

National Foundation Trainee Pharmacist Recruitment Scheme via Oriel



Employer Guidance 2023

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1. Introduction

This guide has been developed to support all employers who employ trainee pharmacists and are approved by the GPhC to do so. It includes:

- The processes and timelines of the National Foundation Trainee Pharmacist Recruitment Scheme via Oriel from beginning to end.
- Details of the commitment required from employers, including data and information gathering, arranging employment contracts and meeting quality requirements.

In 2017, a National Foundation Trainee Pharmacist Recruitment Scheme was introduced for all NHS employed Foundation Pharmacists (FPs) in England and Wales. In addition, community pharmacy employers were invited to participate, and a large number chose to recruit via this route.

The overall management of the National Foundation Trainee Pharmacist Recruitment Scheme resides with the Health Education England's Recruitment, Pharmacy teams and HEIW for Wales. The lead recruitment team is referred to throughout this Guide as the Pharmacy National Recruitment Office (PNRO). The PNRO is supported by Regional Recruitment and Pharmacy teams who liaise 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 evidence based, transparent and fair.

You may be aware that the General Pharmaceutical Council (GPhC) has approved a new set of initial education and training standards. As these changes progress, some of the terminology associated with the training year may change. However, recruitment into these posts will remain the same for the time being and the GPhC has indicated that current processes should continue to be used.

1.1 COVID Contingency

Since the outbreak of COVID-19 in 2020 there have been no Multiple Mini-Interviews (MMIs) in the recruitment process, and applicants have been assessed using only the Situational Judgement Test (SJT) and the Numeracy Test. Ongoing workforce pressures amongst all employer groups mean that we are still unable to return to the previous format, and so we will continue to adopt the current assessment methodology for 2023.

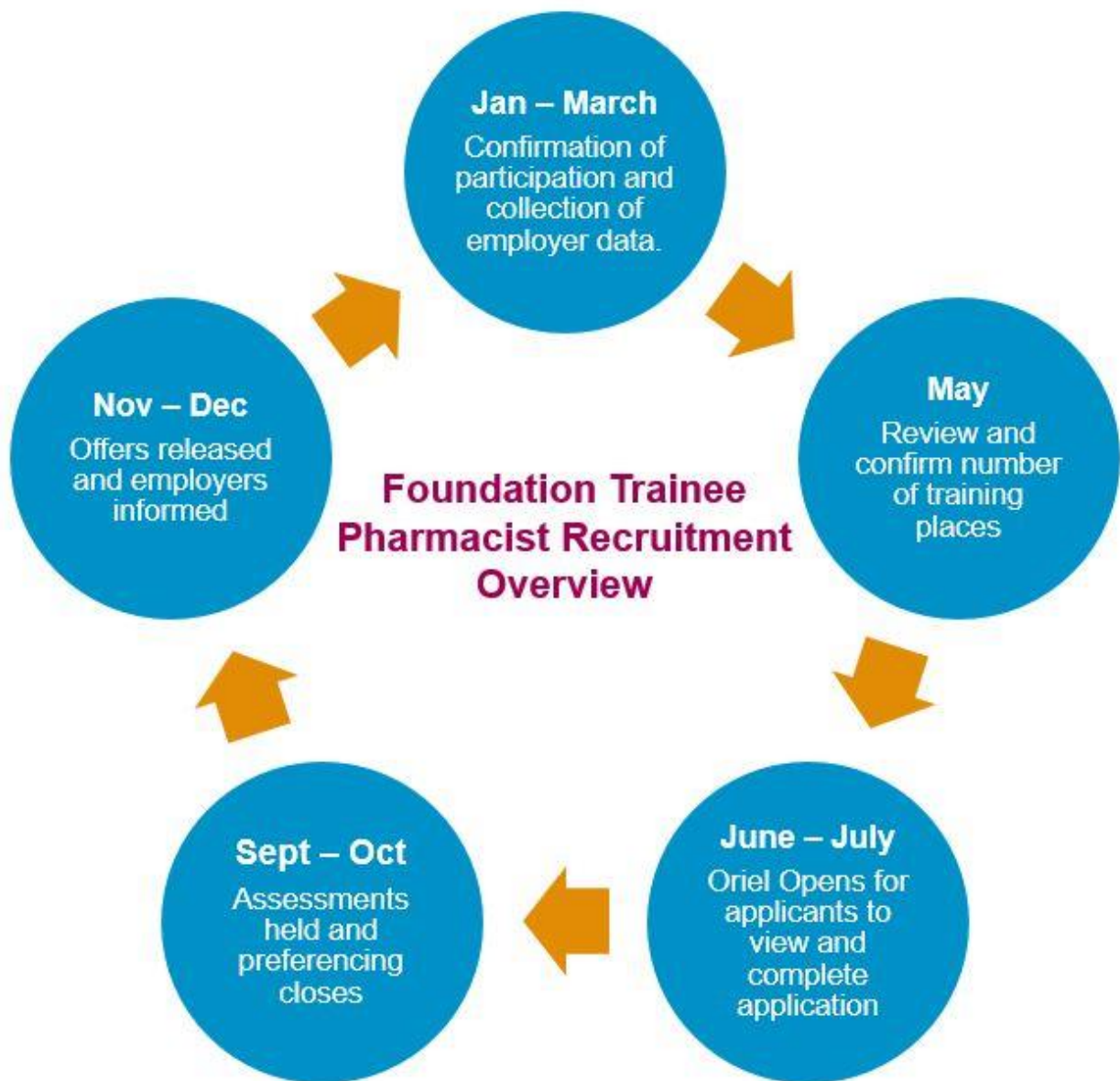
As these workforce pressures may persist for an indefinite amount of time, we are currently exploring alternative methods of assessing applicant communication with the Pharmacy Schools. These methods are still at an exploratory stage and we will communicate significant updates to the scoping as and when they occur.

1.2 Benefits of recruiting nationally

The following benefits of a National Recruitment Scheme for Trainee 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, for example trainee information systems
- 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 trainee pharmacists
- It is fair and transparent to applicants with high levels of acceptability

Diagram 1 National Foundation Trainee Pharmacist Recruitment Overview



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

1.3 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 Foundation Training. Once an applicant has completed and submitted their application form, the next step is 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),
- preferencing (no order) or,
- indicating programmes not wanted.

Due to the vast number of programmes available a robust filtering system is available to support applicants to make their choices. Filtering allows applicants to filter by many different options including sector (primary care/hospital/general practice) whether the employer offers Skilled Worker Visa sponsorship, location and placement options e.g. in general practice (a placement within the filtering system is defined as being of at least 12 weeks duration).

Detailed information on the different filters can be found in section 4.2.3.

1.3.1 Accessing the Oriel system

The Oriel system is an open access website which means that anyone can view programme information. All new information for future cohorts will be available to view from June of the preceding year. You do not need a login to view this information. To access this website please use [Oriel - Home](#).

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 employers nearer the time of release.

Please note that you cannot register onto the Oriel system yourself, this can only be done via HEE. You will be able to view the Pharmacy Programmes via Oriel without logging in once they are uploaded.

1.4 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. For example you should consider competitive salaries, hours of work and the training programme you provide.

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 the current year; this information is available in a Microsoft excel spreadsheet via <https://www.lasepharmacy.hee.nhs.uk/national-recruitment/employer-registration>.

You may also wish to attend University careers fairs or run local open days.

If you have a website for your organisation, you may like to have a dedicated web page for your Foundation Training programme to further advertise your programme. As part of the Oriel programme information submission, you can provide a link to this web page to allow potential applicants to view further detail which may not fit within your Oriel entry.

Effective marketing is extremely important to attract higher calibre applicants. [An Applicant Preferencing Evaluation Report](#) carried out in 2018 shows that applicants are influenced by the quality and depth of the information provided by prospective employers via Oriel.

Tips for writing a good Oriel entry for marketing to potential applicants;

- Look at what other employers advertise on Oriel for ideas of what to include. Applicants rate the info from NHS trusts highly, so look at those too.
- Location is the second highest factor determining choice, but the top one is career progression.
- Also important are a structured training programme and other factors which indicate a quality placement.
Salary is less important but may put applicants off if it is much lower than comparable placements. Anecdotally, applicants will often choose a lower paid quality placement over a higher paid one with unclear or insufficient information about what training is offered.
- Think about how you can illustrate the quality of your programme –maybe you have the flexibility for a more tailored approach, offer interesting services, or have a close relationship with your local GP practice.
- For rural areas, consider including information about the local area and job opportunities post registration. Indicate if own transport is desirable or necessary to get to the training site(s). For example - 'Access to a car is essential to fully participate in all placements in the programme'.
- Multi-sector placements (previously called split or joint placements) are extremely popular. Make it clear if travel between sites will be necessary and whether own transport is desirable or necessary.
- Protected study time is very attractive to applicants. Applicants also look for programmes that offer quality training and/or support through a reputable external training provider.
- Supporting Skilled Worker Visas will increase your chances of getting a trainee pharmacist, but you must be prepared to meet the salary requirements.
- If you receive any enquiries from students, give them appropriate information and direct them to apply to you via the Oriel route.
- You may also wish to email an advertisement (preferably as a standalone word document or PDF) to the Oriel Liaison Tutor at your local school of Pharmacy for distribution to the 3rd years and to attend any careers events offered by them.

Finally, once you have been allocated a trainee pharmacist, we recommend you contact them as soon as possible to organise contracts and build up a relationship in readiness for the start of their placement.

1.5 Equality and Diversity Considerations

A recent equality impact assessment of the National Recruitment Scheme highlighted that, while the process itself helps to reduce bias in recruitment of individuals from diverse ethnicities and backgrounds, employers could do more to advertise their pro-diversity credentials. In particular emphasising the diverse and inclusive nature of your workplace would help to attract a wider pool of applicants. For example, organisations whose programme information or websites actively supported recruitment of applicants with disabilities, or who displayed their support of LGBTQ+ applicants would be welcomed.

2. Pharmacy Foundation Training

2.1 Who is Eligible to Apply?

Pharmacists are registered professionals with the General Pharmaceutical Council (GPhC) and are required to undertake a four-year Masters in Pharmacy (MPharm) qualification, followed by 52 weeks of Foundation Training in the workplace and successfully pass the GPhC registration assessment.

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 foundation training in the workplace and sitting the GPhC registration assessment.

Foundation Training takes place in one or more training sites that have been accredited by the GPhC and Foundation Trainee Pharmacists work under the supervision of a Designated Supervisor to demonstrate the required knowledge, skills and attitudes expected of a pharmacist.

Foundation Trainee Pharmacists who have demonstrated that they meet all the Foundation Pharmacy interim learning outcomes are eligible to sit the GPhC registration assessment towards the end of their training year. This assessment must be passed alongside the successful completion of the interim learning outcomes and 52 weeks' training in order to be eligible to register as a pharmacist.

There are a small number of integrated five-year MPharm courses with 2 x 6-month placements dispersed across the programme. In addition, there is one sandwich degree programme with a 6-month foundation training period in year 3 and one in year 5.

2.2 Range of Foundation Trainee Pharmacist employers

Foundation 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. All foundation 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 primary care, secondary care (hospitals), the pharmaceutical industry, Welsh Health Board or an Integrated Care Board.

There are several types of employers within the Primary Care setting including community pharmacy, health and justice (for example prisons) and general practice.

Within community pharmacy, there are several 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 Foundation Trainee Pharmacists.

If you are not currently an approved training site and would like to consider training Foundation Trainee 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 available on page 28.

2.3 Multi-Sector Programmes

Multi-sector programmes offer two or more placements of 12 weeks or longer in length. They must include a minimum of 26 weeks in a patient facing pharmacy sector such as a community or hospital pharmacy, with the balance in a non-patient-facing or non-pharmacy setting such as the pharmaceutical industry or general practice.

Multi-sector programmes are generally more popular with trainees than single sector programmes, and therefore may increase the likelihood of filling your programmes (the Oriel fill rate for Foundation places with a General Practice placement in 2021/2022 was 88%). Other benefits of offering a multi-sector programme include:

- Developing a pharmacist workforce capable of working across the healthcare system better prepared to deliver advanced patient care upon registration
- Improving the understanding of transfer of care issues and how to support patients as they transition between care settings
- Enhancing the relationship between partner sites
- Trainees in multi-sector posts can educate colleagues (in all sites) regarding barriers and difficulties regarding communication and transfer of care
- Promoting the role of pharmacists in non-traditional sectors of practice (such as general practice) as part of a portfolio career
- Trainees will develop a broader skill set, allowing them to better support service delivery in their main sector of employment

HEE lead a national programme for creating Foundation Training programmes with placements in General Practice, to find out more information on how employers can participate in this programme please visit the programme [website](#). Alternatively, organisations can create multisector Foundation Training programmes to meet their own workforce needs.

Wales only offer multi-sector programmes, to find out more information please contact the relevant lead. Contact details can be found on page 28.

Programmes that include multi-sector placements will require separate training plans to be submitted to the GPhC which include the objectives of the training in all areas of practice. As part of the training plan, activities that trainees will complete during their training will need mapping to the interim learning outcomes for trainee pharmacists. The [GPhC](#) can provide further information on the requirements of multi-sector posts.

For more information on how multi-sector programmes should be registered with the national recruitment programme, please see section 5.1.4. below.

3. Timelines

The following table sets out the key timelines within the recruitment process and what is required from employers at each stage, all deadline dates will be available on the [website](#).

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

Month	Activity	What employers need to do
January - March	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 Terms of Participation via the website and complete the information required by the advertised deadline.</p> <p>Late submissions will not be accepted.</p> <p>For Wales please see section 4 on information on how to confirm your participation.</p> <p>Once you have submitted your programme details and after the closing date, 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 number of places 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 the number of places	Ensure you respond to your regional pharmacy team's request for confirmation of the number of places for each programme advertised.
June	Oriel is open for applicants to register and browse the available foundation training programmes	N/A

Month	Activity	What employers need to do
September/October	Situational Judgement Test (SJT) and numeracy assessment	N/A Employers are not required to participate in SJT and numeracy assessments. These are undertaken at Pearson VUE centres across the United Kingdom and overseas.
November	Offers released to applicants	N/A
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. Please note you will be allocated a trainee and you will not be allowed to choose. For Wales, HEIW will inform the host organisations. No training site will have individual access to the Oriel system.

The above timeline describes the activities within the recruitment cycle. In addition to the above, employers will follow the below activities prior to the trainee commencing employment. ***Please note this timeline is indicative and subject to change.**

Month	Activity	What employers need to do
Dec-Feb	Pre-employment checks and contracts	Employers should complete pre-employment checks and issue contracts
March	Register your site as an approved training site	Employers must be registered with the GPhC as an approved foundation training site, applications must be made by March of the year they will be taking a trainee pharmacist
April - June	Identify Education Supervisor for new trainees	Consider designated supervisor training needs and review quality framework indicators
July/August	Trainees start employment	Have a robust induction process in place for trainee

Table 2 – Communication Timeline*

Activity/Template	Timing
Employers register to participate in the scheme	Jan - March
Welcome letter to employers	April
Employer Terms and Conditions reminder	April
Skilled Worker Visa sponsorship information reminder	April
Applicant Handbook available	May
Review and confirm number of training places available	June
Foundation Pharmacist training programmes advertised on Oriel & applicant registration opens	June
Employer Oriel re-confirmation	July
Employer update	September
Preferencing for applicants closes	October
Unsuccessful applicants informed	November
Offers released	November
Employee Release - Applicant information released	December

****Please note the timeline is subject to change***

4. Participating in the National Recruitment Scheme

It is mandatory for all NHS employers/HEE-funded Employers who train Trainee Pharmacists within England to recruit via the National Recruitment Scheme, and we welcome all pharmacy employers to join this Scheme. It is mandatory for all Foundation Trainee Pharmacists posts within Wales to be recruited via the National Recruitment Scheme.

4.1.1 Registration onto the England Scheme

In order to recruit via Oriel, employers must register each year via an online form, provide programme specific information and agree to meet the terms of participation. More information about registration and providing programme specific information can be found in section 5.

4.1.2 Registration onto the Wales Scheme

In order to recruit via Oriel for a Foundation Training programme in Wales you must apply through Health Education and Improvement Wales (HEIW) and NOT via the website. Wales moved to a centralised training programme in 2020 where all trainees are employed through the NHS irrespective of the sector of practice. Since 2022, Wales have only offered multi-sector programmes with trainees spending 4 months each in hospital, community and primary care. If you wish to become a host organisation you will be required to agree to the terms of participation and provide your declaration of interest to HEIW. If you wish to offer any Foundation Training places in Wales, please e-mail laura.doyle3@wales.nhs.uk. This recruitment process will follow the same timeline as England.

4.1.3 Registration onto the Scotland Scheme

Scotland have their own employer registration process, for more details please visit [this website](#). Since 2021 Scotland have used the same selection methods as England and Wales and follow the same recruitment timeline. Specific dates will be provided by the recruitment team at NHS Education for Scotland. This means that applicants will only be required to sit the assessment once to be eligible for both vacancies. You will be required to agree to the terms of participation and provide your programme information on the NES TPI site once your programme has been approved.

4.1.4 Terms of Participation and meeting the Health Education England (HEE) Quality Framework for Foundation Training

In order to recruit via the National Foundation Trainee Pharmacist Recruitment Scheme, all employers must read and agree to the [Terms of Participation](#) and abide by the HEE Quality Framework (or Welsh equivalent for host organisations 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 5. The Oriel Privacy Policy can be found at the bottom of their [home page](#).

National Foundation Trainee Pharmacist Recruitment Scheme via Oriel

For employers in Wales you should be approved for Foundation Training by Health Education & Improvement Wales. If you wish to find out more, please e-mail laura.doyle3@wales.nhs.uk

Please note that once you have agreed to recruit to your listed programmes via the National Foundation Trainee Pharmacist Recruitment Scheme, you **cannot** then offer these places to anyone outside of the Scheme to avoid the potential of double recruitment.

The specific markers listed within the Quality Framework for Foundation Training will be monitored. Health Education England **reserves the right to withdraw employers** from the NRS if the markers are not adhered to and if Terms of Participation are breached.

4.2 Employer Programme Information

We need to collect programme information from you that will be uploaded into the Oriel system and viewed by potential applicants. We will do this via an online form; further information and the link to the website is in section 5. In Wales, applications must be made via Health Education and Improvement Wales.

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

If you have previously recruited via the National Foundation Trainee Pharmacist Recruitment Scheme via Oriel, you will already have an Oriel account so will not need to be set up again. However, you will need to register to participate each year and you will need you to provide updated information regarding your Foundation Training programmes via the online form and to complete the contact details within the form.

It is a condition of participation within the Scheme that you adhere to the Terms of Participation and the HEE Quality Framework, and you will be asked to indicate your willingness to do so as part of the registration process. **HEE reserves the right to withdraw employers from the Scheme** where clear breaches of the Terms and Quality Framework have occurred. We will check that the users we have set up against your account are up to date. If contact details change or if there is a change in staff or premises ownership, please email your regional lead contact (refer to section 8).

More detail about completing the employer programme information is in section 5.

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 options for doing this.

The following terminology is used within Oriel to support applicants with their preferences and filtering options as described earlier in the Introduction.

Term	Description
Programme	The programme is the Trainee 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 programmes which may have placements which are at least 3 months in length (12 weeks)*. These are referred to as a multi-sector programme.</p> <p>Placements represent a constituent part of a programme. They reflect the practice setting the trainee will be undertaking their training in.</p> <p>A placement, which can then be used as a filtering option, 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 placement, for example 12 months in community pharmacy.</p> <p>Placements may be in the following practice settings:</p> <ul style="list-style-type: none"> • Hospital • Community pharmacy • General Practice • Integrated Care Board • Health and Justice • Industry <p>*Please note that any 12-month placements can and are likely to include 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 makes it easier for the applicant to see exactly which Hospital or Primary Care organisation an offer will relate to. Employers should include the town and full postcode to which the programme relates in the Employer Name/Town/Postcode field. The advertised premises should be where the successful applicant will undertake their training and must not be allocated elsewhere. If this is not possible, please use the cluster approach. Please refer to section 5 for more detailed information about registration onto the scheme and providing programme information for advertising via Oriel.

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 and 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. Choosing this option means that allocation of a trainee to a particular branch within an organisation will need to take place after offers have been accepted and carries a risk that more than one trainee might prefer the same branch. Employers should include the Sector (location) and the first part of the postcode in the Employer Name/Town/Postcode field and the different premises in the description if possible.

This approach may be preferred if there is likely to be movement in terms of which branches provide foundation training or if you would prefer to match successful applicants within a geographical area after offers have been accepted via Oriel. However, research from previous applicants suggests this approach is not their preferred option and they may not preference a programme advertised in this way.

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 Skilled Worker Visa Sponsorship

If you are a community pharmacy employer that can provide Skilled Worker Visa sponsorship, you may choose to state this as part of your programme information. Sponsorship is subject to the correct licence being in place and a salary and weekly working hours meeting the required threshold. We are unable to advise on specific visa-related queries; for visa related information, please visit the [Home Office website](#).

Most applicants requiring Skilled Worker Visa sponsorship will have a Tier 4 student visa and be looking to switch to a Skilled Worker Visa for their foundation training year.

Skilled Worker Visa 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 your organisation has more than one programme to advertise via Oriel, you may want to offer one or more programmes with Skilled Worker Visa sponsorship and others without. If this is the case, you will need to submit two separate programme

information online forms. However, for the same programme the number of places being offered will need to match the number of Skilled Worker Visa licenses you are offering.

Within the Oriel system a community pharmacy employer must decide whether to advertise a programme as being able to provide Skilled Worker Visa sponsorship or not. The implications of this are that if a programme is advertised with Skilled Worker Visa sponsorship, the salary and working hours must conform with Government requirements. This programme can be preferred by those applicants requiring Skilled Worker Visa sponsorship and those who do not require sponsorship. If the programme is filled by an applicant who does not require sponsorship, there is an expectation that the advertised salary and working hours (to meet Government requirements) will still be honoured for that individual.

Employers able to provide Skilled Worker Visa sponsorship may use this as a strategy to fill programmes that have proven to be difficult to fill.

4.2.3 Applicant filters

Applicants can 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, greater than 3 months each, within a programme	1,2,3 or 4
Skilled Worker Visa Sponsor	Yes or no

5. Registration onto the Scheme and providing programme information

In order to recruit via Oriel, employers must register each year via an online form, provide programme specific information and agree to meet the terms of participation.

In Wales employers must provide their information to Health Education and Improvement Wales. Employers will still be required to provide the information directly to HEIW.

5.1 Registration and submission of programme information via an online web-based form

For most employers, we require the completion of an online form via our website, please see below for more detailed information and the link to the online form. This form needs to be completed in one attempt, should not include any formatting or bullet points and must be submitted by the deadline advertised on the website. If you recruited via Oriel in the previous year and nothing has changed, the information will be available for you to choose from drop down options.

NB: You must be using the most up-to-date web browsers in order to complete the registration process; we recommend using Google Chrome. You will receive a copy of the information you have submitted via email from noreply@holograph.digital, Please look out for this email which may be in your junk folder.

5.1.1 Company/Employer Name

For community pharmacy employers, please ensure you use your company name when completing the field Company/Employer Name and add your post code into this field, for example Blakeberry Pharmacy E6 3RL. This helps us to identify individual pharmacies which may have the same names.

5.1.2 Programme Title

Any existing programme titles for employers who recruited in the previous year are available to choose from the drop down lists available. If you are a new employer or have a new programme to advertise, we have a naming convention policy which your programme title must meet. To support the regional teams who review the programme information submitted please ensure you follow this naming convention as detailed below:

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Field	Examples of naming conventions
Employer Name or Branch	<p>This should be the lead employer; one of the following may be used:</p> <ul style="list-style-type: none"> • Trust name • Community pharmacy name • GP practice <p>If you are offering a multisector programme, please use the + sign and add the partner information for example + GP or + Cedar Medical Practice</p>
Town	<p>This should be the town of the employer branch. If this is a multisector programme and the partner(s) are not within one town, please use area.</p>
Post Code	<p>This should be the full postcode of the lead employer name or branch.</p> <p>If you are offering a multisector programme and the premises are in two different postcodes, please use the + sign and use the first half of the postcode, for example LE1 + LE2</p>

An example of how a completed programme title for a multisector programme will look in Oriel:

Plymouth Hospitals NHST + Beacon Medical Group + Livewell South
West/HEEGP/Plymouth/PL6 8DH

or

Plymouth Hospitals NHST + GP + community/HEEGP/Plymouth/PL6 8DH

There is a limit of 93 characters for employer programme titles within Oriel. For any NHS organisations or employers with long names, you may wish to consider using an abbreviation for example NHS Foundation Trust can be NHSFT or remove these completely.

Example of a new programme title to be added into the registration form (non HEE GP funded):

Please inform us of your programme information below. This information is what prospective applicants will see within the Oriel system. Please ensure your programme description accurately reflects what programme the pre-reg will receive.

Please select from the available options on the drop down below. If you are a new employer or an existing employer with a new or revised programme, select Other and complete the fields below:

Programme Title

Other (please specify)

Employer Name or Branch/Town/Postcode field will display as Programme Title within Oriel and will provide applicants with easily accessible information so please ensure it accurately reflects a name they will recognise. If your programme remains the same as last year, it will be available on the drop down above and should be selected.

Cluster Approach – HEE does not recommend this as an option, please refer to the employer guide for detailed information on this option before choosing it. If you decide on a cluster approach, your pharmacy branches should be within close proximity, i.e. within around 1 mile apart and will need to be the branch name not the trading as company name, please use the beginning part of the post code here only, eg SE20.

Please add the following details:

Employer name or branch	Town	Post Code
Frimley Health NHS FT + Blackberry Pharmacy	Frimley	GU16 7UJ
eg. Frimley Health NHS Foundation Trust or Abbeydale Pharmacy	eg. Frimley	eg. GU16 7UJ

Example of a new programme title to be added into the registration form (HEE GP funded):

Please inform us of your programme information below. This information is what prospective applicants will see within the Oriel system. Please ensure your programme description accurately reflects what programme the pre-reg will receive.

Please select from the available options on the drop down below. If you are a new employer or an existing employer with a new or revised programme, select Other and complete the fields below:

Programme Title

Other (please specify)

Employer Name or Branch/Town/Postcode field will display as Programme Title within Oriel and will provide applicants with easily accessible information so please ensure it accurately reflects a name they will recognise. If your programme remains the same as last year, it will be available on the drop down above and should be selected.

Cluster Approach – HEE does not recommend this as an option, please refer to the employer guide for detailed information on this option before choosing it. If you decide on a cluster approach, your pharmacy branches should be within close proximity, i.e. within around 1 mile apart and will need to be the branch name not the trading as company name, please use the beginning part of the post code here only, eg SE20.

Please add the following details:

Employer name or branch	Town	Post Code
Chesterfield Royal Hospital NHS FT+GP/HEEGP	Chesterfield	S44 5BL
eg. Frimley Health NHS Foundation Trust or Abbeydale Pharmacy	eg. Frimley	eg. GU16 7UJ

NB: any existing programmes recruited to in 2022 which will again be advertised in 2023 are available via the drop-down list for employers to choose, please select from the drop-down list and the regional teams will amend the data to fit the naming convention as part of our data cleansing process after the closing date of registration.

5.1.3 Programme Description

Please provide a clear description of your programme so applicants can make an informed decision when choosing which organisations to preference. You should also include here details of any placements; branch/hospital/GP/ICB/Health and Justice and post codes.

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. The form will automatically cut off once you have reached the character limit. Do not use any formatting or bullets in this section of the form. You are encouraged to link to your website for more detailed information regarding your programmes, including details such as disability access/LGBTQ+ support information etc.

There is an additional question later in the form which relates to placements; if you are offering a multi-sector programme where placements are 12 weeks or more in duration, select Yes in the multi-sector section of the form and complete the additional fields required.

5.1.4 Multisector programme and placements

If you are offering a placement of 12 weeks or longer, we call this a multisector programme and require more information from you in this section of the online form.

Applicants in Oriel will be able to see if the placement is, for example, at a hospital, community pharmacy or GP surgery. However, on the registration form, we will be collecting more information about this placement so please include the name of the placement and postcode (if the partner is known at the point of completion), this will support us with our data checks once registration closes. You should also include this information in the programme description field as mentioned above.

NB: If you are offering a Multisector programme(s), we will require one employer to act as the lead employer and these contact details should be completed accordingly on the online form.

5.1.5 Contact details for the lead employer

Complete the contact information for the lead employer as described earlier in this guide. In addition, upon submission, you will be asked to complete a series of tick boxes indicating your agreement to abide by the Terms of Participation of the Scheme and the Health Education England Quality Framework indicators as described in section 4.1.

Your contact information (Forename, Surname, Email address, Mobile number) will be used to set up your employer account on Oriel. Once the offers process has been completed, it is via Oriel that you will be able to access details of the applicants that have been successfully matched to a training programme with your pharmacy. The system includes a 2-factor authentication (2FA) process. Due to this need every user who requires access to the system

must provide us with a mobile telephone number. The mobile number will act as the second form of authentication.

Please be assured that this number will not be used for any other reason.

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 and will be from noreply@holograph.digital.

Finally, applicants often wish to contact prospective employers during the preferencing process or once allocations have been completed. You will be asked if you wish to provide any email that you would want to be shared with applicants who want to get in touch with you.

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

Please visit the web page below to register to participate in the NRS and provide programme information. On this page you will find employer programme details, available to download as an excel spreadsheet, from those who participated in the previous year.

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

6. Assessments

Applicants will be assessed in Pearson Vue selection centres internationally as described in Section 1.1.

7. Offers process and notification of Trainee Pharmacists recruited

Following the selection process, offers of programmes to applicants will be co-ordinated through the Oriel system by the PNRO. Offers will be made according to applicants' national rank (score) and the order they preferenced programmes within the Scheme. Applicants can accept an offer with upgrades if they are not offered their highest preference of programme. An upgrade will be offered if another applicant declines a programme ranked higher than the programme for which the offer was received.

This process will occur during November and be completed by December. In December employers will be notified whether their programmes have been filled or not, and for those that have filled, who their Trainee Pharmacists will be for the following summer. Employers will be expected to log into the Oriel system and download the applicant information accordingly. In Wales HEIW will communicate the information directly to host organisations.

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 mid-December. **In any case, employers should seek to contact their allocated trainees as soon as reasonably possible so that employment processes can be concluded in a timely manner.**

8. 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, there are two 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)	foundationpharmacyrecruitment@hee.nhs.uk	<p>Technical queries regarding employer online registration form submission.</p> <p>Oriel and applicant queries</p> <p>Offers process (via the applicant support portal)</p>

Option Two	Contact Details	Queries they can answer
NHS England – London Pharmacy Team	pharmacy.london@hee.nhs.uk	Foundation Training Programme enquiries
NHS England - South East Pharmacy Team	pharmacy.se@hee.nhs.uk	
NHS England - South West Pharmacy Team	pharmacy.sw@hee.nhs.uk	
NHS England – East Pharmacy Team	pharmacy.eoe@hee.nhs.uk	

National Foundation Trainee Pharmacist Recruitment Scheme via Oriel

Option Two	Contact Details	Queries they can answer
NHS England – North Pharmacy Team	medicinesoptimisation.north@hee.nhs.uk	Foundation Training Programme enquiries
NHS England – Midlands Pharmacy Team	Midlandsfoundationpharmacyrecruitment@hee.nhs.uk	
Wales	Laura.Doyle3@wales.nhs.uk	