

Application for registration as a pharmacy technician under transitional arrangements

Application pack



**Royal
Pharmaceutical
Society**
of Great Britain

Guidance notes for completing your application

Please read carefully before starting to fill in your application

Introduction

You should use this application pack if you want to apply to register as a pharmacy technician and have

- A UK pharmacy technician qualification and relevant work experience as a pharmacy technician or
- An overseas (non-EEA) pharmacist or pharmacy technician qualification and relevant work experience as a pharmacy technician in the United Kingdom.

If you are a European (EEA) national with a European pharmacy technician qualification and work experience you should use our EEA application pack.

Who we are

The Royal Pharmaceutical Society of Great Britain is the regulatory and professional body for pharmacists and the statutory regulatory body for pharmacy technicians.

We started a voluntary register of pharmacy technicians in January 2005. On **1 July 2011** registration will become mandatory (compulsory). You will need to apply to register with us before registration becomes mandatory to continue working as a pharmacy technician.

If you don't apply to register before mandatory registration starts you will not be able to call yourself or work as a pharmacy technician. If you want to register after mandatory registration starts you will also need to meet our post-transitional entry requirements. This may mean that you will need to complete further qualifications before you can register with us.

What is registration for?

The regulation and registration of pharmacy technicians benefits the public, patients and pharmacy technicians in the following ways:

Professional recognition We approve qualifications and set other criteria for entry to the pharmacy technicians' register. The existence of defined standards will lead to increased recognition for pharmacy technicians as a professional group and will help to foster relationships with other healthcare professions.

Independent regulation We are an independent regulatory body. This means that while we work closely with a number of stakeholders we are not part of the Department of Health or the NHS. We are run by an elected Council made up of pharmacists, pharmacy technicians and members of the public. The two pharmacy technician members of Council are elected by registered pharmacy technicians.

Protection of title In future only those who meet and maintain recognised professional standards will be able to register and practise as pharmacy technicians and use the title. Registering with us means that you will be able to continue to use the title pharmacy technician after it becomes protected in law.

Defined standards of professional conduct All registered pharmacy technicians are required to comply with the Society's Code of Ethics which sets out our expectations regarding the professional conduct of pharmacists and pharmacy technicians. The Code of Ethics is updated from time to time to reflect changes in practice.

Upholding the reputation of pharmacy technicians The reputation of an entire professional group can be damaged by just a handful of people who do not uphold the same high standards as the rest of the group through poor performance, ill health or misconduct. We have powers to bring proceedings against any registered pharmacy technician who is considered to be practising in such a way that they are putting the public at risk.

Maintaining professional competence Participation in continuing professional development (CPD) is central to working as a professional. It will enable registered pharmacy technicians to demonstrate to employers, the NHS and patients that they are maintaining and building on their capabilities. Participation in CPD is mandatory for pharmacy technicians who are registered as practising.

About this guidance

Please read the guidance carefully before you begin and refer to it when you fill in the form. If you read the guidance and you are still not sure how to answer a question, or there is no guidance for the question you are trying to answer, you can:

- look on the pharmacy technician page of our website www.rpsgb.org
- call us on 020 7572 2610
- email us at pharmacytechnician@rpsgb.org
- write to us at Pharmacy Technician Registration, Support Staff Regulation Division, RPSGB, 1 Lambeth High Street, London SE1 7JN.

When filling in your forms please use a black ball point pen and use block capitals. Please mark boxes clearly.

We always try to process applications for registration as quickly as possible but this may take up to 6-8 weeks during busy periods. If you would like us to acknowledge the receipt of your application include a stamped self-addressed envelope or postcard with your application.

We strongly recommend that you keep a copy of the completed application in the event of the forms not reaching us. Receipt of postage or recorded delivery is also recommended. We will not accept liability for any loss as a result of completed applications not reaching us.

We will always write to you to tell you what decision we have made about your application.

To help us process your application as quickly as possible, please check it very carefully and make sure you include all the documents we need.

If we need to contact you, we will use the details you provide on the form.

What type of applicant are you?

The forms you need to fill in will depend on what type of applicant you are.

Applicants with UK qualifications

To apply through route a you must have a UK pharmacy technician qualification and relevant work experience as a pharmacy technician of

- at least 14 hours a week for four out of the last eight years or
- at least 28 hours a week for two out of the last four years

If you have a UK pharmacy technician qualification but do not meet the work experience requirements for route a you may still be able to apply through route b. To apply through route b you must have two years relevant work experience as a pharmacy technician and have worked at least 14 hours per week during that time.

If you are applying through route b you will be required to provide additional information about your work as a pharmacy technician. This information is then assessed by our evaluators to see if you meet our requirements.

Applicants with overseas (non-EEA) qualifications

To apply as an overseas (non-EEA) applicant you must have an overseas pharmacist or pharmacy technician qualification and relevant work experience as a pharmacy technician in the United Kingdom of

- at least 14 hours a week for four out of the last eight years or
- at least 28 hours a week for two out of the last four years

Relevant work experience

We define relevant work experience as carrying out the roles and responsibilities of a pharmacy technician in the United Kingdom, Isle of Man or Channel Islands under the supervision, direction or guidance of an accountable pharmacist. This may include work experience during your pharmacy technician course but cannot include work experience before the start of your course.

You can find more information about relevant work experience in our guidance. This is available on the pharmacy technician page of the Society's website www.rpsgb.org or you can call us on 0207 572 2610 for advice.

What you need to send to us

	Route a and route b applicants	Overseas (non-EEA) applicants
Forms that must be completed	Application form Payment form	Application form Supplementary application form Payment form
Supporting documents you must send with your forms	Certified copy of birth certificate (and/or statutory declaration form) For changes in name: Certified copy of marriage certificate or other acceptable document (if needed) Certified copy of passport A certified passport sized photograph Certified copy of qualification certificate	Certified copy of birth certificate (and/or statutory declaration form) For changes in name: Certified copy of marriage certificate or other acceptable document (if needed) Certified copy of passport A certified passport sized photograph Certified copy of qualification certificate Detailed curriculum (syllabus) Overseas pharmacy technicians only: Assessment of competence Underpinning knowledge checklist
Documents that must be sent directly to us from the relevant institutions		Letter of good standing Academic transcript

Certified copies

We encourage you to send in certified copies of the following documents

- Birth certificate
- Marriage certificate or other acceptable document(s) (where appropriate)
- Passport. Applicants who do not have a passport should contact us on 020 7572 2610
- Qualification certificate

To get your copies certified take both the original document and the copy to your pharmacist. Your pharmacist must write on the copy "I certify that I have seen the original document and that this is a true copy", sign, date and state their RPSGB registration number. They must do this on every copy they are certifying.

No liquid paper amendments or alterations of any other kind are permitted to certified copies.

Certified photographs

To get your photograph certified take it to a legal or health care professional, justice of the peace or person of standing in the community, who has known you for at least two years. They must write on the back of the photograph "*I certify that this photograph is a true likeness of the applicant*" sign and date. Please enclose your photograph in an envelope

Certificates not in English

If you have a certificate that is not written in English you must provide an official translation together with a certified copy of certificate that is not in English.

Changes in name

The names on your birth certificate, passport, qualification certificate and application form must be the same. That includes any middle names or initials you may have and any changes in spelling or order. If they are not you must provide documentation to support all changes to your name, for instance a marriage certificate, Deed Poll or Certificate of Civil Partnership. If you are not able to do this, you must see a solicitor and complete the relevant section of the statutory declaration form. The form is on the pharmacy technician page of our website www.rpsgb.org or you can call us on 020 7572 2610 and we will send you a copy.

Lost qualification certificates

If you have lost your certificate you will need to contact your awarding body as soon as possible to obtain either a copy of your certificate, or letter confirming when you were awarded the qualification. A letter will only be accepted where it is not possible to obtain a duplicate certificate. When contacting the awarding body give them as much information possible, including your name and address at the time of sitting the exam, the college or training provider, the approximate date and the title of the course.

The table below provides contact details for some of the awarding bodies.

Qualification	Contact
The Society of Apothecaries will not issue a new certificate but a letter of confirmation will be supplied. There is no charge for this.	The Registrar, The <i>Society of Apothecaries</i> , Apothecaries Hall, Blackfriars, London EC4V 6EJ email registrar@apothecaries.org
BTEC National certificates are available from Edexcel. There is a charge of £26 for this service and it will take approximately 6-8 weeks.	A replacement certificate form can be downloaded from the web site www.edexcel.org.uk . Go to 'studying' then to 'replacement certificate'.
City and Guilds . A replacement certificate application form must be completed. There is a charge of £30 for this service.	Records and Replacements, 1 Giltspur Street, London EC1A 9DD Telephone 020 7294 2789 email R&R@city-and-guilds.co.uk
Boots the Chemist . Dispensers who qualified after 1992 should send a written request for a certificate to the stated address, along with a cheque for £15 (made payable to Boots The Chemist) to cover administration. Dispensers who qualified before 1992 should contact Boots to discuss what documentary evidence will be needed in order to issue a certificate.	Professional Capabilities, D90 East S10 Boots The Chemists, Thane Road, Nottingham D90 1BS Telephone 0115 959 5768
NPA . Replacement certificates for the Dispensing Technicians 2-year correspondence course completed prior to 1998. Technicians should send written request for a certificate to the above address, providing details of their training along with a cheque for £11.75 payable to NPA Services Limited. It should take about 2-3 weeks for the application to be processed.	The National Pharmacy Association, Training & Education Department, Mallinson House, 38-42 St. Peter's Street, St. Albans, Hertfordshire, AL1 3NP Telephone 01727 832161
Scottish qualifications . Replacement certificates for qualifications gained after 1995 or Certified Statements (on SQA certificate paper) for qualifications gained prior to 1995. The current charge is £21.50 but if more information is required there may be an additional charge of £20.50. It will take about 6-8 weeks for the application to be processed.	Certificate Section, The Scottish Qualifications Authority, Hanover House, 24 Douglas Street, Glasgow G2 7NQ Telephone 0141 242 2418 A certificate replacement request form can be downloaded from the web site www.sqa.org.uk

Fees

When you apply to register with us you need to pay two fees

- An **application fee**. This covers our costs for processing your application for registration. The application fee you pay is dependent on the route you are applying under (route a, route b or overseas).
- A **retention fee**. This covers our costs for maintaining your name on the register. The retention fee you pay is dependent on the quarter of the year when you enter the register and whether you are applying to join the practising or non-practising register.

Route a applicants

You need to submit both the application fee and the retention fee with your application. The application fee is taken when we receive your application, the retention fee when your name is entered onto the register.

Route b and overseas applicants

You need to submit the application fee with your application. We will contact you for the retention fee once the evaluation of your application has been completed if your application has been successful.

You must make your payment by credit or debit card as we no longer accept cheque payments. You should complete the **Payment Form** included with this pack providing your card details. Details of the current application and retention fees are provided on this form. The form is also available to print off from the pharmacy technician page of our website

Please be aware

- We require both fees to enter you onto the Register of Pharmacy Technicians. You will not be registered as a pharmacy technician until we have taken both payments.
- If you send in your applications without the correct fees your application will be returned to you.
- You must use the Payment Form.

Filling in the application form

Section 1 Personal details

Questions 1.2 and 1.3: Names

The name you register under must be the same as the name you intend to practise under. You can be registered in and practise under whatever name you choose as long as you have appropriate documentation to support it. This means that if you wish to be registered in a different name to that shown on your passport, birth certificate or your qualification certificate you must provide:

- A certified copy of your marriage certificate or other acceptable documentation (for instance a Deed Poll or Certificate of Civil Partnership), or
- a statutory declaration filled in in front of a solicitor. A statutory declaration form is available on the pharmacy technician page of the Society's website www.rpsgb.org or you can call us on 020 7572 2610.

You must keep your personal details up to date. If you change your name while you are registering you must notify us in writing and send a certified photocopy of the relevant document (for instance a statutory declaration or marriage certificate).

If you change your name after you are registered, you must notify us in writing within 28 days with a certified copy of the relevant document.

Question 1.5: Home address

You must keep your contact details up to date. Your registered address must be your home address as this is the address we will use when we write to you. We will not publish this address on the publicly available Register. If you change your address you must notify us within 28 days.

Section 2 Application details

When you apply to register with us you must have relevant work experience as well as an approved qualification. Please refer to the types of application section on page 3 for further details.

Section 3 Fitness to practise

Question 3.1: Previous applications

You must tell us:

- If you have been registered with us in the past as a pharmacist or pharmacy technician
- If you have previously applied for registration with us as a pharmacist or pharmacy technician
- If you have previously undertaken or applied to us to undertake pre-registration training.

If any of these applies to you must also tell us:

- the date of your application
- the type of application (for instance, was it made through transitional provisions, as an international application or were you applying to register as a pharmacist)
- any previous registration or pre-registration or application numbers you may have
- any other information you think is relevant (for instance, if you began an application but then withdrew).

Questions 3.2 and 3.3: Registration with other health regulatory bodies

You must tell us if you are, or have been, registered with any other regulatory bodies. If you are registered with more than one body please provide details on a separate sheet.

Questions 3.4 to 3.10: Legal and disciplinary proceedings

You must tick either yes or no for each of questions 3.4 to 3.10. If you have answered yes to one or more of the questions you will need complete a **Fitness to Practise form**. To get a form call us on 020 7572 2610.

It is important that you tell us if you have been involved in any legal or disciplinary proceedings including any that have resulted in a caution. Failure to do so may result in investigation at a later stage.

We define a 'conviction' as a finding, in criminal proceedings in the UK (or elsewhere), that a person has committed the offence alleged.

You do not need to include road traffic offences where you were offered the option of paying a fixed penalty. This is even if you refused the option of paying the fixed penalty and were convicted of the offence by a court.

Question 3.11: Health declaration

You must tick either yes or no against question 3.11. If you have answered yes to this question you will need complete a **Fitness to Practise form**. To get a form call us on 020 7572 2610.

It is important that you tell us if you have any problems with your physical or mental health that may impair your ability to practise. Failure to do so may result in investigation at a later stage.

Section 4 Education and training

Fill in this section if you have a UK qualification. If you have an overseas qualification you should leave this section blank and provide details of your qualification on the Supplementary Application Form.

We accept the following UK qualifications:

- Pharmacy Services NVQ level 3 (City & Guilds)
- Pharmacy Services NVQ level 3 (Edexcel)
- Pharmacy Services SVQ level 3 (Scottish Qualifications Authority)
- BTEC National Certificate in Science (pharmaceutical)
- BTEC National Certificate in Applied Science (pharmaceutical)
- BTEC National Certificate in Pharmacy Services
- SCOTEC National Certificate in Pharmaceutical Science
- SCOTEC Pharmacy Technicians Certificate (2 year)
- SANCAD Pharmacy Technicians Certificate (2 year)
- SCOTVEC National Certificate in Pharmaceutical Science
- SQA National Certificate in Pharmaceutical Science
- City & Guilds of London Institute, Dispensing Technicians Certificate
- Certificate of the Society of Apothecaries
- Dispensing Certificate of the Royal Army Medical Corps or the Royal Air Force
- NPA 2-year Dispensing Technicians correspondence course completed prior to 1998
- Boots 2-year dispenser training course completed prior to 1993
- Boots 1 year dispenser training course completed after 1993 but before March 2005 plus accredited top-up training module plus assessment of competence
- Current or recent UK registration as a pharmacist
- National Certificate in Pharmaceutical Science, Stow College 1984-1992
- National Certificate in Pharmaceutical Science, Aberdeen 1990-1991
- National Certificate in Pharmaceutical Science, Dundee 1985-1987
- National Certificate in Pharmaceutical Science, James Watt College 1991-1992
- National Certificate in Pharmaceutical Science, Edinburgh Telford College 1984 – 1992
- BTEC National Certificate in Pharmaceutical Sciences, University of Sunderland 1994 -1998

For each qualification you have you should write the title of the qualification, the date you started your course and the date you were awarded your qualification. If you have more than two qualifications please continue on a separate sheet. If you have the Boots Dispensers Training course completed after 1993 and the Boots Top Up Module you should list these qualifications separately.

Only include the qualifications listed above. You do not need to include any pharmacy/dispensing assistant or medicines counter assistant qualifications you may have completed

Section 5 Career history

You must provide information on your work experience as a pharmacy technician and student technician, including main responsibilities and duties. You do not need to provide information about work experience that is not pharmacy-related. If there are gaps between jobs you will need to give a brief explanation, for instance if you were travelling, working in a non pharmacy role, home maker. Remember to include any maternity leave dates and changes in hours or responsibilities as appropriate.

If you meet the route a work experience requirements and have been qualified for more than 8 years you need only give details covering the last 8 years.

If you have been qualified for less than 8 years or are applying under route b you must provide a full career history. Only work experience after the date you started your pharmacy technician course is considered relevant, even if you were working in pharmacy before you started your course.

Section 6 Statement of practice (route b and overseas applicants only)

You should complete this section if you are applying under route b or are an overseas qualified applicant. This information is assessed by our evaluators to see if you meet our requirements.

The information that you give us must relate to work experience as a pharmacy technician or student pharmacy technician within Great Britain. If the information relates to more than one job please make it clear on the form, for instance if you have changed jobs recently or you have more than one job.

Make sure that your answers are clear, easy to read and that you have answered each question as fully as you can. We would prefer you to type your answers on a separate sheet. If you aren't able to do this please give your answers on the application form in block capitals. If you use an additional sheet make sure you put the question number on the continuation sheet. You will also need to get your additional sheets signed and dated by your countersigning pharmacist who must state on each page "I certify that to the best of my knowledge, the evidence provided is true, accurate and relates to the applicant".

It is a good idea to draft your answers first then ask a colleague or friend to read through them. This will help to ensure you have included all the relevant information and demonstrated all your capabilities and competencies.

6.1 What are the key responsibilities within your role?

Read your job description and highlight all the main roles that you undertake and then list all those responsibilities within your job that are relevant to the role of a pharmacy technician. If you have several areas linked with each other it may be better to write a summary sentence covering these.

Examples

Production of a version of the society's CPD system 'Plan and Record' for use by registered pharmacy technicians

Review and respond on Society's policies, procedures and guidelines relating to the registration of pharmacy technicians

Attending steering group meetings and other internal meetings relating to the registration of pharmacy technicians

Answering pharmacy technicians queries on registration

Assisting CPD department at the Society with researching and documenting information relating to CPD, for publication on online CPD system for pharmacy technicians.

6.2 How does your role contribute to the wellbeing of patients? Please describe your role within the health care team and how your role contributes to patient care.

Think about your role (not your department's) and describe what you do that has a direct or indirect impact on patient's healthcare, to ensure that they receive the best possible care.

If you are in an administration or education and training role you may not have direct contact with patients so you need to think about how your role impacts on others, and how that enables them to do a better job as a healthcare professional.

Example

It is essential pharmacy technicians are competent and fit to practise; my role is involved in the provision of a CPD recording system for use by registered pharmacy technicians. My work in CPD assists pharmacy technicians to carry out and record their CPD. This ensures that their knowledge, skills and performance are up to date and of a high quality, hence they are able to provide a good service to their patients. I have reviewed and responded to policies, procedures and guidelines set for registered pharmacy technicians. These are essential for registered pharmacy technicians to follow to ensure they work to accepted standards of professional and personal conduct.

6.3 Can you give us examples (include approximate dates) of when you have had to update your knowledge to keep up to date in your area of work?

As a pharmacy technician you should ensure that your knowledge, skills and performance are up to date and relevant to your area of practice. Provide about five examples demonstrating how you do this and how this has benefited your work.

Examples could include reading an article, learning by doing, dealing with a recent problem, participating in group activities for instance. staff meetings or working groups, undertaking projects and professional audits, preparing a presentation, work shadowing or being seconded to another department. If you have undertaken any continuing education such as attending study days, lunchtime lectures and distance learning courses remember to include these too.

For each example of learning you should include:

- The approximate **date of your learning** (at least month and year).
- The **duration of the learning** (e.g. length of the course).
- **What you learned** (one sentence summary) or the **activity undertaken**.
- **How you used your learning**.

You may also **identify the learning need** (the reason you went on the training).

Give brief details of any professional associations such as The Association of Pharmacy Technicians UK or other professional networks that you have regular contact with.

For more ideas on different types of learning look up the examples given on our continuing professional development (CPD) website www.uptodate.org.uk

Good examples

April 07 (*date of learning*) – I am required to keep my knowledge of practice up to date (*identifying learning need*). I attended the 4-day national conference (*duration of learning*) held by Association of Pharmacy Technicians UK. The lectures I attended covered changes in practice, fields of practice and advances in pharmacy (*what was learned*). Part of my role is to verify applications for registration as a pharmacy technician – I am able to validate that the information supplied by applicants, is relevant to the role of a pharmacy technician and the examples demonstrating competency are within the current remit of a pharmacy technicians' role (*how learning was used*).

November 06 (*date of learning*) – I needed to be able to give accurate answers, without hesitation to queries, from pharmacy technicians and pharmacists on registration issues (*identifying learning need*). I spent one hour (*duration of learning*) reading the latest RPSGB guidance documentation thoroughly and made notes of where to find more detailed information if needed (*activity undertaken*). I am now able to confidently deal with the majority of phone and email queries (*how learning was used*).

June 06 (*date of learning*) – I needed to be able to write exemplar records for inclusion in the pharmacy technicians guide to CPD (*identifying learning need*). I worked with a trained CPD facilitator and reviewer (*activity undertaken*). I now understand how to record the impact of learning and the importance of describing feedback for the evaluation part of the CPD cycle (*what was learned*). I am now more confident about producing the exemplar records in the recommended RPSGB format (*how learning was used*).

Bad examples

When not working (*no date*) I spend my time (*duration not given*) searching the internet to keep up to date with new products, new procedures and the registration debate (*learning need not specific or clearly identified, explanation of how learning was relevant to applicant's role has not given.*)

The evaluators will be looking for information on:

1. how long the applicant spent searching the internet
2. what they wanted to learn about
3. if their research was relevant to their role/ how they applied their learning.

I attended a two day convention organised by a national chain in September 2000 (*date not within 12 months from date of application*). Some of the topics covered included seizing the opportunity, community diabetic programme, the extended role of the pharmacy technician and clinical governance (*does not explain what applicant learnt or what they set out to learn*). I found all of these lectures most interesting and enlightening (*applicant has not explained how they applied their learning*).

Examples need to be from the last 12 months. If the example had been more recent, the evaluators will be looking for information on:

1. why the applicant attended the convention
2. what they learnt
3. how their learning had been relevant to their role.

6.4 How do you ensure confidentiality in your area of work?

Give examples demonstrating that you respect and protect the confidentiality of information that you acquire in the course of your professional activities.

Read the Code of Ethics for pharmacy technicians, think about situations in your role as pharmacy technician where you have to ensure confidentiality and then give examples demonstrating that you respect and protect the confidentiality of information that you acquire in the course of your role as a pharmacy technician. This may include verbal, written or computerised data.

Examples

When circulating draft documentation for review and comment I ensure the receiver is aware it is a draft version and not for public circulation.

I only discuss issues on policies with those directly involved.

I do not discuss the above or the content of draft documentation until I am sure items are approved for general release.

I seek my supervising pharmacist's advice on issues I am unsure of.

6.5 Mark which of the generic competencies for pharmacy technicians you think your practice covers, covering as wider range as possible.

Read your job description and think about the competencies each area of your role covers and then tick the boxes you think are appropriate to your role. You could discuss this with your manager or work colleagues if you are unsure.

List of generic competencies:

- TG1 Interacting and working with people.
- TG2 Managing your work and self-development.
- TG3 Managing a team or a service
- TG4 Maintaining and improving the quality of your service.
- TG5 Helping others to learn and develop.
- TG6 Making decisions and solving problems.
- TG7 Working with information.
- TG8 Participating in research and development
- TG9 Ensuring health and safety
- TG10 Dispensing medicines and products
- TG11 Controlling stock of pharmaceutical materials and equipment
- TG12 Undertaking specialised activities.
- TG13 Working with other professions in healthcare and with other sectors
- TG14 Managing risks
- TG15 Producing, using and maintaining records, using information technology
- TG16 Maintaining an awareness of issues affecting pharmacy and pharmacy technicians
For instance, the Code of Ethics for pharmacy technicians

Example	TG1 <input checked="" type="checkbox"/>	TG2 <input checked="" type="checkbox"/>	TG3 <input type="checkbox"/>	TG4 <input checked="" type="checkbox"/>	TG5 <input checked="" type="checkbox"/>	TG6 <input checked="" type="checkbox"/>	TG7 <input checked="" type="checkbox"/>	TG8 <input type="checkbox"/>
	TG9 <input type="checkbox"/>	TG10 <input type="checkbox"/>	TG11 <input type="checkbox"/>	TG12 <input checked="" type="checkbox"/>	TG13 <input type="checkbox"/>	TG14 <input type="checkbox"/>	TG15 <input checked="" type="checkbox"/>	TG16 <input checked="" type="checkbox"/>

6.6 Please describe up to three recent events or situations from your workplace that demonstrate that you are competent in at least five of the generic areas of competence outlined above. State the reference codes that relate to each example e.g. TG1, TG2.

Think back to events or situations you have been involved in over the last few months which demonstrate your competency as a pharmacy technician. Your manager or work colleagues may help you to remember particular examples where you have used your skills and experience.

Your examples should:

- Relate to your role as a pharmacy technician (not as a counter assistant).
- Show how you comply with our Code of Ethics and that you are working to standard operating procedures.
- Show your widest range of generic competencies. Some of your examples may be relevant to only one competency, others may demonstrate several.

Describe each example, providing sufficient evidence in order to fully demonstrate all your competencies. Each example must

- **Set the scene**
- Give any necessary **background information**
- **Who was involved** (job titles only)
- **Describe your role** in the event or situation
- Explain how the **actions you took** brought about the **final outcome(s)**

You need to refer to the generic competency codes in table above and write the relevant codes against each of your examples. Ensure you have listed **at least 5** different competencies overall.

Good examples

TG12, TG7 (*competencies example relates to*): I was given the task of adapting the CPD guide 'Plan and Record' written for pharmacists in order to create a version for pharmacy technicians (*setting the scene/background information – evidence of TG12*). I have reviewed CPD system for pharmacists (*role in situation*). I identified sections that required updating and researched additional information that should be included in the pharmacy technicians' version (*action taken – evidence of TG7*). I was able to ensure the draft version I produced for pharmacy technicians, was up to date and relevant (*final outcome – evidence of TG7*).

TG1, TG5, TG6 (*competencies example relates to*): I have set up a working party to review the draft version of the CPD guide for pharmacy technicians (*setting the scene*). The working party includes pharmacy technicians working in the main fields of practice, the head of support staff section and the CPD manager at RPSGB (*background information and staff involved – evidence of TG1*). I have sought their views and advice on the CPD documentation 'Plan and Record for Pharmacy Technicians' and agreed changes to reflect their ideas and input (*applicant's role in situation – evidence of TG6*). I have liaised with the printers to ensure the documentation is well presented and straightforward to use (*action taken – evidence of TG1, TG5*).

TG16 (*competency example relates to*): I have attended steering group meetings on the regulation of support staff (*setting the scene*) which covers the implementation of statutory and voluntary registration for pharmacy technicians (*background information*). I have reviewed and commented on the content of policies, procedures, application packs and other documentation relating to registration (*action taken – evidence of TG16*). Some of my comments and suggestions were included in the revised versions (*final outcome*).

Total competencies demonstrated = 6 (TG1, TG5, TG6, TG7, TG12, TG16).

You are advised to provide no more than 3 examples that show you have demonstrated at least 5 areas of competence.

Bad examples

TG1 (*competency example relates to*): In my role as a pharmacy technician, teamwork is essential. I liaise with other workers, doctor's practices, and nursing home staff for the smooth running of the service.

The applicant:

- has made a general statement, the example needs to relate to a specific situation or event that demonstrates competency in teamwork,
- needs to state the job titles of those involved in the situation e.g. doctors practices – who do they liaise with, the receptionist, practice nurse or the GP?
- needs to explain what the issue was that led them needing to work with others,
- should explain the actions they took in order to resolve the issue,
- should explain how team worked together in order to resolve the issue, with the best outcome.

TG7 (*competency example relates to*): While working with PCT groups, myself and my colleagues had to provide conclusions on the information gathered.

The applicant needs to:

- relate the example to a specific situation or event,
- explain why they were working with the PCT group,
- explain their role in the situation,
- give the job titles of the other staff involved e.g. secretary, pharmacist,
- explain what the "information gathered", relates to e.g. was an audit performed,
- specify the outcome of the situation.

In both of these examples, if the applicant had given an account of a specific situation or event and given more detail as suggested above, they would be able to demonstrate additional areas of competence. In the first example, TG6 making decisions and solving problems. In the second, TG13 working with other professions in healthcare and with other sectors.

Section 7 Declaration by applicant

You must sign and date the declaration. Please delete statement 1(a) or 1(b) depending on whether you are applying to join the “practising” or “non-practising” part of the register. Fraudulently procuring an entry in the pharmacy technicians’ register will be treated as misconduct and may result in removal from the Register.

If you are applying before the register becomes statutory you will also need to sign the additional declaration as you will be applying to join the voluntary register. Applicants who join the voluntary register will be entered onto the statutory Register of Pharmacy Technicians once the register becomes statutory.

Section 8 Declaration by countersigning pharmacist

This section must be completed by a practising pharmacist with current UK registration who is in good standing. The pharmacist’s registration number must be provided so that details can be verified. The countersigning pharmacist is asked to declare that to the best of their knowledge the information given in the application and in any supporting information is true and accurate.

We have provided information for pharmacists about the registration process and their responsibilities when countersigning an application in our guidance for countersigning pharmacists. This is available on the pharmacy technician page of our website www.rpsgb.org, or the pharmacist can call us on 0207 572 2610 for advice.

Equality monitoring form

The Council for Healthcare Regulatory Excellence (CHRE) has asked us to collect information about registrants and members for monitoring purposes. The questions and categories listed have been provided by CHRE. You are not required to provide this information if you do not wish to do so.

Area of practice

Please provide information on your main area of practice. This helps us to monitor the areas of practice in which pharmacy technicians are working when they join the Register. We understand that some pharmacy technicians have more than one job and that these may be in different areas of practice. If this is the case for you, tick the box that most accurately describes your main area of practice.

Application documents checklist

Route a and route b applicants

Application form

Payment form with credit or debit card details. **DO NOT SEND CHEQUES OR CASH**

Certified photocopy of **birth certificate** (and/or statutory declaration if applicable)

Certified photocopy of **marriage certificate** or other acceptable document(s) (if applicable)

Certified photocopy of **qualification certificate**

Certified photocopy of **passport**

Passport sized photograph certified as a true likeness enclosed in an envelope

Stamped, self addressed postcard for confirmation of receipt of registration documents

Additional documentation for overseas (non-EEA) applicants

Please refer to the **Overseas (non-EEA) Supplementary Application Pack** for further information.

Supplementary application form

A copy of your current **curriculum vitae**

Detailed curriculum (syllabus) of your qualification

The following documents need to be **sent directly to the Society** from the relevant institutions:

Academic transcript from your awarding body

Letter of good standing from your registration body

For overseas qualified pharmacy technicians **only**:

Underpinning knowledge checklist

Assessment of competence

Your **photocopied certificates and passport** must be certified as true copies of the original by the pharmacist who countersigns your application for registration. The pharmacist must write *"I certify that I have seen the original document and that this is a true copy"*, sign, date and state their RPSGB registration number on each photocopy they are countersigning.

Your **passport sized photograph** must be signed and dated by a legal or healthcare professional, justice of the peace or person of standing in the community, who has known you for at least two years and certified with the wording *"I certify that this photograph is a true likeness of the applicant"* and submitted in an envelope

No liquid paper amendments or alterations of any kind are permitted to certified copies.

Completed forms and other documents should be returned to:

**Pharmacy Technician Registration,
Support Staff Regulation Division,
RPSGB,
1 Lambeth High Street,
London SE1 7JN**

If you would like us to acknowledge the receipt of your completed application please complete and enclose with your application a stamped, self addressed postcard. Due to the volume of applications we receive, we cannot confirm receipt if you do not enclose a postcard. We can only confirm the progress of your application after your application has been processed. Please wait **at least four weeks** before contacting us about the progress of your application. **Please keep a copy of your application in case the original doesn't reach us.**

Application form

Section 1 Personal details

1.1	Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other (please state) <input type="text"/>
1.2	Surname(s)	<input type="text"/>				
1.3	Forename(s)	<input type="text"/>				
1.4	Date of birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
1.5	Home Address	<input type="text"/>				Postcode <input type="text"/>
	Country	<input type="text"/>				
1.6	Nationality	<input type="text"/>				
1.7	Home phone	<input type="text"/>	Work phone	<input type="text"/>		
	Mobile	<input type="text"/>				
1.8	Email address	<input type="text"/>				

Section 2 Application details

2.1 Which application process applies to you (please tick one box)?

Route a (applicant with a recognised UK qualification meeting route a work experience requirements)?	<input type="checkbox"/>
Route b (applicant with a recognised UK qualification meeting minimum work experience requirements)?	<input type="checkbox"/>
Overseas (applicant with a non-UK qualification meeting UK work experience requirements)?	<input type="checkbox"/>

OFFICE USE ONLY

Section 5 Career history continued

B Job title/position _____
Department _____
Organisation _____
Address _____

Hours worked per week Start date / End date /

Main responsibilities/duties _____

Name of line manager / supervising pharmacist _____

C Job title/position _____
Department _____
Organisation _____
Address _____

Hours worked per week Start date / End date /

Main responsibilities/duties _____

Name of line manager / supervising pharmacist _____

D Job title/position _____
Department _____
Organisation _____
Address _____

Hours worked per week Start date / End date /

Main responsibilities/duties _____

Name of line manager / supervising pharmacist _____

Please continue with your Career History on separate sheets if necessary

Section 7 Declaration by applicant

Which part of the register are you applying to join (**please tick one box only**)?

1a I am applying to join Part 1 of the Register – Practising **OR**

1b I am applying to join Part 2 of the Register – Non-practising and under articles 3 (2) and 22 (2) of the Pharmacists and Pharmacy Technicians Order 2007, I hereby declare that I will not undertake any work or give any advice in relation to the dispensing or use of medicines, the practice of pharmacy or the provision of healthcare in Great Britain, the Channel Islands or the Isle of Man, whilst acting in the capacity of or holding myself out as a pharmacy technician.

I DECLARE that:

- The information I have provided in this form and in any supporting documents is complete, true and accurate.
- I will comply with standards of conduct, practice and performance (including the Code of Ethics and related guidance) published by the Society's Council. If I am applying to join Part 1 of the Register, I understand this includes meeting the Society's CPD requirements and having in place appropriate indemnity arrangements.

I UNDERSTAND that:

- I have a duty to notify the Registrar of any changes to my name, home address or other contact details forthwith and I may be removed from the register if I fail to do so.
- I have a duty to notify the Registrar of any fitness to practise matters prior to registration, and within 7 days of any occurrence after registration, and I may be removed from the register if I fail to do so.
- If I am found to have given false or misleading information in connection with this application for registration, I may be removed from the register.
- The Society makes use of the data gathered by means of this form to support its work as the regulatory body for pharmacists and pharmacy technicians. Data may be shared with third parties in pursuance of the Society's aims and objectives. The Society does not share this data on a commercial basis with any third party.

Signature

Date / /

Additional declaration for applicants applying to join before the start of statutory registration

If you submit your application before the register becomes statutory you are applying to join the voluntary register and are **also** required to sign the declaration below:

I declare that I have read, understood and will fully comply with the procedures set out in the protocol for the voluntary register (Pharmacy Technicians (Voluntary Registration) Protocol 2008) and the Code of Ethics for Pharmacy Technicians issued by the RPSGB. If I am applying to join the non-practising register, I will not work in or give advice in relation to the science of medicines or the practice of pharmacy or healthcare, and I will not represent myself at any time as a practising pharmacy technician.

Signature

Date / /

Section 8 Declaration by countersigning pharmacist

I DECLARE that:

- I am on the Society's practising register.
- I am in good standing with the Society.
- I have checked the documents to be submitted and confirm that they are all present and have been enclosed with this application form.
- To the best of my knowledge the information given in this application and in any supporting documents is true, complete and accurate.
- I know of no reason why this person would not be a fit and proper registered pharmacy technician.

Name

Registration number

Signature

Date / /

Equality monitoring form

The Council for Healthcare Regulatory Excellence (CHRE) has requested that the Society collects the following information. Applicants are not required to provide this information if they do not wish to do so.

1 What is your ethnic group?

(Please tick the appropriate box)

A White

British

Irish

Other White (please specify)

B Black or Black British

Caribbean

African

Other Black (please specify)

C Mixed

White and Black Caribbean

White and Black African

White and Asian

Other Mixed (please specify)

D Asian or Asian British

Indian

Pakistani

Bangladeshi

Other Asian (please specify)

E Other Ethnic Group (please specify)

2 What is your gender?

Male

Female

3 What is your sexual orientation?

Heterosexual

Lesbian / Gay

Bisexual

4 What is your religion?

None

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Other (please specify)

5 Do you consider that you have a disability?

Yes

No

Area of practice

Providing information on your main area of practice you will enable the Society to monitor the areas of practice in which pharmacy technicians are working at the time of registration.

Please tick the **one** box that most accurately describes your **main** area of practice

Community

Hospital

Industrial

Wholesale

Teaching

Non-pharmaceutical

Primary Care

Other

Pharmacy Technician Registration
Support Staff Regulation Division
Royal Pharmaceutical Society of Great Britain
1 Lambeth High Street
London SE1 7JN