuperscript{th} June 2019 you will be able to see all of the Pre-Registration Pharmacist training programmes being recruited to via the England and Wales national recruitment scheme. 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 Pre-Registration Pharmacist training programmes, 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 type (hospital, primary care** or industry)
- Size of organisation (for primary care (community pharmacy) employers only – number of branches)
- Specialty (for hospital only)
- Licensed Tier 2 sponsor
- Region
- Location (at county/sector)
- Number of placements

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

**As you will be applying to the national vacancy, you must ensure this filter is set to ‘Pre-registration Pharmacy’ only. Selecting this option will only allow you to see the programmes that are entered into the national recruitment scheme. By selecting ‘Pre-registration Pharmacy Sandwich’ you will see the programmes entered into the Bradford sandwich vacancy.

** IMPORTANT: Unless you are a second year Bradford sandwich student you should not be looking at programmes that fall under the Pre-registration Pharmacy Sandwich filter (screen shot below). Only second year Bradford sandwich students are eligible for these programmes

** Please note that primary care relates to community and General Practice employers.
By clicking on View details within a programme you will be able to view the full programme details.

2.5 Contacting you

Remember to check your email and Oriel account every 48 hours throughout the process. We will use your email address to prompt you to check your account for information at relevant times throughout the application process. Emails sent via Oriel are also stored in your Oriel account. If you need to change your email address for any reason, use the My Profile option on Oriel.

The PNRO 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.
2.6 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.
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- 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.
- Current third year MPharm students: you should ensure you know your student ID number as you will be asked for this as part of your application.
- Ensure you have read the person specification, job description and Pre-Registration Pharmacist professional attributes framework.
- If applicable, ensure you are aware of how your visa requirements will affect your application.
- Identify and contact your referees.
- Ensure your passport is valid (in date) as this will be required as part of the document checking process at selection centre (for more information see sections 5.8 and 5.9 of this handbook).
- Start viewing the programmes early. These will be available from 5th June 2019. All of the programmes available can be viewed by selecting the Pharmacy Programme from the main menu within Oriel and by visiting the Pre-Registration Pharmacist national recruitment website.

3. Applying for a Pre-Registration Pharmacist programme

3.1 Completing the application form

**IMPORTANT:** You must ensure you select the ‘Pre-registration Pharmacy – Pharm’ vacancy when applying.
You can use the ‘Training Programme’ filter to select ‘Pre-registration Pharmacy’. The ‘Pre-registration Pharmacy Sandwich – Pharm’ is for Bradford sandwich students only. Please note that the system will prevent you from applying against the wrong vacancy.

You can submit an application between 5th June and 26th June 2019. The Pre-Registration Pharmacist application form is divided into 11 sections.

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 to practise
4. Referees
5. Competences
6. Employment
7. Evidence*
8. Supporting*
9. Preferences**
10. Equality
11. Declaration

*The evidence and supporting sections of the application are used for the recruitment of other professions. They are not being used for Pre-Registration Pharmacist training and you will not be asked to complete them.

**There will be a separate window for preferencing (7th August 2019 – 31st October 2019). Please see section 4 of this handbook for further information).

The Oriel system will allow you to save and return to your application at any point during the application window (5th June 2019 – 26th June 2019). 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. You will only be able to edit your contact details, referee details and preferences from this point onwards.
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Once you have submitted an application the Oriel system will automatically send you an email to confirm your submission.

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 special circumstances (please see section 3.3 of this handbook for further information).
- If you would like to request reasonable adjustments at a Selection 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 applicant 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 what is on your passport.

Current UK MPharm students

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

- School of Pharmacy (SoP) name (from a drop down list)
- Student University ID

This information and your forename and surname will be verified against the nominee list provided by your SoP so it is essential that the information you enter matches this. If you need to check the information that was provided by your SoP please contact them directly or check your online student record.

Current third year UK MPharm students will not be asked to upload any documentation to support the Personal section as part of their application.

IMPORTANT: Any third year MPharm student who has not given their SoP permission to go onto a nominee list will not be eligible to apply for a Pre-Registration Pharmacist programme through the Oriel system.

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 SoP OSPAP acceptance letter.
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 Declarations sections of your application.

Important: We would encourage all applicants who are required to upload documentation to collate it in advance of the application window (5th June 2019 – 26th June 2019) 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 employer 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) score.

You must have achieved as a minimum the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application: Overall 7.0, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0.

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).
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Please note:

• You may be considered before others on the basis of immigration status, in accordance with guidance from the UK Visas & Immigration.
• 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 PNRO 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 of the programmes included in the recruitment scheme will be available to applicants requiring a Tier 2 visa. These programmes will be clearly identified to you through the preferencing page of the application with the use of a T2 within the programme preference title (Please refer to section 4.5 of this guide for further details).

3. Fitness to Practise

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 employers as part of pre-employment checks and will be passed on to relevant employers by the PNRO 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.

4. References

You are required to provide details of two referees as part of your application. One of these must be an academic reference. The other reference can be either:

• Employment or
• Character

If you have previously been employed it is expected that you will provide an employment rather than character reference.

Referees should be contacted in advance to ensure they are happy to provide a reference on your behalf.

Referees will not be contacted before you have accepted an offer and the upgrading window is complete.

IMPORTANT: References are collected on behalf of employers as part of pre-employment checks and both references and referee contact details will be passed on to relevant employers by the PNRO once a programme offer has been accepted. References are not reviewed as part of the application process. Offers of employment are, however, subject to receipt of satisfactory references.
Referees will be asked to provide references electronically via the Oriel system. Once references are requested referees will receive an email from the Oriel system.

Referee FAQ are available on the HEE London and Kent, Surrey and Sussex Support Portal.

Helping your referees
If your referee has forgotten or lost their password, they should go to Oriel and click on the Forgotten Password function. They will then receive an email with a link for them to follow to reset their password. If a referee has locked their account, they should contact the PNRO via HEE London and Kent, Surrey and Sussex Support Portal.

If your referee is unable to complete the reference in Oriel, this can be managed by yourself and your future pharmacy employer directly, outside of the Oriel system. Once all employers receive their confirmed pre-registration applicant information you will contact them to go over any details that may need to be addressed prior to the post starting, such as contracts. As your placement is between you and the employer, it is acceptable to send references to them directly if needed.

5. 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.

6. Employment

In this section you will need to enter any employment details that you have had up to the start date of the programme (July/August 2020). 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 employers.

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.

7. Evidence

This page of the Oriel application is intentionally blank, and you will not be required to enter any details here.

8. Supporting
Pre-registration Pharmacist Recruitment

This page of the Oriel application is intentionally blank, and you will not be required to enter any details here.

9. Preferencing

You will not be asked to complete this section as part of your application. You will need to complete your preferencing during the preferencing window, 7th August – 31st October 2019.

Please refer to section 4 of the handbook for details of the full preferencing process.

10. 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 employers and will be passed on to relevant employers by the PNRO once a programme offer has been accepted. It will also be used to review equality within selection processes.

In this section this you will be asked if you have parental responsibility for a child or children under the age of 18. This information is being collected to help support a decision as to whether it can be included as a future criterion within the special circumstances policy (please see Appendix E for the Special Circumstances Policy).

11. Declaration

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.

If you are required to upload any supporting documentation (e.g. a degree certificate) you will be asked to do so in this section.
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 but not amend your submitted 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.

**APPLICATION SUBMISSION - IMPORTANT NOTE**
Pressing the submit button at the bottom of the page will **automatically** submit your application.

By pressing the submit button you are **confirming** that you understand you will **NOT** be able to add, amend or remove **ANY** information entered against this application once submission has occurred. Once an application has been submitted you will be able to view a **read-only format** of the submitted application.

3.2 **Reasonable adjustments**
If you wish to request reasonable adjustments during the recruitment process you should read the policy: **Supporting applicants with a disability at the assessment/selection centre stages of a recruitment centre process** and fill in the Request for Adjustments form online (Please see **Appendix D**).

The form and supporting documentation should then be completed via **HEE London and Kent, Surrey and Sussex Support Portal** by no later than midday 26th June 2019.

3.3 **Special circumstances**
As part of the Pre-Registration Pharmacist Recruitment Scheme, a formal process has been introduced to manage applicants with special circumstances and a requirement to be placed in a particular region for their training. If you wish to request special circumstances you should read the policy: **Pre-Registration Pharmacists Trainees (England and Wales) Special Circumstance Policy** and fill in the Request for Special Circumstances form online. (Please see **Appendix E**).

The form and supporting documentation should then be completed via **HEE London and Kent, Surrey and Sussex Support Portal** by no later than 26th June 2019.
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**IMPORTANT:** Requesting reasonable adjustments or special circumstances will not negatively impact on your application. These policies are to enable HEE/ NHS Wales Shared Services Partnership to provide the appropriate support to those applicants that need it.

4. **Preferencing Pre-registration Pharmacist Programmes**

4.1 **What is preferencing?**

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

There is a large number of places 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, there were a number of applicants who 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 programme information can be viewed from 5th June 2019 via the Oriel system. You must take care and attention to preference accurately.

We strongly recommend that you start reviewing programmes before the preferencing window (7th August – 31st October 2019). You may also wish to undertake some research such as visiting employer websites or attending open days. Links to the websites for all employers offering training programmes as part of the recruitment process will be available as part of the programme information.

Please click here to view a preferencing tutorial video.*

*Please note the video does not have sound.

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.

For further information about preferencing and fill rates from previous recruitments, please refer to the National pre-registration pharmacist recruitment evaluation page.

**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 of the pre-registration 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 7th August 2019 and 31st October 2019.
IMPORTANT: You will have access to the programme information via the ‘Pharmacy Programmes’ section of the Oriel system from 5th June 2019. We would strongly advise you to start reviewing programmes at the earliest point to save time during the preferencing window.

Enhanced preferencing

Enhanced preferencing comes into effect after offers have been made. It is designed to provide an opportunity for applicants to change their preferences at a very late stage.

For applicants who have accepted a programme, there will be an option to select upgrade options which not only includes programmes that were originally ranked higher than the offered programme, but also those that were ranked lower. Applicants who have not received an offer will have the ability to amend their preferences up until the final round of offers. This includes re-ranking programmes from within the ‘Preferred’ category or moving preferences from within the ‘No Preference’ and ‘Not Wanted’ categories (for further information about preferencing categories see section 4.4 of the handbook).

Enhanced preferencing will take place between offer rounds and applicants will be informed via Oriel when this functionality is available. Further information on enhanced preferencing and offers can be found in section 6.3.
4.2 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:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme</td>
<td>The programme is the Pre-Registration Pharmacist training position that is being offered to you. All programmes are 12 months in length (Unless you are applying for the Bradford sandwich vacancy).</td>
</tr>
<tr>
<td>Places</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Placements| Training programmes may be made up of a single placement of 12 months or of smaller constituent parts.  
Placements represent a constituent part of a programme. They reflect the practice setting you will be undertaking your training in.  
A placement is a minimum of three months in length.  
Programmes can have a maximum of four placements within them. Many will only have one e.g. one placement for 12 months in community.  
Placements can be in the following practice settings: Clinical Commissioning Groups General Practice Hospital Industry Primary Care Prison |

4.3 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:

NORTH BRISTOL NHS TRUST/Bristol/BS10 5NB/0001

Please note: If a programme is able to sponsor a Tier 2 applicant, they will have a T2 within their programme preference code (please refer to section 4.5 of the handbook for further information).

Please see the example preference code below:

NORTH BRISTOL NHS TRUST/Bristol/BS10 5NB/T2/0001
IMPORTANT: If you are not subject to any visa restrictions you will be able to preference all of the listed programmes, including the programmes that are marked as T2.

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.

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:

- Employer name
- Programme title
- Programme description
- Region
- Location (county/sector)
- Employer type
- Size of the community pharmacy organisation (defined by number of branches)
- Licensed Tier 2 sponsor
- No. of placements
- Places available
- Salary
- Training provider
- Employer website
- Hours per week as per employment contract

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

4.4 Preference categories

The preference section of the application form presents you with three categories which you are able to move your preferences between:

- No Preference
- Not Wanted
- Preference
When you first look at the preferencing section of your application all of the programmes listed will sit within the No Preference category.

**No Preference:** All of the programmes will initially sit in this category. This will mean that you are willing to accept any of these programmes should you not be successful in being offered any of your positively preferenced programmes. They will not be offered to you in any set order as they are not ranked in this section. If there are programmes which you are most interested in, you are advised to rank these within the Preference 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 to any of the programmes you move into this category after you have submitted your preferences.

**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 no preference section.
IMPORTANT: You may have as many programmes in each category as you wish however, we actively encourage you to preference a minimum of 30 to increase your chances of being made an offer. The more programmes you preference the higher the chances are that you will receive an offer.

Remember, any programme within your ‘Preference’ or ‘No Preference’ category could be offered to you, so you must be sure that you are willing to work for the employer.

A helpful video on how best to preference and what to expect can be viewed at: https://vimeo.com/219540516

4.5 Tier 2 sponsorship

Applicants who require a Tier 2 sponsor will be able to filter out all of the programmes that cannot support their application through the preferencing section and should move them to the Not Wanted category.

Not all of the programmes available in the recruitment process will be able to accommodate applicants requiring a Tier 2 visa. These programmes will be clearly marked to applicants and will not be offered under any circumstances. All of the programmes that are able to support Tier 2 applicants will have T2 within their preference code (see below).

NORTH BRISTOL NHS TRUST/Bristol/BS10 5NB/T2/0001

If you are unsure of your visa status please refer to the UK Visas & Immigration website for up-to-date information.

4.6 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 follow:

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (Sector) - the location the programme is based in.</td>
<td>This is a useful filter for those applicants who are especially interested in working in a specific geographic location (please see Appendix F for a full list of counties/sectors).</td>
</tr>
<tr>
<td>Employer type i.e. Hospital, primary care or industry</td>
<td>Applicants will be able to filter by either hospital, primary care (community pharmacy or general practice) or industry. In the case of multi-sector pre-registration training programmes eg 6 months in different sectors, the employer type refers to the lead employer. You will find information about the employer for the second half of the year listed under “Placements” - see below for further information.</td>
</tr>
<tr>
<td>Size of organisation - applies to primary care employers only</td>
<td>This filter allows applicants to refine by employer size i.e. number of community pharmacy branches.</td>
</tr>
</tbody>
</table>
Pre-registration Pharmacist Recruitment

<table>
<thead>
<tr>
<th>Specialty - applies to Hospital employers only</th>
<th>This is a useful filter for those applicants who are especially interested in gaining experience in a particular specialty. The specialties are as follows: Acute Trust Mental Health Trust Cancer Specialist Centre Cardiothoracic Children’s Hospital Ophthalmology Specialist Centre Orthopaedics Specialist Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of placements - the number of placements within a programme</td>
<td>This filter allows applicants to refine programmes by the number of placements within them. If you are interested in a programme containing more than one placement you should use this filter. Once filtered you will be able to see the individual placement details by selecting a preference code. This is where you will find all multi-sector programmes eg: 6 months hospital/ 6 months industry or 9 months community/ 3 months general practice.</td>
</tr>
<tr>
<td>Licensed Tier 2 Sponsor - If the employer is able to provide Tier 2 visa sponsorship</td>
<td>This filter is extremely important to applicants who require a Tier 2 visa. Using this filter will allow these applicants to immediately move the programmes they cannot apply for into the Not Wanted category.</td>
</tr>
</tbody>
</table>

You will also have the ability to search for individual employers by name using the preference search box. There is one search box per preference category.

4.7 Bulk preferencing

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 primary care programmes you could use the filtering tool to show all hospital programmes and then bulk preference them into the Not Wanted category.

We would recommend that applicants who require a Tier 2 visa use the bulk preferencing tool to move all of the programmes that cannot support their applications to the Not Wanted category.

Please click here to view a preferencing tutorial video.*

*Please note the video does not have sound.
5. Processing applications and selection centres

5.1 Longlisting

The longlisting process takes place after the application window closes (from 26th June 2019 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. Please ensure that you closely monitor your email account 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 Multiple Mini Interview Invitation

Once longlisting is complete, an email will be sent to all successfully longlisted applicants inviting them to an MMI centre. From this point all successful applicants will be able to book a slot online via Oriel on a first come first served basis.

**IMPORTANT:** The release of MMI selection centre slots will be staggered on the Oriel systems as follows*

<table>
<thead>
<tr>
<th>Release Date/Time</th>
<th>MMI selection centres slots</th>
</tr>
</thead>
<tbody>
<tr>
<td>17th July 2019, 10:00am</td>
<td>• Cardiff City Stadium (Cardiff)</td>
</tr>
<tr>
<td></td>
<td>• HEE Office, Park House (Bristol)</td>
</tr>
<tr>
<td></td>
<td>• Kassam Stadium (Oxford)</td>
</tr>
<tr>
<td>17th July 2019, 10:00am</td>
<td>• Elland Road Stadium (Leeds)</td>
</tr>
<tr>
<td></td>
<td>• King Power Stadium (Leicester)</td>
</tr>
<tr>
<td>18th July 2019, 10:00am</td>
<td>• Etihad Stadium (Manchester)</td>
</tr>
<tr>
<td>18th July 2019, 10:00am</td>
<td>• Stewart House (London)</td>
</tr>
</tbody>
</table>

*Please note these dates are subject to change and will be confirmed in early July.

Greyed-out time slots indicate that the times have been booked by other applicants and are no longer available. All other slots shown can be booked.

You can change your selection time online up until the closing time for selection slot bookings (shown when you book a slot). To change your time slot, log in to your Oriel account and cancel your current booking. You will then be able to book another time slot, however we cannot guarantee a new slot will be available after cancelling your initial time slot.

**IMPORTANT:** the time you book onto your MMI selection centre includes your document checking time (further information on MMI interview documentation can be found in section 5.8 of this handbook). For example, if you book on an MMI selection centre slot of 11:00, this will include the 30 minutes it takes for you to have your documentation checked.

If you have requested reasonable adjustments, it may be necessary for you to be pre-allocated to a particular selection centre slot. In these instances, the PNRO will communicate with you directly.
**MMI Selection centre venues**

The selection centres will be managed via regional centres across England and Wales.

Selection centres will be held on/in the dates/venues below:

<table>
<thead>
<tr>
<th>2019 MMI Selection Centre Dates</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 9(^{th}) – Friday 13(^{th}) September 2019</td>
<td>King Power Stadium Leicester</td>
</tr>
<tr>
<td>Thursday 12(^{th}) – Friday 13(^{th}) September 2019</td>
<td>Etihad Stadium (Manchester)</td>
</tr>
<tr>
<td>Thursday 19(^{th}) – Friday 20(^{th}) September 2019</td>
<td>Elland Road Stadium (Leeds)</td>
</tr>
<tr>
<td>Tuesday 24(^{th}) – Wednesday 25(^{th}) September 2019</td>
<td>Kassam Stadium (Oxford)</td>
</tr>
<tr>
<td>Wednesday 11(^{th}) – Thursday 12(^{th}) September 2019</td>
<td>Cardiff City Stadium (Cardiff)</td>
</tr>
<tr>
<td>Friday 20(^{th}), Monday 23(^{rd}) – Thursday 26(^{th}) September 2019</td>
<td>Stewart House (London)</td>
</tr>
<tr>
<td>Monday 16(^{th}) – Thursday 19(^{th}) September 2019</td>
<td>HEE Office, Park House (Bristol)</td>
</tr>
</tbody>
</table>

**IMPORTANT:** There will be limited capacity on each selection centre day, and selection centre slots are booked on a first come first served basis.

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

All successfully longlisted applicants will also be invited to attend an SJT/numeracy assessment centre. These assessments will be taken at Pearson VUE Centres.

Pearson VUE is a multinational publishing and education company who specialise in facilitating computer based tests, they 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 on 5\(^{th}\) August 2019 (the deadline to book will close on 16\(^{th}\) August 2019). The invitation will contain instructions on how to register and book a slot.

Once the email 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 PNRO 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 PNRO will email this information to all applicants. You can also find your Oriel pin by signing into your Oriel account. **This pin will also be required when you register for training with the GPhC.**

Booking a Pearson VUE centre when you require reasonable adjustments.
Pre-registration Pharmacist Recruitment

If you have had reasonable adjustments* confirmed, 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 requires something beyond additional time Pearson VUE will contact you directly to arrange a suitable selection centre.

*For the full reasonable adjustments policy please see Appendix D.

Situational Judgement Test (SJT)/Numeracy Selection Centre Venues

The booking window for the SJT/numeracy assessment is between 5th August – 16th August 2019.

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 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.

5.4 Further selection centre guidance

The PNRO will be publishing specific selection centre guidance relating to all of the MMI venues before the interview booking window opens, including transport guidance and information about local amenities.

Please be aware that no additional material will be allowed on your person during MMI assessments.

5.5 Selection Centres – methods of assessment

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

The selection methods are made up of three parts:

1. The Multiple Mini-Interview (MMI) – 40 minutes (approx.)
2. Situational Judgement Test (SJT) – 104 minutes*
3. Numeracy test – 15 minutes*

*These two assessments are both sat at a Pearson VUE centre on the same day.

IMPORTANT: Please note applicants will not be eligible for an offer unless they have undertaken all three selection methods.

5.6 MMI Selection centre

The Pre-registration Pharmacist Multiple Mini Interview (MMI) has been developed in conjunction with subject matter experts. Exercises may include scenario based questions, reflection on past experiences and problem solving. Including subject matter experts throughout the development process for the MMI ensures that the final exercises are reflective of the role of a Pre-Registration Pharmacist and are fair to ask all applicants.

The MMI section of the selection process will last approximately 40 minutes and will consist of six exercises with each exercise measuring different attributes from within the Pre-Registration Pharmacist Professional Attributes...
Framework (see Appendix C). The six exercises will be undertaken across three rooms, with two exercises sat one after another in the same room. Each exercise will be five minutes in length.

There will be three minutes preparation time before entering each room. Within the three minutes, you will be provided with information to help you to prepare for the first exercise you will complete when entering each room. After completing that exercise, you will move straight onto the second exercise within that room. This exercise will not require any preparation ahead of completing it.

Each room will have two assessing panel members within it, at least one of whom will be a pharmacist. Lay representatives may be in attendance for quality assurance purposes.

**IMPORTANT: You may not make notes during the three minutes preparation time before going into any of the MMI stations.**

The PNRO will be offering applicants the option of undertaking their MMI assessment in Welsh at the Cardiff City Stadium selection centre. Should you wish to undertake this assessment in Welsh please email recruitmentwales@cardiff.ac.uk no later than 12:00noon 26th June 2019.

**MMI Room layout**

The graphic below is an example of how the MMI section of the selection centre will run.

*Please note, exact content of the station may vary, the above is shown for demonstration purposes only*

A past behavioural interview question is where an applicant will be asked to draw upon their previous experience to answer a question e.g. ‘Tell me about a time you have worked successfully in a team’. You may wish to draw on your experiences both inside and outside of a pharmacy setting.

**5.7 SJT/numeracy selection centre**

*Situational Judgement Test (SJT)*

Situational Judgement Tests (SJTs) are a measurement methodology designed to assess judgement in work relevant situations. The Pre-Registration Pharmacist SJT has been designed to assess the professional attributes expected of a Pre-Registration Pharmacist. The scenarios have been written by subject matter experts who work closely with Pre-
Pre-registration Pharmacist Recruitment

Registration Pharmacists. This ensures that the scenarios presented are realistic and fair and provide an accurate reflection of what Pre-Registration Pharmacists encounter in their role.

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

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

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

Ahead of the selection centres, an example of both SJT response formats will be made available on the England and Wales Pre-Registration Pharmacist Recruitment website for you to familiarise yourself with.

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 15 minutes.

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

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

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

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

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

### Sitting an SJT/numeracy assessment at a Pearson VUE Centre

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

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

### 5.8 MMI Selection centre documentation

You will be required to bring **both the original and a copy of** the following documentation with you to the selection centre:

- A valid passport*
- Right to work documents (where required, e.g. Biometric Residence Permit (BRP), Certificate of Sponsorship (CoS), letter from UK immigration office)

**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.
Pre-registration Pharmacist Recruitment

If you have concerns about your ability to bring the required documents with you to a selection centre you should make urgent contact with the PNRO in advance of the selection centre via HEE London and Kent, Surrey and Sussex Support Portal.

IMPORTANT: If you do not bring the correct documentation to your selection centre, you may not be able to undertake any of the selection centre assessments

5.9 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.

IMPORTANT: You will only be eligible for an offer through the Oriel system if you have completed all three selection methods: MMI, numeracy and SJT.

Should your name change between the submission of application (26th June 2018) and the sitting of your numeracy/SJT (30th September – 11th October 2019) please notify the PNRO via HEE London and Kent, Surrey and Sussex Support Portal.

5.10 MMI: Red Flag Policy

A red flag policy is used at all MMI selection centres.

A “Red Flag” is an indicator that is awarded when an applicant behaves in such a way that is expected to be deemed unacceptable by a future employer. Normally a red flag would reflect an action that would warrant employer intervention or disciplinary proceedings in the workplace.

Examples of Red Flag triggers include: -

- Aggressive, abusive or indecent behaviour.
- Offensive comments.
- Discriminatory comments related to protected characteristics under the Equality Act 2010.
- Fraud and dishonesty.
This may include untrue statements made during an interview.

- Breaches of health and safety rules.
- Breaches of confidentiality.
  - Patient confidentiality.
  - Sharing interview questions with others.

Applicants will be informed of any red flag associated with them on the day of their MMI. All upheld red flags will be reviewed by a national panel. Any red flag upheld by the panel will result in an applicant being removed from the recruitment process and will make them ineligible to receive an offer. The national panel is made up of a number of stakeholders including Schools of pharmacy and employers.

Lay Representatives

Lay Representatives will attend MMI selection centres to quality assure the process and ensure that all panels are consistent and managed in accordance with the published process. The role of a Lay Representative includes:

- Ensuring a consistent, transparent and fair experience for all applicants.
- Providing independence and impartiality.
- Providing a balanced approach, representing all parties.
- Providing impartiality and externality to ensure a fair and equitable approach to the process and decision making.
- To observe processes and feedback accordingly, to ensure agreed national processes are followed.

You will be asked to sign a declaration on the day of your selection centre confirming that you are satisfied with the process and that you have no issues you wish to raise.

Any issues that arise during a selection centre must be reported on the day before leaving the centre.

Feedback

Your feedback is really important to us and we will be asking for feedback on both your MMI and SJT/numeracy components. All feedback will be collected at Pearson VUE centres.

5.11 Scoring assessments at selection centres

The scores of all applicants from the regional selection centres will be centrally collated to produce a single national ranking list.

Your total score will be made up of your score on the MMI and the SJT. These will be weighted and combined to create your total score:

- MMI score = weighted at 60%
- SJT score = weighted at 40%

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 2018, the pass mark was 30% and it is expected that the 2019 pass mark will be similar.

If you fail to meet the pass threshold, you will be deemed unsuccessful and will not be eligible to receive an offer.
Pre-registration Pharmacist Recruitment

Tie-breakers

Your 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 total score, various pieces of information from the selection centre 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 MMI score. If this score is also equal, the scores received within the MMI will be differentiated using the attributes measured within the MMI. 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:

- MMI total score
- Professional Integrity & Ethics Score
- Communication & Consultation Skills Score
- Self-Directed Learning & Motivation Score
- Problem Solving, Clinical Analysis & Decision Making Score
- Person-Centred Care Score
- Multi-Professional Working & Leadership Score
- Numeracy Test Score

5.12 Expenses

Please note that expenses you incur as part of the recruitment process will not be reimbursed.
6. Offers process

Offers will be coordinated through the Oriel system by the PNRO, according to your rank and the order with which you ranked your programme preferences.

If you are ranked first, you will be offered your first preference followed by the person who ranked second being offered their first preference, unless it has already been offered to you in which instance they would get their second preference and so on.

Example: How Pre-registration Pharmacy offers will work
Kate’s top three programme preferences were: Pharmacy A, Pharmacy B and Pharmacy C. Kate ranked 1001 following the selection centres, meaning 1000 applicants ranked higher than her. When it was Kate’s turn to be allocated, all of the programmes within Pharmacy A and Pharmacy B had been filled by higher ranking applicants. There was still a programme place vacant within Pharmacy C, therefore Kate was sent an offer for this programme.

You will be notified of offers via an email that will ask you to login to your Oriel account. This email 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 especially closely to ensure you do not miss notifications of offers.

You will be given 48 hours (excluding weekends and bank holidays) to accept or decline an offer (see next page).
Pre-registration Pharmacist Recruitment

**Offer / Summary**

- **Application ID:** PNRO/17-18/PWY/0000000270/PARM-1-R1/A/000000051476/00001
- **Recruitment lead:** Pharmacy National Recruitment Office
- **Training Programme:** Pre-registration Pharmacy
- **Dual Training Programme:** Round 1 - Pharmacy - PNRO
- **Expiry status:** Offer expires on: Wednesday 24 May 2017 12:44
- **Upgrade status:** Upgrade deadline: Thursday 22 June 2017 10:10
- **Application status:** Offer made
- **Application ranking:** Unpublished
- **Offer status:** Pending
- **Offer Code:** BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST/Sussex/T2/001
- **Offer grade:** Pre-registration Pharmacist
- **Offer region:** Health Education England - Kent, Surrey and Sussex
- **Offer start date:** 01/08/2018
- **Offer duration (months):**

**Offer / Programme Preference Detail**

- **Programme Preference:** BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST/Sussex/T2
- **Employer Name:** BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST
- **Programme Title:** Brighton and Sussex NHS Trust Pre-registration Programme
- **Programme Description:**

Brighton and Sussex University Hospital is a teaching hospital with 2 main sites, the Royal Sussex County Hospital and Princess Royal Hospital. The pharmacy employs over 170 staff with 20 non-medical prescribers and 3 consultant pharmacists. We work closely with the local medical school and 2 pharmacy schools with 6 joint appointments. Trainees have a dedicated tutor with regular meetings held to support development. A trainee Local Faculty Group has been established of which a trainee rep is a member. Trainees have protection time to undertake a Quality Improvement project. Weekly training sessions are held to support the rotations and the registration exam. Trainees are involved with placement supervision pharmacy undergraduates. A monthly study programme with trainees from local Trusts (ESHT and SASH) has been established. Trainees give very positive feedback and are actively involved in its future development.

- **Location (Sector):** Sussex
- **Employer Type:** Hospital
- **Specialty:** Acute Trust
- **Licensed Tier 2 Sponsor:** Yes
- **No. of Licences:** 8
- **Salary:** £21,909.00
- **Training Provider:** Health Education England Leden and South East Pharmacy
- **Employer Website:** https://www.bsu.uk.nhs.uk/
- **Hours per Week:** 37.5

**Offer / Placements**

<table>
<thead>
<tr>
<th>Placement</th>
<th>Setting</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hospital</td>
<td>12 month(s)</td>
</tr>
</tbody>
</table>

**Offer / Information**

**PENDING OFFER**

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

This offer can be registered for automatic upgrades until Thursday 22 Jun 2017 10:10.

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.
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.

6.1 Offer responses

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

- **Accept**: If you accept an offer this means you are 100% satisfied to complete your Pre-registration training with this employer. Once an offer has been accepted you will be removed from the offers process unless you choose to opt in to upgrades. (see 6.2 below).

- **Decline**: If you decline an offer 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.

6.2 Upgrading

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

![Offer / Information For Acceptance](image)

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 upgrades deadline (end of November). You will have the option to opt out of the upgrades at any point during the offers process.

Once you have accepted an offer, the Oriel system allows you to opt in to/from upgrades at any time until the upgrade deadline has passed.
Pre-registration Pharmacist Recruitment

You can choose to opt in for all or some of the programmes you have preferred higher or lower than the one you received (screen shot below) at any point up until the upgrade deadline has passed (end of November). You can also choose to opt out if you change your mind. If you opt in to upgrades, and an upgrade becomes available, you do not have an option to decline the upgrade and you will not be able to return to your previous offer. Upgrades automatically replace your initial offer.
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 Enhanced preferencing and offers

Enhanced preferences allow applicants to amend their preferences within the 48-hour pre-determined preferencing windows. These will be communicated to applicants throughout the process, and you will be notified via Oriel when they are open and if you are successful in receiving an offer. Preference options may be briefly unavailable when recruiters are matching and preparing offers; preferencing must be closed to allow the matching to run.
Example: an applicant who is yet to receive an offer
Lauren has not yet received an offer; the upgrade deadline is yet to pass. Since submitting her preference options two weeks ago she had had a change in personal circumstances and now wishes to expand her geographical choices to include 10 more programmes. She can do this by logging into her Oriel application and adding to her preference list.

Applicants who have accepted an offer will also be able to amend their preferences at any time during the recruitment process, up until the upgrade deadline for the recruitment round.

Example: an applicant who has received an offer
Meera was offered her 12th preference position and wishes to accept the offer with upgrade. However since making her original preferences Meera’s family situation has changed and it would no longer be viable for her to travel to her 6th, 7th, 8th or 9th preferences. Meera is worried that if she could be offered these through the upgrade option. Enhanced preferencing will prevent this situation happening. When Meera receives her offer she will also be able to amend her preferences i.e. she can remove preference 6, 7, 8 and 9 from her list completely and also add new programmes that were more local to where she needs to live.

6.4 Clearing
Depending on the number of programmes remaining at the end of the offer process, a clearing process to match remaining candidates to available programmes may be undertaken. Where clearing takes place, applicants will have the option to re-preference all of the remaining programmes and offers will then be made in rank order.

6.5 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 employer whose programme you have accepted. The release of employer information will take place in December 2019.

We would advise you to wait for your employer to contact you.

IMPORTANT: Offers are subject to employer pre-employment checks such as occupational health, immigration requirements, and satisfactory references. Pre-employment checks normally start between six and three months before the programme start date.

IMPORTANT: accepting an offer through Oriel does not constitute an offer of employment. It is the responsibility of the employing organisation 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.

6.6 Withdrawing from an Oriel offer
In previous years there have been a large 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 employers 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.

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 HEE support such as pre-registration tutor training and quality management of places.

### 6.7 Selection centre feedback

You will receive individual feedback about your selection centre performance by no later than 31st December 2019. This will include:

- overall score for SJT
- numeracy score
- score in each MMI station plus assessor’s comments

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

### 6.8 Data Sharing

With reference to the information that you provide to us upon registration, 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 Health Education England (HEE) local offices, Deaneries, Royal Colleges and employing NHS organisations
- Use of recruitment data for evaluation, research and testing purposes

Full details on how your data will be stored and processed can be found by accessing the Oriel privacy policy here.
7. Enquiries

Any further enquiries should be made via the HEE London and Kent, Surrey and Sussex Support Portal. To access the pharmacy specific section, you will need to do the following:

1. Select the ‘Recruitment/ Inter Deanery Transfer’ drop down arrow and the select ‘Recruitment’.

Welcome

This support portal is divided into 2 sections:

FAQs and query submission for trainees, trainers and trusts in the HEE London and KSS regions
FAQs and query submission for any applicant, panel member or referee relating to recruitment activity supported by the London and South East Recruitment team

You don’t have to sign up to submit an enquiry, but if you do, you can track its progress.

Click one of the links below to continue.

London / KSS
Recruitment / Inter Deanery Transfer

2. Select ‘Applicant Enquiries’

Recruitment

You’ll find information here about all the areas listed below.

Click one of the links below to continue.

Applicant Enquiries
Panel Members / Referee Enquiries
3. Select the ‘Pharmacy’ drop down arrow and then select ‘FAQs’

Applicant Enquiries

You’ll find information here about all the areas listed below

Click one of the links below to continue:

- General Information
- Dental
- Medical Specialty
- Special Circumstances
- Contact Us

- Pharmacy
- Medical Foundation
- Reasonable Adjustments
- Fitness To Practise
- Complaints

4. If none of the FAQs answer your enquiry, then select the ‘What if none of the FAQs answer my query’ option and this will allow you to submit an enquiry.

Other (1)

- What if none of the FAQs answer my query?
8. Useful Links

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>The General Pharmaceutical Council (GPhC)</td>
<td><a href="https://www.pharmacyregulation.org/">https://www.pharmacyregulation.org/</a></td>
</tr>
<tr>
<td>Pharmacy National Recruitment Office</td>
<td><a href="https://www.lasepharmacy.hee.nhs.uk/national-recruitment/">https://www.lasepharmacy.hee.nhs.uk/national-recruitment/</a></td>
</tr>
<tr>
<td>British Pharmaceutical Students Association (BPSA)</td>
<td><a href="http://www.bpsa.co.uk">www.bpsa.co.uk</a></td>
</tr>
<tr>
<td>Royal Pharmaceutical Society (RPS)</td>
<td><a href="https://www.rpharms.com">https://www.rpharms.com</a></td>
</tr>
</tbody>
</table>
## Appendix A: Pre-registration Pharmacist Person Specification 2020 entry

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

### Notes

Some of the criteria within this person specification are underpinned by behavioural indicators within the Pre-registration Pharmacist Professional Attributes Framework (PAF). Where this is the case, the criteria are marked with an asterisk*. The criterion marked with two asterisks** is underpinned by behavioural indicator 5.7 within the PAF. This person specification should be read in conjunction with the PAF to ensure the reader has an understanding of the full extent of the essential and desirable criteria included within it.
Appendix B: Job Description (2020 entry)

1. General Information

Job Title: Pre-registration trainee pharmacist

Location: Host training organisation approved for pre-registration training by the General Pharmaceutical Council (GPhC)

Hours of work: Normal weekly working hours of host training organisation with flexibility to meet the needs of the service. Limits of weekly working hours are specified by the GPhC.

Overseen by: GPhC recognised pre-registration tutor at host training organisation

Accountable to: Employing host training organisation

2. Job Purpose

A fixed term contract to meet the requirements of the GPhC to register as a pharmacist

3. Main Duties and Responsibilities

- To complete a structured training programme approved by the GPhC
- To provide pharmaceutical services and delivery of patient care under supervision
- To be aware of and work within: procedures and policies of the host training organisation, accepted standards of practice, relevant legislation and regulatory requirements
- To be responsible for self-directed learning
- To demonstrate competence as specified by the GPhC
- To participate in education and training programmes and other activities to develop knowledge and skills as part of a commitment to continuing professional development
- To review progress regularly with the pre-registration tutor and undertake formal progress reviews as specified by the GPhC, to identify development needs
- To undertake and support quality improvement processes
- To undertake mandatory training as deemed necessary by the host training organisation
- To practice in accordance with the professional standards set by the GPhC
- To participate in weekend, bank holiday and late duty work rotas as required
- To undertake any other duties commensurate with the post

4. Additional information

All employees are required to adhere to all relevant policies and procedures of the host training organisation, including but not restricted to:

Confidentiality and Data Protection

Post holders must maintain the confidentiality of information about patients, staff and other health service business and must not disclose any information without prior permission.
Equal Opportunities, Equality and Diversity

Post holders must at all times fulfil their responsibilities with regards to legislation relating to equal opportunities, equality and diversity.

Health and Safety

Post holders have a responsibility to comply with health and safety policies and procedures to maintain a safe environment for all.

Infection Control

Post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). Where required they must comply with all measures in place to reduce HCAIs.

Risk Management

Post holders have a responsibility to report risks such as clinical and non clinical accidents and incidents promptly via the employer’s incident reporting system.

Safeguarding children and vulnerable adults

Post holders have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to this in their role.
Appendix C:  Pre-registration Pharmacist Professional Attributes Framework (PAF)

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

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

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
Appendix D: Reasonable Adjustments (2020 entry)

Request for Adjustments and/or Guaranteed Interview Scheme – Guidance

This information can be found online via https://www.lpmde.ac.uk/laserecruitment/applicant-enquiries-renamed

If you wish to request an adjustment to a recruitment process or apply via the guaranteed interview scheme you should submit your request to the Pharmacy National Recruitment Office via:

https://lasepgmdesupport.hee.nhs.uk/support/

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

a) have a disability\(^1\); and/or
b) wish to request consideration under the Guaranteed Interview Scheme for a specific recruitment; and/or
c) have other extenuating circumstances

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.

Format

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

\(^1\) The definition of a disability used is that used in the Equality Act (2010), which defines a disabled person as someone who ‘...has a physical or mental impairment’ that ‘has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’.

Thus any long-term or chronic condition that has lasted or will last 12 months or more and which you feel has a ‘substantial and long-term adverse effect’ on your ‘ability to carry out normal day-to-day activities’ can be considered a disability.
Pre-registration Pharmacist Recruitment

Submission deadline

The deadline for requests is the closing date of the application for the recruitment to which you are applying.

Requests for adjustments submitted after this date will be considered only if your circumstances have changed since the closing date of applications.

Please note, we are only able to consider requests for recruitment processes/interview/selection centres managed by the London and Kent, Surrey and Sussex Recruitment Office.
Appendix E: Pre-registration Pharmacy Special Circumstances Policy (2020 entry)

1. Special Circumstances

As part of the Pre-Registration Pharmacist Recruitment Scheme, there is a formal process to manage applicants with special circumstances and a requirement to be placed in a certain geographical area for their training.

The special circumstances process does not, however, give applicants the option to choose the pharmacy setting they wish to work within. Applicants who have special circumstances approved may be pre-allocated to Hospital, Primary Care or Industry placements within the required region.

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.

**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

If you fall into one of the above criteria, you will be required to declare this on your application form.

1.2 Assessing Eligibility

Stating that you have a special circumstance on your application form will generate an information flag on your Oriel application, allowing recruiters to report against this. You will be required to submit your supporting evidence to the PNRO via the HEE London and KSS Support Portal.

Please note this is a secure portal and any evidence submitted will only be shared people who require access as part of the special circumstances process

Suitable evidence will consist of:

**Criterion 1**

- Written statement from a general practitioner or social services professional who you will have normally known for at least 6 months, confirming your role as primary carer for this person
- Care plan
- Proof of current address e.g. driving licence, utility bill dated within the last three months

**Criterion 2**

- A report by the current specialist or occupational health physician treating your condition, in which you will be required to:
  - Describe the current medical condition or disability
  - Describe the nature of the ongoing treatment and frequency
  - Explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK
Pre-registration Pharmacist Recruitment

Criterion 3

- Birth certificate of child

You should also provide information on where the required location is and an acceptable travelling distance.

The PNRO will convene a review panel to assess your eligibility against the above criteria. The panel should consist of at least three members who may come from the various constituent groups, as below:

- School of Pharmacy representative
- Regional recruitment lead representative (permanent member)
- Regional pharmacy lead representative
- Employer representative
- PNRO representative
- A medical professional

You will be informed of the decision by email within two working days of the panel. If you have additional evidence you will be permitted to appeal the decision with the PNRO. Appeals should be submitted within five working days 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 PNRO will inform you within five working days that your appeal will not be heard.

New evidence should be forwarded to HEE London and KSS Support Portal and an appeals panel will be set up consisting of at least three of the following:

- Dean of Pharmacy (permanent)
- School of Pharmacy representative
- Regional recruitment lead representative (permanent)
- Regional pharmacy lead representative
- Employer representative
- PNRO representative
- BPSA Trainee representative (if available)
- A medical professional

Please note the appeals panel membership will differ from the original review panel. The decision of the appeals panel will be final.

The PNRO will communicate outcomes of appeals to you within five working days.

1.3 Timescales

Eligibility panels should be organised to ensure that there is no delay in release of offers. The following timetable should be adhered to in managing applicants requesting consideration of their special circumstances:
<table>
<thead>
<tr>
<th>Eligibility Review Panel</th>
<th>July TBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals Panel</td>
<td>August TBC</td>
</tr>
</tbody>
</table>

### 1.4 Allocation of Eligible Applicants

Applicants who have been approved as having a special circumstance will be pre-allocated into the geographical area of their choice, subject to the following criteria being met:

- Applicant is deemed appointable at interview/selection centre

If this condition is met, the applicant will be pre allocated into their preferred geographical area, before the main offers algorithm is run.

Applicants are not guaranteed their preferred programme within the preferred region. Special circumstances applicants will be offered the highest ranked place within the agreed geographical area (normally county level) that they would have been offered, had the normal offers process run. Where applicants with special circumstances would not have been offered a place in their preferred region, they will be pre allocated one of their ranked programmes within that region in the following way:

1. Vacant placements within required geographical area and allocate to highest preferred vacant programme
2. If no vacant programmes, allocated to lowest preferred placement within the required geographical area

If approved special circumstance is approved, applicants are required to preference all available places within the required region.

Where applicants with special circumstances do not rank highly enough to be offered a place in the first round of offers they will be placed on a reserve list, pending more programmes becoming available or offers being declined. There is no guarantee of matching special circumstances applicants to preferred locations after the first round of offers has been completed. An applicant without special circumstances who has accepted a place in the preferred location of an applicant with special circumstances will not be displaced to allow allocation of the applicant with special circumstances.

When choosing a programme, applicants must ensure that they meet the eligibility for those places. This includes applicants who are currently on, or will require a Tier 2 visa. Where the choice of place requires the applicant to meet the Resident Labour Market Test, the offer cannot be pre allocate
1.5 Special Circumstances Process

- Applicant declares special circumstances on application form and submits supporting evidence to the PNRO via the HEE London and South East Support Portal.

  - The eligibility reviewing panel assess the evidence provided and confirm special circumstances.

  - The PNRO confirms applicant has special circumstances.
  - The PNRO informs the applicant that evidence presented does not support special circumstances.

  - The PNRO pre-allocates the applicant.
  - Applicant requests an appeal.

  - Applicant does not submit new evidence.
  - Applicant informed appeal will not be heard.
  - The appeals panel review the new evidence.

  - The appeals panel uphold the decision of the initial review panel.
  - Applicant informed of the appeals panel’s decision.

  - Applicant submits new evidence to the PNRO via the HEE London and South East Support Portal.

  - The appeals panel overturns the decision of the initial review panel.
  - Applicant informed and pre-allocated.

*HEE London and Kent, Surrey and Sussex Support Portal.*
### Appendix F: Regions and Sectors

<table>
<thead>
<tr>
<th>Lead Geography</th>
<th>HEE Region</th>
<th>Counties (Sector)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Health Education England – East of England</td>
<td>Bedfordshire, Cambridgeshire, Essex (Pharmacy), Hertfordshire, Norfolk, Suffolk.</td>
</tr>
<tr>
<td>North</td>
<td>Health Education England - Yorkshire and the Humber</td>
<td>Humber Coast and Vale, South Yorkshire (Pharmacy), West Yorkshire (Pharmacy), North Yorkshire, Northern Lincolnshire</td>
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<tr>
<td></td>
<td>Health Education England - North East</td>
<td>Cleveland, County Durham, North Cumbria, Northumberland, Tyne and Wear</td>
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<tr>
<td></td>
<td>Health Education England - North West</td>
<td>Cheshire, Greater Manchester (Pharmacy), Lancashire (Pharmacy), Merseyside (Pharmacy), South Cumbria</td>
</tr>
<tr>
<td>South</td>
<td>Health Education England - South West</td>
<td>Bristol, Cornwall, Devon, Gloucestershire, Bath and North Somerset, Somerset, Swindon and North Wiltshire</td>
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<tr>
<td></td>
<td>Health Education England - Thames Valley</td>
<td>Berkshire, Buckinghamshire, Oxfordshire</td>
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<tr>
<td></td>
<td>Health Education England - Wessex</td>
<td>Dorset, Hampshire, Salisbury and South Wiltshire, Isle of Wight</td>
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<td></td>
<td>Health Education England - Kent, Surrey and Sussex</td>
<td>Kent, Surrey, Sussex</td>
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<td>Wales</td>
<td>Wales</td>
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<td>Cardiff, Vale of Glamorgan</td>
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<td></td>
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<td>Merthyr Tydfil, Rhondda Cynon Taff</td>
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