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# Pre-registration Pharmacist National Recruitment Scheme via Oriel

## Employer Guidance Handbook 2019



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### 1. Introduction

This document has been developed to support all employers, who train Pre-registration Pharmacists and are approved by the GPhC to do so. It includes the processes and timelines of the Pharmacy National Recruitment Scheme via Oriel from beginning to end. It also details the commitment required from employers, including data and information gathering, support for selection centres, arranging employment contracts and meeting quality requirements.

In 2017, a National Recruitment Scheme for Pharmacy was introduced for all NHS employed Pre-registration Pharmacists (PRPs) in England and Wales. In addition, community pharmacy employers were also invited to participate, and a large number chose to recruit via this route.

The overall management of the Pre-registration Pharmacist Recruitment Scheme is led by Health Education England's (HEE) London and South East Recruitment and Pharmacy teams. This office is referred to throughout this Guide as the Pharmacy National Recruitment Office (PNRO). The PNRO is supported by Regional Recruitment and Pharmacy teams who will link directly with employers.

The IT system used to support recruitment is called Oriel. It has been used for many years in medicine and more recently in dental and health care science recruitment. The recruitment system and selection methodologies used during the interview processes are tried and tested, transparent and fair.

#### 1.1 Benefits of recruiting nationally

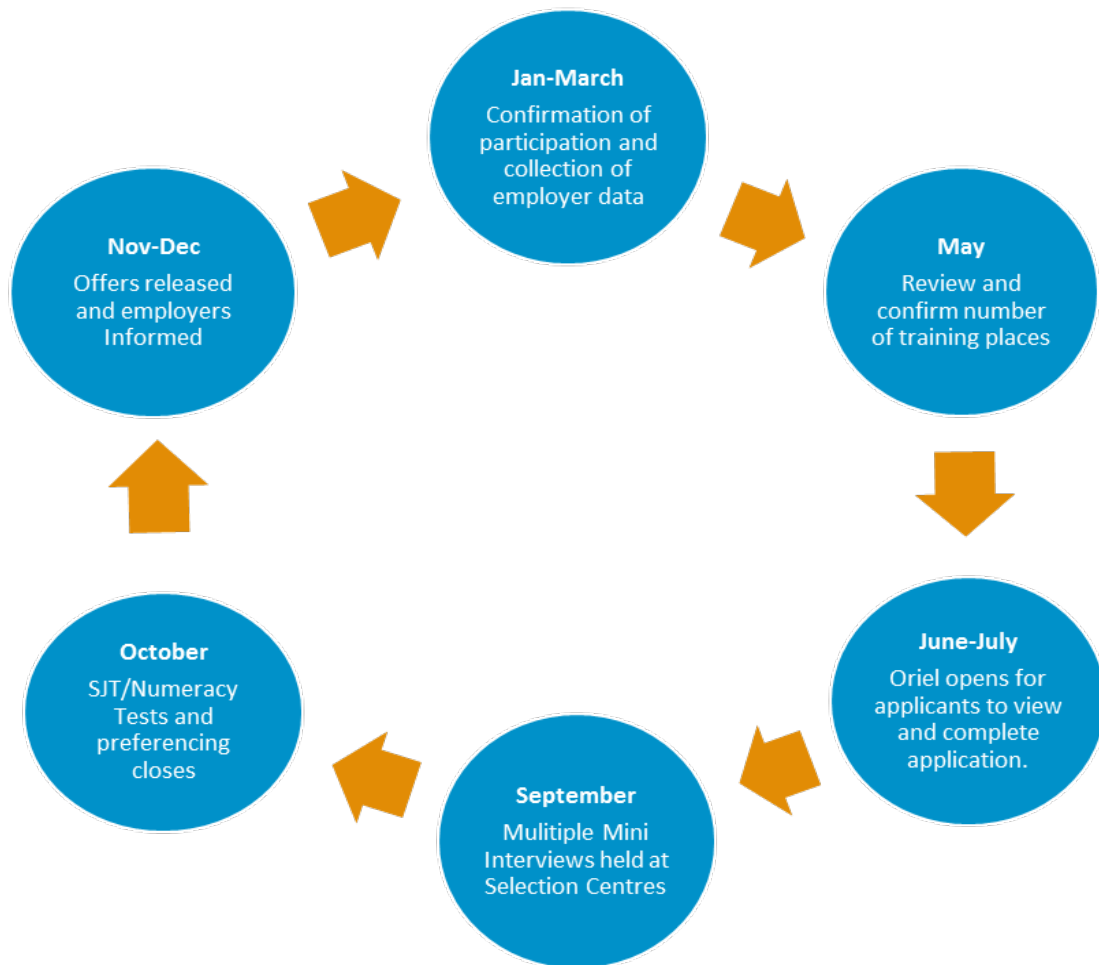
The following benefits of a National Recruitment Scheme for Pre-registration Pharmacists via Oriel have been recognised:

- The selection criteria have been developed through a robust research process i.e. development of a Professional Attributes Framework
- Selection is values based
- Selection methods utilised are evidence based
- Selection is standardised across sectors thereby promoting a more flexible and equitable workforce
- Selection is managed by HEE thereby reducing risks of litigation to employers
- Pharmacy can be more easily and affordably included in wider NHS processes and systems e.g. trainee information systems

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- Pharmacy can be part of shared learning across professions in relation to recruitment
- Reduced duplication and administrative costs of multiple recruitment processes to employers and applicants
- Cost per trainee reduces as the system is rolled out and implemented for all pre-registration pharmacists
- It is fair and transparent to applicants with high levels of acceptability

**Diagram 1 Pre-registration Pharmacist Recruitment Overview**



The above diagram represents the yearly cycle of the recruitment scheme, further information about each activity is described within this guide.

### 1.2 The Oriel system

The Oriel recruitment system has been developed to enable all applicants across England and Wales to complete only one application form for their Pre-registration training. Once an applicant has completed and submitted their application form, the next step will be for them to choose which potential employers they would like to complete their training with. In order to do this, the system allows applicants to categorise all the different programmes available to them by: -

- positively preferencing them (ranked order),
- preference (no order) or,
- programmes not wanted.

The number of different programmes available are likely to be in excess of one thousand therefore a robust filtering system is available to support applicants with their choices. Detailed information on the different filters can be found in section 4.2.3. This will allow applicants to filter by many different options including sector (primary care/hospital/industry) whether the employer offers Tier 2 sponsorship, location and placement options (a placement used within the filtering system must be longer than 3 months)

#### 1.2.1 Accessing the Oriel system

The Oriel system is an open access website which means that anyone can view what is available. All new information for the 2020-21 intake will be available to view from June 2019. You do not need a log in to view this information. To access this website please use <https://www.oriel.nhs.uk/>

During the latter part of the recruitment process and once offers have been made, successful applicant information will be released to employers directly by the Pharmacy National Recruitment Office.

N.B Please note that further information on this process will be provided to employer nearer the time of release.

Please note that you cannot register onto the Oriel system yourself, this can only be done via HEE.

### 1.3 Marketing yourself to attract applicants

One of the most important factors in attracting high quality applicants and filling places is how you market and promote your programmes.

You are advised to take time to think carefully about how you describe your programme(s) in Oriel. You should ensure that you highlight any elements of the programme that you feel would be attractive to applicants. An example is included in Appendix 1. In addition, you can look at other existing programme descriptions by downloading the Pharmacy Employers and Programme information from 2018 excel spreadsheet available from this web page <https://www.lasepharmacy.hee.nhs.uk/national-recruitment/employer-registration-and-programme-information>

You may also wish to attend University careers fairs or run local open days. Most regions will also be hosting regional open day events to provide an open forum for applicants to come and meet a wide range of employers in one place.

## **2. Training for Pre-registration Pharmacists**

### **2.1 How are Pharmacists trained?**

Pharmacists are registered professionals with the General Pharmaceutical Council (GPhC). The most common route to becoming a pharmacist in the UK is to undertake a four year Masters in Pharmacy (MPharm) qualification, followed by 52 weeks of pre-registration training in the workplace.

Individuals who are registered pharmacists outside of the European Economic Area are required to undertake a one-year Overseas Pharmacist Assessment Programme (OSPAP) qualification in order to register as a pharmacist in the U.K. This is followed after graduation by a period of 52 weeks of pre-registration training in the workplace.

Pre-registration training takes place in one or more training sites that has been accredited by the GPhC and Pre-registration Pharmacists work under the supervision of an educational supervisor (pre-registration tutor) to demonstrate the required knowledge, skills and attitudes expected of a pharmacist professional.

Pre-registration Pharmacists who have demonstrated that they meet all pre-registration performance standards are eligible to sit a registration assessment towards the end of their training year. This assessment must be passed alongside the successful completion of performance standards and 52 weeks' training in order to be eligible to register as a pharmacist.

There are also a small number of integrated five year programmes with 2 x 6-month placements dispersed across the programme. In addition, there is one sandwich degree programme with a 6-month pre-registration training period in year 4 and one in year 5.

### **2.2 Range of pre-registration pharmacist employers**

Pre-registration training programmes can be hosted in a variety of settings; however, each training programme must be accredited by the GPhC and must include a minimum of 6 months in a patient facing setting such as hospital or community pharmacy. All pre-registration training programmes are 52 weeks in duration; however, some training programmes may offer a number of placements within that programme. These placements can include working in a GP

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practice, the pharmaceutical industry, local Clinical Commissioning Group or Welsh Health Board.

There are several different types of employers within the Primary Care setting including community pharmacy, clinical commissioning groups, prisons and general practice.

Within community pharmacy, there are several different types and sizes of employers ranging from larger 'high street' multiples to small individually owned independent pharmacies serving a local population.

Hospital pharmacy employers can range in size from large hospitals to smaller district or local hospitals. In addition, some specialist hospitals, for example paediatrics, mental health, cancer treatment, ophthalmology and orthopaedics, also employ Pre-registration Pharmacists.

If you are not currently an approved training site and would like to consider training Pre-registration Pharmacists, please visit the [GPhC website](#) for more information and contact the Pharmacy Lead from your region to discuss developing a programme to support the trainee. Contact details are on page 22.



### 3. Timelines

The following timelines set out key dates within recruitment process and what is required from employers at each stage.

**Table 1 – \*Timelines, activities and what employers need to do**

Month	Activity	What employers need to do
Early January 2019 1 <sup>st</sup> March 2019	Confirmation of Participation in the recruitment scheme and completion of employer data	<p>Follow the process detailed in this handbook (see section 4) to confirm that you wish to be included in the recruitment scheme and supply the employer data via the website. All employers, new and existing will need to read and agree to the <a href="#">Confirmation of Participation</a> via the website and complete the information required by the <b>1<sup>st</sup> March deadline. Late submissions will not be accepted.</b></p> <p>Once you have submitted your programme details and after the closing date of 1<sup>st</sup> March, please look out for emails from your regional pharmacy leads (see details in section 8) in case we need to clarify any of the information you have submitted and ensure you can respond to our requests in a timely manner.</p> <p>Please note that the programme numbers you provide at this stage need only be indicative. Regional pharmacy leads will request the confirmation of numbers in May.</p>
May	Regional Pharmacy Teams will confirm programme numbers.	Ensure you respond to your regional pharmacy teams request for confirmation of your programme numbers
June	Oriel is open for applicants to submit their applications and browse the available pre-registration programmes	N/A

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Month	Activity	What employers need to do
June	Interview panel member registration and training opens	You will be invited to confirm the selection centre dates you/ your staff are able to attend via the Health Education England event booking system. You will also be asked to complete an online training module to aid in your understanding of the selection centre process. The training is approx. 1 hour in length.
July	Interview panel member registration and training closes	The event booking and online training module will close. You must ensure you have provided the number of interview panel member days as requested in your quota.
September	Multiple Mini Interview Selection Centres	Participate in the interview process at the selection centre
October	Situational Judgement Test (SJT) and numeracy assessment	Employers are not required to participate. SJT and numeracy assessments are undertaken at Pearson VUE centres across the United Kingdom.
December	Notification of trainees assigned	You will be notified via the Oriel system of the names of your trainees and provided with access to their application form, references, and other relevant information for employment contracts

The above timeline describes the activities within the recruitment cycle, in addition to the above employers will follow these activities prior to the trainee commencing employment. **\*Please note this time-line is indicative and subject to change.**

Month	Activity	What employers need to do
April-June 2020	Identify Education Supervisor/ Pre-registration Tutor for new trainees	Consider Education Supervisor/ Pre-registration Tutor training needs and review quality framework indicators
July/August 2020	Trainees start employment	Arrange induction process for trainee

## 4. Participating in the National Recruitment Scheme

It is mandatory for all NHS employers who train Pre-registration Pharmacists within England and Wales to recruit via the National Recruitment scheme and we welcome all pharmacy employers to join this scheme.

### 4.1 Confirmation of Participation and meeting the Health Education England (HEE) Quality Framework for pre-registration training

In order to recruit via the National Recruitment scheme, all employers must read and agree to the Confirmation of Participation and to abide by the HEE Quality Framework (or Welsh equivalent for employers in Wales) before signing up to the scheme. Please read this information via our website before completing the employer programme online form as described in section 4.2.4.1.

<https://www.lasepharmacy.hee.nhs.uk/national-recruitment/employer-registration-and-programme-information/confirmation-of-participation>

For employers in Wales you should be approved for pre-registration training by the Health Education Improvement Wales.

<https://www.wcppe.org.uk/wp-content/uploads/2019/01/Minimum-standards-document-pre-reg-Wales.pdf>

Please note that once you have agreed to recruit to the listed programmes via Oriel you **cannot** then offer this place to anyone outside of the scheme.

The specific markers listed within the Quality Framework for pre-registration training will be monitored.

### 4.2 Employer Programme Information

We need to collect programme information from you that will be uploaded into the Oriel system; we will do this via an on-line form, further information and the link to the website is in section 4.2.4.1.

Applicants will view this information which will support them with choosing which programmes they wish to include in their preference options. A list of required information is listed in Appendix 1.

In addition to the programme information, we will require at least one main contact person as the lead employer with whom we will liaise directly in regards to the submission of the data, staffing for selection centres and transfer of successful applicant data.

If you recruited via the Oriel system in 2018, you will already have an Oriel account so will not need to be setup again. However, we will need you to provide updated information with regard to your pre-registration programmes via the on-line form and to complete the contact details within the form. In addition, you will be required to tick the box to agree to sign up to the scheme against the Confirmation of Participation and Quality Framework. We will check that the users we have setup against your account are up-to-date.

NB: If you are offering a programme(s) with placements across sectors or with different employers, we will require one lead employer to be listed on the Employer Programme Information. Information about other employers and placements can be provided in the Programme Information section.

More information about completing the employer programme information is in section 4.2.4

#### 4.2.1 Understanding what employer information is required

We have provided an example of employer data required in Appendix 1 and have explained below how employers should think about advertising their programmes as there are two main options for doing this.

We use the following terminology within the recruitment process to support applicants with their preferences and filtering options as described earlier in the Introduction.

Term	Description
Programme	The programme is the Pre-registration Pharmacist training position that is being offered to an applicant. All programmes are 12 months in length
Places	Places relates to the number of trainees that can be appointed to a programme. Some programmes can accommodate only a single trainee whereas other programmes may have multiple trainees undertaking an identical training programme.
Placements	<p>Training programmes may be made up of a single placement of 12 months or of smaller constituent parts. Within Oriel applicants can use the filtering options to view programme which may have placements which are longer than 3 months*</p> <p>Placements represent a constituent part of a programme. They reflect the practice setting you will be undertaking your training in.</p> <p>A placement must be a minimum of three months in length.</p> <p>Programmes can have a maximum of four placements within them. Many will only have one e.g. one placement for 12 months in community pharmacy.</p> <p>Placements can be in the follow practice settings:</p> <ul style="list-style-type: none"> <li>• General Practice</li> <li>• Prison</li> <li>• Community pharmacy</li> <li>• Hospital</li> <li>• Clinical Commissioning Groups</li> <li>• Industry</li> </ul> <p>*Please note that any 12-month placements can and are likely to have many smaller placements which are less than 3 months; these are not included in Oriel Placement filters and therefore please ensure you describe these within the Programme Description field.</p>

### **Option 1 – Individual Programmes**

Each programme is advertised individually within the Oriel System, this option means that an applicant will preference the programme and know exactly which Hospital or Primary Care organisation an offer will relate to. Employers should include the town and full postcode in the Employer Name/Town/Postcode field.

### **Option 2 – Cluster approach**

This option can be used for larger employers with multiple branches within the same postal area. For example, if you have 6 branches within close proximity of each other you can use the beginning part of the post code to advertise all these places, for example if they are within SW20 each branch has 1 place, but the training programme is the same, you can advertise this programme just once in Oriel. The programme would have 6 places within it. Employers should include the Sector (location) and the first part of the postcode in the Employer Name/Town/Postcode field.

This approach may be preferred if there is likely to be movement in terms of which branches provide pre-registration training or if you would prefer to match successful applicants within a geographical area after allocation via Oriel. This practice is commonly utilised in dentistry and provides some flexibility to match successful applicants with small teams.

This approach should not be used when looking to recruit across different regions, it works most effectively in a close geographical area.

### **4.2.2 Tier 2 Visa Sponsorship**

If you are a primary care/community pharmacy employer that can provide tier 2 visa sponsorship, you will need to state this as part of the employer information collection process. Provision of a tier 2 visa is subject to the correct licence being in place and a salary above the required threshold. For visa related information please visit the Home Office website:

<https://www.gov.uk/uk-visa-sponsorship-employers>

Based on experience we expect to have more applicants requiring Tier 2 sponsorship than places available. The majority of applicants will have a tier 4 student visa and be looking to switch to a tier 2 for their Pre-registration Pharmacist training.

Tier 2 sponsorship is used as a filter for applicants within the Oriel system to enable all students who require visa sponsorship the option to filter out all programmes that they will not be eligible for. If, as a primary care/community pharmacy employer, you want to offer some programmes with tier 2 sponsorship and others without, you will need to submit two separate programme information on-line forms.

### 4.2.3 Applicant filters

Applicants have the ability to use a number of filters when preferencing programmes based on the information you provide. These filters enable applicants to quickly narrow down to the geography or type of training experience they are interested in. The programme attributes that can be filtered are listed below:

Filter	Options
Location (Sector)	A full list of the available locations can be found on the online data collection form for employers
Employer Type	Hospital or Primary Care
Size of organisation (applies to community pharmacy employers only)	Independent (1-6), Small (6-25), Medium (25-200) or Large (200+)
Specialty (applies to hospital employers only)	Acute Trust Cancer Specialist Centre Cardiothoracic Children's Hospital Mental Health Trust Ophthalmology Specialist Centre Orthopaedics Specialist Centre
No. of placements - the number of placements within a programme	1,2,3 or 4
Licensed Tier 2 Sponsor	Yes or no

### 4.2.4 Collecting Employer Programme Information, Confirmation of Participation and a named contact

There are two options for employers to provide programme information to the PNRO;

- Option 1 – Data Collection via an online web-based form
- Option 2 – Data Collection using Microsoft Excel (for community pharmacy employers with 10 or more programmes only)

#### 4.2.4.1 Data Collection via an on-line form

For the majority of employers, we require the completion of an on-line form via our website, please see below for the link. This form needs to be completed in one attempt, should not include any formatting or bullet points and by the deadline of **1<sup>st</sup> March 2019**.

The Oriel system has a maximum character count of 950 including spaces for the programme description field so please ensure you keep your programme description within this character count limit.

We will also require contact information for the lead employer as described earlier in this guide. In addition, upon submission you will be asked to tick the box to agree to and abide by the Confirmation of Participation and Quality framework indicators as described in section 4.1

Providing that you have supplied a valid email address, you will receive an automatic email notification once you have submitted the PRP Recruitment Employer Information form. Please note this email may go into your junk/spam folder

Once we have received your submission and after the deadline of 1<sup>st</sup> March has passed, your regional pharmacy team will review the submission and if any changes or clarifications are required will email the lead contact directly. Please ensure you are available for the two weeks following the deadline for prompt responses to any emails received in connection with your employer data.



Please visit this web page which provides more information plus the full employer programme details from those who participated in 2018 is available in an excel spreadsheet. The on-line form is available from this page.

<https://www.lasepharmacy.hee.nhs.uk/national-recruitment/employer-registration-and-programme-information>

#### **4.2.4.2 Data Collection for community pharmacy employers with 10 or more programmes**

If you are a community pharmacy employer who has 10 or more programmes the PNRO will liaise with you directly and provide an excel spreadsheet for you to complete and return by the deadline of **1st March 2019**.

You will be able to download the excel spreadsheet from the previous year, use the filtering function within excel and extract the data required for review, amending and re-submission. Please note the word count limits still apply so please use the Microsoft Word to check that you have not exceeded the maximum word count.

If you choose this method, you will still be required to complete an on-line form and submit the excel spreadsheet at the same time. The excel spreadsheet will need to be zipped and uploaded with the completion of the on-line form.

We will also require contact information for the lead employer as described earlier in this guide. In addition, upon submission you will be asked to tick the box to agree to and abide by the Confirmation of Participation and Quality framework indicators as described in section 4.1

Providing you have supplied a valid email address, you will receive an automatic email notification once you have submitted the form. Please note this email may go into your junk/spam folder

Once we have received your submission and after the deadline of 1<sup>st</sup> March has passed, the PNRO will review the submission and if any changes or clarifications are required will email the

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lead contact directly. Please ensure you are available for the two weeks following the deadline for prompt responses to any emails received in connection with your employer data.

Please visit this web page which provides more information plus the full employer details from those who participated in 2018 available in an excel spread sheet.

The on-line form is available from this page.

<https://www.lasepharmacy.hee.nhs.uk/national-recruitment/employer-registration-and-programme-information/community-pharmacy-employer-registration-10-programmes>

## **5. Selection Centres and Interview Panel Members**

### **5.1 Selection Centres**

Following the deadline for applications; those applicants who are eligible will be invited to attend an interview at one of the national selection centres across the country. These will be held in September and the dates and venues will be advertised on the website.

### **5.2 What happens at a selection centre?**

Applicants will only need to attend one of the selection centres where they will undertake a Multiple Mini Interview (MMI). Applicants will also undertake a Situational Judgement Test (SJT) and a numeracy test, both of which will be conducted online during October. Employers will not be involved in the online SJT/Numeracy tests.

The questions in the MMI and SJT are designed to test behaviours and attributes set out in the [Pre-registration Pharmacists' Professional Attributes Framework](#).

The score of the numeracy test is used to screen out those with poor numeracy skills. The scores from the MMI and SJT are combined to produce an overall score. Applicants are ranked according to their score and offered their highest preference place according to their rank.

### **5.3 Employer involvement**

The MMIs have been developed in conjunction with subject matter experts. Applicants will be asked 6 questions within 3 stations (rooms). There will be 2 interviewers per room. Interviewers must be representative of the breadth of employers and therefore we will require you to identify suitable interview panel members and plan which selection centres they can attend. As noted in the Confirmation of Participation, you will be provided with an interview panel member quota which will be proportionate to the number of pre-registration places you have entered into the scheme. You will be asked to confirm interview panel member details between June and July.

We strongly encourage employers to actively participate in interviews; this provides an opportunity to become directly familiar with the recruitment process and the calibre of applicants being interviewed.

NB: If you only have 1 or 2 trainees you may not be required to attend a selection centre each year. In addition, if you wish to involve more staff as interviewers than your allocated quota, please do encourage them to attend; we always need extra on the day!

### 5.3.1 Interview Panel Members

We require a mixture of interviewers with experience of recruiting into Pre-registration Pharmacist places in all sectors of pharmacy practice. The role will involve interviewing applicants in one interview room i.e. 2 questions and will require full day attendance (9.30 – 18.30)

To take part in the process interviewers must:

- Be a qualified Pharmacist or,
- Be an experienced Pharmacy Technician who has been recently directly involved in training preregistration pharmacists or,
- Have experience of recruiting registered health care professionals during the last 24 months

### 5.3.2 Interview Panel Member Training

All interview panel members who take part are required to undertake an online training module in June, which will guide them through the MMI process and prepare them for what to expect on the day. Further information about how to access this training will be emailed directly to you.

Interview panel members will also be required to have completed equality and diversity training by the time of the selection centre. For any staff members who have not undertaken this training within the last three years and do not have access to training via their employing organisation, there is an online module available via the [Educator Hub](#)

## **6. Offers process and notification of who your new Pre-registration Pharmacists will be**

Following the selection centre process, offer of programmes to applicants will be co-ordinated through the Oriel system by the PNRO. Offers will be made according to applicants' rank and the order they ranked programmes. Applicants have the opportunity to accept an offer with upgrades if they are not offered their highest preference of programme. An upgrade will be offered if another applicant declines the programme. This process will occur during November and be completed by December. In December employers will be notified of who their Pre-registration Pharmacists will be for the following summer via the Oriel system. Employers will be expected to log into the Oriel system and download the applicant information accordingly.

NB: As applicants will be made their offers in advance of employers being informed, it is possible that you may be contacted by applicants wishing to share their news with you or they may share their offer status on social media. Applicants will be informed that employers will not be notified of successful appointments until December 2019.

## 7. Contact Details

If you cannot find the information you need from within this guide, please visit our [website](#) in the first instance. We have a list of [FAQ's](#) available which may help your enquiry.

If you need to contact us we have three options for you, please note that we will endeavour to respond to your enquiry within 72 working hours (between Monday-Friday). Please ensure you state in the subject header what your enquiry relates to and provide us with a description in the body of the email including a contact telephone number, so we can call you back should we need to.

Option One	Contact Details	Queries they can answer
Pharmacy National Recruitment Office (PNRO)	<a href="mailto:preregpharmacyrecruitment@hee.nhs.uk">preregpharmacyrecruitment@hee.nhs.uk</a>	Oriel and applicant queries Offers process

Option Two	Contact Details	Queries they can answer
LaSE Pharmacy (host of National Pharmacy Recruitment Website)	<a href="mailto:lasepharmacy@hee.nhs.uk">lasepharmacy@hee.nhs.uk</a>	Technical queries regarding employer information on-line form submission only

Option Three	Contact Details	Queries they can answer
<b>Regional Pharmacy Leads</b>		
HEE London and South East	<a href="mailto:lasepharmacy@hee.nhs.uk">lasepharmacy@hee.nhs.uk</a>	Pre-registration Training Programme requirements  Interview Panel Member process
HEE South	<a href="mailto:Pharmacy.south@hee.nhs.uk">Pharmacy.south@hee.nhs.uk</a>	
HEE North	<a href="mailto:Sue.Hamshaw-Thomas@sth.nhs.uk">Sue.Hamshaw-Thomas@sth.nhs.uk</a>	
HEE Midlands and East	<a href="mailto:pharmacy.me@hee.nhs.uk">pharmacy.me@hee.nhs.uk</a>	
Wales	<a href="mailto:Laura.Doyle3@wales.nhs.uk">Laura.Doyle3@wales.nhs.uk</a>	

**Appendix 1 – An example of information required from employers for upload into the Oriel system for applicants to see and make their preferences**

Data Required	Example Data
HEE Region	Health Education England - London
Location (Sector)	East London
Employer Type	Hospital or Primary Care
Size of the organisation (number of employees) (Community Pharmacy only)	Independent (1-6) Small (6-25) Medium (25-200) Large (200+)
Specialities (Hospital only)	Acute Trust Cancer Specialist Centre Cardiothoracic Children's Hospital Mental Health Trust Ophthalmology Specialist Centre Orthopaedics Specialist Centre
Employer Name	A.R. Parmar Ltd t/a Shantys Pharmacy or BARKING, HAVERING AND REDBRIDGE UNIVERSITY HOSPITALS NHS TRUST

## Pre-registration Pharmacist National Oriel Recruitment Process

Data Required	Example Data
Employer Name/Town/Postcode (max 100-character count) <i>This will still view as Programme Title in Oriel</i>	Shantys Pharmacy Tower Hamlets/ London/ E1 1DB <i>or</i> Barking, Havering & Redbridge University Hospitals NHS Trust/Romford/ RM7 0AG <i>or for cluster approach</i> Boots/South London/SW20
Programme Description (max 950-character count)	We are a busy high street Pharmacy Practice. We are seeking a highly capable graduate who is focused on developing advanced skills in clinical services and business, not just the basics. The graduate will be expected to develop and learn in a friendly but professional environment. They will experience all aspects of community pharmacy with the aim of producing a confident, capable practitioner who will be ready to work in any pharmacy from the first day of registration. The graduate will benefit from an experienced proprietor/tutor, an exchange period with a nearby pharmacy, unrivalled experience of NHS and private clinical services, along with post qualification opportunities. <i>or</i> Our pharmacy department offers a well-established and highly successful training programme provided by an enthusiastic and experienced team. Our pre-registration trainee pharmacists have the satisfaction of knowing that they are valued members of the team who make a real contribution to the provision of our service. Comprehensive training is provided through a rotational programme covering all aspects of hospital pharmacy. Trainees will work at our two acute sites - Queen's & King George Hospitals. Experience will be gained in clinical pharmacy (with dedicated ward time in all main therapeutic areas), dispensary, stores and distribution, medicines information, production and quality assurance. Training also includes visits to clinics and shadowing of Specialist Nurses. A community pharmacy placement will also be offered. Further information about our trust can be found at <a href="http://www.bhrhospitals.nhs.uk">http://www.bhrhospitals.nhs.uk</a>
Number of places available	Enter the number of indicative places you have here – this field must be a numerical number
PRP Start Date	The range of start dates should be between 13 <sup>th</sup> July 2020 – 3 <sup>rd</sup> August 2020
Licensed Tier 2 Sponsor	Y or N
Salary	This is available as a range from the drop-down list supplied.
Training Provider	Complete from the drop-down field or state other and specify.
Hours per week	State contractual working hours in numerical field for the PRP



## Pre-registration Pharmacist National Oriel Recruitment Process

Data Required	Example Data
Number of Placements	<p>The majority of placements are for 12 months, if you have one place and the trainee will be based at one employing organisation the number of placements is 1.</p> <p>Some organisations offer split places. A split place is defined when a placement is more than 3 months.</p> <p>For example, if you have one place and the trainee spends 6 months in hospital and 6 months in primary care this would be 2 placements</p>
Practice Placement Setting 1 (choose 1)	Hospital; community pharmacy; clinical commissioning group, general practice, prison, industry
Length of Placement 1 (3 months or more)	<p>12 (for 1 placement)</p> <p>6 (for 2 or 3 placements)</p> <p>3 (for 3 or 4 placements)</p>
Practice Placement Setting 2	Add in details of placement setting 2 e.g. Clinical Commissioning Group
Length of Placement 2 (3 months or more)	Add length of placement if applicable
Practice Placement Setting 3	Add in details of placement setting 3 e.g. GP Practice
Length of Placement 3 (3 months or more)	Add length of placement if applicable
Practice Placement Setting 4	Add in details of placement setting 4 e.g. Hospital
Length of Placement 4 (3 months or more)	Add length of placement if applicable

Note: If you only have one 12-month practice placement, you will only need to complete the information for Practice Placement 1.

Example Screen shot of Oriel (2018) – <https://www.oriel.nhs.uk/Web/Pharmacy> view is with filters added

The screenshot displays the Oriel recruitment portal interface. At the top, the Oriel logo and NHS logo are visible, along with the date and time: 03/01/2019 12:18:33. A navigation bar includes links for Sign In, Vacancies, Pharmacy Programmes, Recruitment Leads, News, Resource Bank, Help Desk, and FAQ. Below the navigation bar, a message indicates the current staff group selection is 'Pharmacy Programme' and offers a link to change the selection.

The main section is titled 'PHARMACY PROGRAMMES' and contains a search filter form with the following fields:

- Training Programme: Pre-registration Pharmacy
- Licensed tier 2 sponsor: Yes
- Employer type: Hospital
- Region: Health Education England -
- Size of organisation (primary care only): [Unselected]
- Location (Sector): Derbyshire
- Specialty (hospital only): Acute Trust
- Number of placements: 1

Below the filters are 'Search' and 'Clear' buttons. The search results section, titled 'RESULTS (2)', shows one result:

**Chesterfield Royal Hospital NHS Foundation Trust/Chesterfield/S445BL/T2/0648 : Chesterfield Royal Hospital NHS Foundation Trust/Chesterfield/S445BL**

Buttons for 'View Details' and 'Go to Vacancy' are provided for this result. The details for the result are as follows:

Training programme:	Pre-registration Pharmacy
Employer name:	CHESTERFIELD ROYAL HOSPITAL NHS FOUNDATION TRUST
Programme title:	Chesterfield Royal Hospital NHS Foundation Trust/Chesterfield/S445BL
Location (Sector):	Derbyshire
Employer type:	Hospital
Specialties:	Hospital Acute Trust
Licensed tier 2 sponsor:	Yes
Number of placements:	1
Places available:	3

Example screen shot of the programme information available to applicants when they click on the View Details button

PHARMACY PROGRAMMES DETAILS



Preregistration Pharmacy Programme Chesterfield Royal Hospital NHS Foundation Trust

Employer name	CHESTERFIELD ROYAL HOSPITAL NHS FOUNDATION TRUST
Programme title	Preregistration Pharmacy Programme Chesterfield Royal Hospital NHS Foundation Trust
Programme description	The training programme is specifically designed to facilitate the transition from student to clinical practitioner in all aspects of hospital pharmacy practice. We aim to provide an environment with a strong clinical emphasis and focus on direct patient-care whilst providing personalised support to trainees. The rotational programme covers a wide range of therapeutics and medicine management areas including medical specialities, oncology, surgery, orthopaedics, critical care, paediatrics, aseptics, Medicines Information and GP practice. Specific weeks focus on mastering the core skills required to be a safe and effective pharmacist while flexible time allows trainees to revisit or experience areas of interest. Trainees also attend monthly clinical tutorial sessions plus, regional training days ensure all aspects of the exam syllabus are covered. <a href="http://www.dmu.ac.uk/preregpharmtraining">www.dmu.ac.uk/preregpharmtraining</a>
Region	Health Education England - East Midlands
Location (Sector)	Derbyshire
Employer type	Hospital
Specialties	Acute Trust
Licensed tier 2 sponsor	Yes
Number of licences	3
Number of placements	1
Places available	3
Salary	£22128
Training provider	De Montfort University
Employer website	<a href="http://www.chesterfieldroyal-ahpstudents.com/pharmacy">http://www.chesterfieldroyal-ahpstudents.com/pharmacy</a>
Hours per week	37.5

Placements

	Placement	Setting	Length (months)
1		Hospital	12

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