

Fitness to practise form – something to declare?

You are under a legal duty to advise the Registrar of certain matters.

In accordance with Rule 5 of the RPSGB (Fitness to practise and Disqualification Rules) 2007 you have a duty to notify the Registrar in writing **within 7 days of its occurrence**, if you:

- (a) Have been convicted of any criminal offence;*
- (b) Have accepted a police caution;*
- (c) Have in summary proceedings in Scotland in respect of an offence, been the subject of an order discharging him absolutely (without proceeding to conviction);*
- (d) Have accepted a conditional offer under section 302 of the Criminal Procedure (Scotland) Act 1995(3) (fixed penalty: conditional offer by procurator fiscal);*
- (e) Have agreed to pay a penalty under section 115A of the Social Security Administration Act 1992(4) (penalty as an alternative to prosecution);*
- (f) Have been notified by a regulatory body in the United Kingdom responsible under any enactment for the regulation of a health or social care profession of a determination to the effect that his fitness to practise is impaired, or a determination by a regulatory body elsewhere to the same effect;*
- (g) Have become subject to an investigation into his fitness to practise by another regulatory body (apart from the Society);*
- (h) Have become the subject of any fraud investigation by a body responsible for investigating fraud in relation to the health service (for example, the Counter Fraud and Security Management Service Division of the NHS Business Services Authority or NHS Scotland Counter Fraud Services, which is part of the Common Services Agency); and*
- (i) Have been removed, contingently removed or suspended from, refused admission to or conditionally included in any list held by a health service body of performers or providers of pharmaceutical services on fitness to practise grounds.*

Failure to notify the Registrar within 7 days of the above matters may constitute a breach of the Pharmacists and Pharmacy Technicians Order 2007 and may be referred to the Investigating Committee.

In accordance with Principle 5.6 of the Code of Ethics for Pharmacist and Pharmacy Technicians you are also required to promptly advise the Registrar of any health matter that may affect your practise.

If you are in doubt as to whether you have a matter to declare, we recommend you do so. Concealing something that later comes to light, which is found to be of concern, will undoubtedly be viewed much more seriously than otherwise.

This form will be passed to the Investigation Team in the Society's Fitness to Practise department to consider whether the information you have declared constitute matters which could call into question your fitness to practise. The Investigations Team will write to you in due course advising you what, if any, action will be taken.

If you have previously advised the Registrar of a matter you are not required to declare this again.

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Section 1 Personal details

- 1.1 Name
- 1.2 Registration number
- 1.3 Registered address

Section 2 Information about criminal proceedings

- 2.1 Date of conviction/caution/bindover/conditional discharge
(delete as applicable) / /
- 2.2 Name and address of court at which conviction/bindover/conditional discharge was received
- 2.3 Address of police station at which you received a caution or at which you were charged with the offence(s)
- 2.4 Name of police officer issuing caution/name of charging officer
- 2.5 Particulars of offence(s) (continue on a separate sheet if necessary)
- 2.6 Further information about the offence(s) that you wish the Society to know about (continue on a separate sheet if necessary)
- 2.7 Please provide copies of any documentation you have in relation to your caution/conviction. Please list any supporting documents you have included with this form below.

Section 3 Information about fitness to practise proceedings

Complete fitness to practise proceedings

3.1 Name of regulatory or licensing body

3.2 Date on which a finding was made against you / /

3.3 Details of the findings made against you (continue on a separate sheet if necessary)

Pending fitness to practise proceedings

3.4 Date on which you were informed that the matter would be referred to a committee to consider your case / /

3.5 Details of the matters alleged against you (continue on a separate sheet if necessary)

3.6 Further information about the finding or allegation made against you, that you wish the Society to know about (continue on a separate sheet if necessary)

Section 4 Information about health

4.1 Details of any physical or mental health condition which may impair your fitness to practise

- (i) Please provide details of any diagnosis made

- (ii) Please provide details of the symptoms that you are experiencing

4.2 Please explain how your condition is managed? (e.g. treatment plans, medication)

4.3 Details of treating doctors

- (i) Please provide contact details of your treating doctor (if applicable)

- (ii) Can the Society contact your doctors to obtain further information regarding your health condition? (yes/no)

4.4 Does your condition prevent you from undertaking any of the regular tasks carried out by a practising pharmacist? If so, please provide details.

4.5 Do you believe your health condition poses a risk to your colleagues in the workplace and/or to the public? If so, please provide details.

4.6 Please provide supporting documentation from your GP, consultant and/or current employer in support of the answers given at 4.4 and 4.5. Please list any supporting documents you have included with this form below.

4.7 Do you consider yourself to have a disability? Yes No

If so, is any special assistance required in your workplace and have any 'reasonable adjustments' been made in your workplace? Please provide details.

The information I give in this form and in any supporting documents is full and accurate.

Signature

Date

/ /

Please complete this form and return it to the Fitness to Practise Department, 1 Lambeth High Street, London, SE1 7JN