

# Guidance on completing a return to registration application and providing a portfolio of evidence

May 2017  
Version 2.0

## Guidance on completing a return to registration application and providing a portfolio of evidence of current competence

The General Pharmaceutical Council (GPhC) is the regulator for pharmacists, pharmacy technicians and registered pharmacies in England, Scotland and Wales.

### Who needs to provide a portfolio of evidence of current competence?

If you are making an application to return to registration and

- you are a previous RPSGB registrant who has never been on the GPhC register or
- you are making an application more than 12 months since your last entry on the GPhC register

You will be required to provide a portfolio of evidence with your application for return to registration to demonstrate your current professional competence within your intended scope of practice.

If you want to return to registration within 12 months of the date of your last entry you are required to make an application for restoration. With an application for restoration within 12 months of removal from the register you are not required to submit a portfolio of evidence of current competence.

If you have any questions about its content, please contact us on 0203 713 8000 or via email at [info@pharmacyregulation.org](mailto:info@pharmacyregulation.org).

## The application form for return to registration

In the application form for return to registration you will be required to provide the following information:

- Details of the pharmacy qualifications you have achieved. If you have qualified outside the UK you are required to provide details of your non-UK qualification(s) together with information about the qualifications you completed in Great Britain in order to initially register with either the RPSGB or GPhC. (Please note that as you have been previously registered with the RPSGB or GPhC and this is an application to return to registration you are not required to send us copies of your pharmacy qualification certificates.)
- Dates and details of your previous employment when you were last registered as a pharmacist or pharmacy technician in Great Britain
- Dates and details if you were working as another healthcare professional or as a pharmacy professional outside Great Britain.
- If you were working as another healthcare professional in the UK you are required to provide details of that employment and also provide a certificate of current professional status from the relevant UK healthcare regulator.
- If you were working as a pharmacy professional or other healthcare professional outside Great Britain you are required to provide details of that employment and also provide a certificate of current professional status (sometimes referred to as a 'letter of good standing') from the regulatory authority of every country in which you have practised within the last 5 years immediately preceding the date of your application.
- In addition you will be asked to provide details of your intended scope of practice when re-registered.

## Contents of a portfolio of evidence of current professional competence

Please be aware that it is your responsibility to demonstrate to the Registrar that you are able to work as a competent pharmacy professional within the scope of your intended practice.

A portfolio of evidence must contain the following information as a minimum:

1. A self-assessment of your current professional performance against the GPhC's standards for pharmacy professionals relating this to the scope of practice you

propose to practise within. A self-assessment framework is included at Appendix 1 of this guidance. This must be completed as described and returned with your application. You must identify and document where you think your practice already meets these standards, annotating the '*Evaluating if you meet the standard currently*' column with a description of the evidence you have submitted that demonstrates this and also cross-referencing this to where the evaluator can find further details in your personal statement and the self-evaluation of your learning (see below). If you identify that further work is necessary to meet the standard, please document what you intend to do to meet this on the self-assessment framework in the '*Further work necessary to meet the standard*' column and cross reference this to where the evaluator can find further details of how and when this learning need will be addressed in your personal development plan.

2. A personal statement, containing full details about any continuing professional development, education, training and/or experience relevant to your intended scope of practice, that you have undertaken either whilst registered or during the period that you were not registered in Great Britain. This should include dates, titles of any formal courses or qualifications (where relevant) and a brief description of content. Please provide this information in numbered paragraphs that you can use to cross-reference against the relevant standard in the '*Evaluating if you meet the standard currently*' column of the self-assessment framework (as described under point 1 above).
3. A self-evaluation of how you consider any continuing professional development, education, training and/or work experience that you have described in your self-assessment framework and personal statement has prepared you for work within your intended scope of practice.
4. Supporting evidence. This must include a printout of your relevant CPD completed since last submission and other relevant evidence of information that you have mentioned in your application, in order to provide proof. Such as, certificates of attendance, qualification certificates, testimonies, references, statements or copies of performance appraisals from pharmacists or pharmacy technicians with whom you have worked or undertaken any relevant experience. Please ensure that the evidence you are submitting has been included against the relevant standard in the '*Evaluating if you meet the standard currently*' column of the self-assessment framework (as described under point 1 above). Photocopies of certificates will be accepted provided that each copy is signed, dated and certified by the GPhC

registered pharmacist or pharmacy technician who is countersigning your application for registration using the following wording *I certify that I have seen the original document and that this is a true copy*. There is no specific requirement for the number of pieces of evidence that you must provide but it must be sufficient for the GPhC to be able to make a determination that you have prepared adequately for your intended scope of practice.

5. A personal development plan showing what additional education, training and experience you have identified that you will need to undertake once you are registered in order to meet any gaps in your knowledge and skills. This must include full details of how and when you will address the matters identified in the '*Further work necessary to meet the standard*' column of your self-assessment framework (as described under point 1 above). You should refer to the Standards for Continuing Professional Development when completing this. **Please note** that your CPD may be called for review within the first year of your re-registration. The CPD reviewer may cross-check to see if your planned actions were completed.

6. A full CV.

Other standards that may be relevant to the scope of practice you propose to practise within include:

- Standards for registered pharmacies
- Standards for the initial education and training for pharmacists
- Standards for the initial education and training for pharmacy technicians
- Associated guidance published by the GPhC

## How your portfolio of evidence of current professional competence will be evaluated

The decision about whether your portfolio provides sufficient evidence of your professional competence will be made by the Registrar.

The information you provide in your application form will be used by the evaluators to help them determine whether the evidence you provide in the portfolio is likely to be sufficient to demonstrate your current professional competence in the scope of practice you propose to practise within or whether you need to complete additional education, training or experience before you can return to registration. **It is up to you to provide sufficient evidence with your application from the outset. Should you fail to do so the decision can only be a refusal to register with a recommendation that you**

**complete additional education, training or experience.** In this case you will also be charged the application fee which is dependent on how you left the register, please see the payment form.

For example if your previous employment when registered with the GPhC was in a patient facing environment such as hospital or community pharmacy and after 2 years off the register you intend to return to registration and work similarly in hospital or community pharmacy then evidence of your CPD completed whilst on the register and a personal development plan which addresses how you will up-date yourself with changes in legal and clinical practice may be sufficient to demonstrate your current competence. However if you had worked in industry or academia previously, have been off the register for 2 years and wished to return to registration and work in hospital and community pharmacy you may need to consider whether to complete a period of supervised practice with assessment of competence in a community or hospital pharmacy and/or complete other relevant continuing education programmes. You should identify and evidence this in your application.

In order to make a recommendation to the Registrar, your portfolio will be evaluated by trained evaluators against the following criteria:

- Your understanding of the GPhC standards for pharmacy professionals and their relevance to your intended scope of practice.
- Whether you have made a realistic self-assessment of how you currently meet these standards relevant to your intended scope of practice.
- The relevance of the CPD, education, training and experience to your intended scope of practice.
- Whether the CPD, education, training and experience undertaken is sufficient to demonstrate your current competence.
- The quality and authenticity of any supporting evidence.
- Whether your proposed plans for addressing any gaps identified on the self-assessment framework are sufficient and if completed likely to address the learning need identified.
- Whether the personal development plan is realistic and achievable within the proposed timescales.

## Sources of advice and support

The following organisations may be able to provide advice to you on preparing for returning to practice:

<b>Royal Pharmaceutical Society (RPS)</b> Website: <a href="http://www.rpharms.com">www.rpharms.com</a>	
<b>Centre for Pharmacy Postgraduate Education (CPPE)</b> Website: <a href="http://www.cppe.ac.uk">www.cppe.ac.uk</a>	
<b>NHS Education for Scotland (NES)</b> Website: <a href="http://www.nes.scot.nhs.uk/pharmacy">www.nes.scot.nhs.uk/pharmacy</a>	
<b>Welsh Centre of Pharmacy Professional Education (WCPPE)</b> Website: <a href="http://www.wcppe.org.uk">www.wcppe.org.uk</a>	

Your application for registration, together with your portfolio of evidence should be returned to:

Applications Team  
General Pharmaceutical Council  
25 Canada Square  
LONDON  
E14 5LQ

## **Appendix 1: Standards for pharmacy professionals self-assessment framework**

In the table below we have listed the nine standards that as a registered pharmacy professional, you must meet. We have extracted out for you, the meaning of each of the standards. To view the standards for pharmacy professionals in full including the examples of the types of attitudes and behaviours that are expected under each standard please visit [www.pharmacyregulation.org](http://www.pharmacyregulation.org)

Under each standard please explain in detail how you currently meet it. You are also required to cross reference each standard to your personal statement, self-evaluation or supporting evidence (whichever is applicable). If you do not currently meet a standard, then please identify what you intend to do to address this: This information will then need to be cross referenced with your personal development plan.

Please note that simply stating that you meet the standard, or just cross referencing it, will not be sufficient. If you do not fully explain how you currently meet, or address how you intend to meet, each standard your application may be returned to you.

**1. Standard 1 – Pharmacy professionals must provide person-centred care**

Every person is an individual with their own values, needs and concerns. Person-centred care is delivered when pharmacy professionals understand what is important to the individual and then adapt the care to meet their needs – making the care of the person their first priority. All pharmacy professionals can demonstrate ‘person-centredness’, whether or not they provide care directly, by thinking about the impact their decisions have on people.

<p><b>Evaluating if you meet the standard currently</b>                      In this column describe how you think you meet or don't meet this standard.</p>	<p><b>Further work necessary to meet the standard (if necessary)</b> In this column describe the steps you will take to fully meet the standard. Examples could include taking a return to practice course, attending a seminar or webinar, doing some targeted reading, being supervised by another registered pharmacy professional or being mentored by another registered pharmacy professional. Be clear about the action, the outcome and the timescale for action.</p>

**2. Standard 2 - Pharmacy professionals must work in partnership with others**

A person's health, safety and wellbeing are dependent on pharmacy professionals working in partnership with others, where everyone is contributing towards providing the person with the care they need. This includes the person and will also include other healthcare professionals and teams. It may also include carers, relatives and professionals in other settings – such as social workers and public health officials.

<b>Evaluating if you meet the standard currently</b>	<b>Further work necessary to meet the standard (if necessary)</b>

**3. Standard 3 - Pharmacy professionals must communicate effectively**

Communication can take many forms and happens in different ways. Effective communication is essential to the delivery of person-centred care and to working in partnership with others. It helps people to be involved in decisions about their health, safety and wellbeing. Communication is more than giving a person information, asking questions and listening. It is the exchange of information between people. Body language, tone of voice and the words pharmacy professionals use all contribute to effective communication.

<b>Evaluating if you meet the standard currently</b>	<b>Further work necessary to meet the standard (if necessary)</b>

**4. Standard 4 - Pharmacy professionals must maintain, develop and use their professional knowledge and skills**

People receive safe and effective care when pharmacy professionals reflect on the application of their knowledge and skills and keep them up-to-date, including using evidence in their decision making. A pharmacy professional's knowledge and skills must develop over the course of their career to reflect the changing nature of healthcare, the population they provide care to and the roles they carry out.

<b>Evaluating if you meet the standard currently</b>	<b>Further work necessary to meet the standard (if necessary)</b>

**5. Standard 5- Pharmacy professionals must use their professional judgement**

- People expect pharmacy professionals to use their professional judgement so that they deliver safe and effective care. Professional judgement may include balancing the needs of individuals with the needs of society as a whole. It can also include managing complex legal and professional responsibilities and working with the person to understand and decide together what the right thing is for them – particularly if those responsibilities appear to conflict.

<b>Evaluating if you meet the standard currently</b>	<b>Further work necessary to meet the standard (if necessary)</b>

**6. Standard 6 - Pharmacy professionals must behave in a professional manner**

People expect pharmacy professionals to behave professionally. This is essential to maintaining trust and confidence in pharmacy. Behaving professionally is not limited to the working day, or face-to-face interactions. The privilege of being a pharmacist or pharmacy technician, and the importance of maintaining confidence in the professions, call for appropriate behaviour at all times.

<b>Evaluating if you meet the standard currently</b>	<b>Further work necessary to meet the standard (if necessary)</b>

**7. Standard 7- Pharmacy professionals must respect and maintain the person’s confidentiality and privacy**

People trust that their confidentiality and privacy will be maintained by pharmacy professionals, whether in a healthcare setting – such as a hospital, primary care or community pharmacy setting – in person, or online. Maintaining confidentiality is a vital part of the relationship between a pharmacy professional and the person seeking care. People may be reluctant to ask for care if they believe their information may not be kept confidential. The principles of confidentiality still apply after a person’s death.

<b>Evaluating if you meet the standard currently</b>	<b>Further work necessary to meet the standard (if necessary)</b>

**8. Standard 8- Pharmacy professionals must speak up when they have concerns or when things go wrong**

The quality of care that people receive is improved when pharmacy professionals learn from feedback and incidents, and challenge poor practice and behaviours. This includes speaking up when they have concerns. At the heart of this standard is the requirement to be candid with the person concerned and with colleagues and employers. This is usually called the 'duty of candour' – which means being honest when things go wrong.

<b>Evaluating if you meet the standard currently</b>	<b>Further work necessary to meet the standard (if necessary)</b>

**9. Standard 9- Pharmacy professionals must demonstrate leadership**

- Every pharmacy professional can demonstrate leadership, whatever their role. Leadership includes taking responsibility for their actions and leading by example. Wherever a pharmacy professional practises, they must provide leadership to the people they work with and to others.

<b>Evaluating if you meet the standard currently</b>	<b>Further work necessary to meet the standard (if necessary)</b>