

# Preregistration Bulletin



Royal  
Pharmaceutical  
Society  
of Great Britain

Spring 2009



Welcome to the second of two bulletins that you receive during your preregistration training...

We trust that you are progressing well through your preregistration year. Once again, it is worth remembering that this training year is not just about an examination... it is about achieving the knowledge, skills, attitudes and values of a Registered Practising Pharmacist. This is achieved through the Performance Standards.

## GENERAL INFORMATION CONTACTS

In the event of any queries please contact us in writing by e-mail or post quoting your trainee reference code. Contact us by phone for very urgent queries only.

**Preregistration Division, Regulation Directorate,  
1 Lambeth High Street, London, SE1 7JN  
[prereg@rpsgb.org](mailto:prereg@rpsgb.org) / 020 7572 2370**

## Enclosures

Examination Fee Payment Form  
Spring 2009 sample examination papers  
Sample answer sheet

## REGISTRATION

### EXAMINATION INFORMATION

Dates for 2009 Registration  
Examination sittings

#### **Summer Examination:**

Friday 26 June 2009

Deadline for receipt of entries:  
Friday 15 May 2009

#### **Autumn Examination:**

Friday 25 September 2009

Deadline for receipt of entries:  
Friday 14 August 2009

#### **Open book references for 2009**

##### **British National Formulary:**

Edition 56 – September 2008

##### **Drug Tariff for England & Wales**

**or Scotland:** April 2009 edition

##### **Medicines, Ethics and Practice**

Number 32 – July 2008

This **SPRING BULLETIN**  
& your **WORKBOOK**

should be your first point of  
reference for any queries  
relating to the registration  
examination

## 2 PREREGISTRATION BULLETIN

# Contents:

- Page 2 .....Examination Fees
- Page 3 .....Before the Examination
- Page 4 .....Entering the Examination
- Page 5 .....Examination Centres
- Page 6 .....General Examination and  
Registration Information
- Page 7 .....Notification of Results
- Page 8 .....Trainee FAQs

### Contact Details for Examination Queries:

[regexam@rpsgb.org](mailto:regexam@rpsgb.org) or

020 7572 2484



### EXAMINATION FEES

- The entry fee is £196. The late entry fee is £392 for entries received after the deadline.
- You will not be sent a reminder if your entry has not been received by the relevant deadline.
- The Society no longer accepts cheque payments. Please pay by credit or debit card using the enclosed Examination Fee Payment Form.
- No entry will be accepted within 4 weeks of the examination date.

## Before the Examination.....

**Do not leave it until the last minute** to look at the examination syllabus, which lists the topics to be covered. Bear in mind that it is not a comprehensive list of all the detailed items of knowledge that might be asked.

**Ensure that you are thoroughly familiar with the open book reference sources.** Remember when answering questions in the open book paper to read monographs and passages thoroughly to ensure that you pick up or apply the correct pieces of information. Assumptions based on practice situations may be misleading.

**Keep abreast of changes** in all aspects of pharmacy related knowledge. You may be asked about advice and guidance which may have been recently published.

**Do not listen to rumours.** From time to time we are made aware of incorrect examination related information being passed around. We suggest you check the source and content of any rumours you hear against information in the preregistration training materials and Bulletins. If these contradict the rumour, ignore it and trust information in any 'official' documents sent to you from the Society. If you are still unsure, contact the Preregistration Division.

**Depth of Knowledge.** Please refer to Page 171 of the Trainee Workbook.

**Required Passmark.** To pass the examination, you must achieve 70% overall i.e. across all questions and also achieve 70% in the section of 20 calculation questions. Further information on the designated passmark can be found on Page 173 of your Workbook.

**Allowable Annotations.** In order that candidates and invigilators are clear as to exactly what is acceptable in the way of annotations, the following guidance is given by the Examiners:

*The text printed may be supplemented by hand-written (not printed) highlights, tabs, corrections and comments. The intention is that the annotation should complement the purposes of the adjacent text and therefore the inclusion of additional material including photocopies is not allowed.*

Invigilators will carry out spot checks as candidates enter the examination to remove any additional printed materials from candidates' reference sources. A report of any found will be made and passed to the Examiners.

### Entering the Examination...

#### First Time Candidates

In order to be entered for the 2009 examination sittings as a first attempt, you must submit the following:

- Examination entry form
- A satisfactory 39 week progress report 3
- Completed Examination Fee Payment Form
- Your two certified photographs

#### Receipt for fees

When your examination fee has been received, a letter of receipt will be sent to you within 6-8 weeks. Please retain your receipt for proof of payment as some employers may reimburse examination fees paid by trainees.

#### Photographs

Certified photographs are required in order for invigilators to check the identity of candidates presenting themselves at examination centres. Incorrect or incomplete wording certifying photographs is the most common reason for returns of examination entries to candidates. To avoid this, follow the example provided on Page 180 of your Workbook.

#### Second Time Candidates

In order to be entered for the 2009 examination sittings as a second attempt you must submit your examination entry

documents and a completed Examination Fee Payment Form. A second attempt entry form was sent to you with your previous examination result letter.

#### Third time Candidates

In order to be entered for the 2009 examination sittings as a third attempt you must submit with your examination entry documents, a new set of certified photographs (see earlier under 'Photographs') and a completed Examination Fee Payment Form. In addition, you should submit a completed *Declaration by Supervising Pharmacist* form. This form was sent to you with your letter from us confirming your six month work placement.

#### Posting of Entry Documents

When posting your examination entry documents, we recommend that you obtain a certificate of posting from the Post Office (at no cost). You may need it later as proof of posting. Also ensure you pay sufficient postage to avoid your mail being returned to you by the Post Office. If you would like confirmation that your documents have been received you must include a stamped self addressed postcard in your mailing.



## Examination Centres

All potential candidates will be allocated an examination centre and notification will be posted in early April. Candidates are allocated to an examination centre according to the geographical location of their preregistration placement. Once centre allocation letters are received, candidates may make a request for a change of centre. Requests will always be considered depending on desk availability at the preferred centre. Please note that these requests can only be considered if received by the date specified in the centre allocation letter. If you are eligible to sit the examination in June, but do not receive details of your examination centre by Friday 17 April, you should email the Examinations Manager at [regexam@rpsgb.org](mailto:regexam@rpsgb.org).

Autumn 2009 candidates should expect examination centre notification by mid-August. If you are eligible to sit the examination in September, but do not receive details of your examination centre by Friday 21 August you should email the Examinations Manager at [regexam@rpsgb.org](mailto:regexam@rpsgb.org).

## Final Pre-examination Correspondence

You will receive a final pre-examination letter approximately two weeks prior to the examination. If you have not received this correspondence by Friday 12 June, please e-mail the Examinations Manager as above.

## On the Day of the Examination

You must follow the procedures detailed in your final pre-examination correspondence, and bring with you:

- two HB pencils
- a pencil sharpener
- a good quality pencil eraser
- reference sources for the Open Book Paper (listed on the front page of this Bulletin)

### Answering Examination Questions

You have been sent a sample answer sheet along with this Bulletin which reflects what you will complete on the day of the examination. When sitting the examination, you should take extra care to mark your answers on the response sheet and in the correct order. This is because it is impossible to identify any that you may have entered out of sequence. Candidates cannot be compensated for such an eventuality. You must finish marking your response sheets within the time allocated for each examination paper. We recommend that you do not wait until near the end of the examination to transfer your answers to the response sheet in case it takes you longer than you think. No time will be allowed for you to do this after the examination has finished.

## 6 PREREGISTRATION BULLETIN

### Sample Papers

Sample papers are enclosed with this bulletin, with tutors receiving both sample questions and answers. The sample Open Book and Closed Book papers comprise exactly half the number of questions of the examination itself. If you wish to undertake them under examination conditions, 45 minutes should be allowed for the Closed Book paper and 75 minutes for the Open Book paper. **A word of warning:** Do not combine two sets of sample papers to

make one whole examination paper. Sample papers are only intended to be a representation of the types of questions in the examination. The two sets together would not necessarily provide an accurate reflection of the balance of a full-length examination paper.

Please refer to the examination guidance notes on Page 175 of the Trainee Workbook.

### Adjustments

Details of the Society's policy on adjustments in the registration examination can be found on Page 176 of the Trainee Workbook and on the Society's website (address below) entitled "Information for candidates requesting adjustments in the registration examination (under Part II of the Disability Discrimination Act, 1995)". As per the examination regulations, the deadline for written requests for adjustments is Friday 3 April 2009. Candidates who, due to disability, wish to request adjustments should contact the Examinations Manager as soon as possible.

### Contact Details

#### Examinations Manager:

regexam@rpsgb.org or 020 7572 2484

#### Preregistration queries:

prereg@rpsgb.org or 020 7572 2370

#### Examination information:

<http://www.rpsgb.org.uk/acareerinpharmacy/preregistrationtraining/examination.html>

### Registration – Important Information

You will be sent a registration pack containing information about the process to register as a Pharmacist in June 2009. Refer to Pages 217-220 of your Workbook.

**Photocopies of specified documentation (proof of ID, degree certificate, birth certificate etc.) must be certified by a solicitor or notary (and not your tutor as stated in your Workbook). This is due to legislative changes being made in the Pharmacists and Pharmacy Technicians Order - Section 60 Order 1.**

**Please pay close attention to the information enclosed in the registration pack (which you receive in June) before submitting your completed application.**



## Notification of 2009 Examination Results

Results of the **summer examination** will be posted to candidates no later than the last post on Thursday 16 July 2009. If you have passed the examination, satisfactorily completed your full preregistration training period by this date and submitted your complete and accurate registration documents in good time, you should be registered on Monday 20 July 2009.

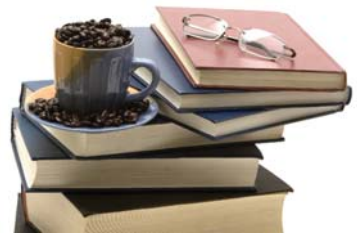
We would strongly advise you not to arrange work as a pharmacist for Monday 20 July 2009 as we cannot guarantee that you will have received your registration number by then. Remember it is illegal to practise without a registration number.

You will be informed of your registration number in a separate letter from your examination result. You should be able to find this on the Society's website on the morning that you are due to be registered ([www.rpsgblist.org/membership.asp](http://www.rpsgblist.org/membership.asp)). Please note delays may occur if there is a problem with your registration documentation.

The result of the **autumn examination** will be posted to candidates no later than the last post on Thursday 15 October 2009.

Successful examination candidates who have completed training by this date and have submitted complete and accurate registration documents in good time, should be registered on Monday 19 October 2009. Again, we would strongly advise you not to arrange work as a pharmacist for Monday 19 October 2009 since we cannot guarantee that you will have received your registration number by then.

If you have not finished your training by the time the examination results are sent out, you will only be eligible to register once you have completed your training and not upon receipt of an examination pass result.



**Examination results  
will not  
be given over the  
telephone**

**Do not  
work as a Pharmacist  
until you know your  
registration number**

## Frequently asked questions about the Examination

The following are frequent general questions asked of the Preregistration Division about the registration examination. Most of these answers can be found in the Trainee Workbook and you should always refer to that source first when queries arise. If, after referring to your Society materials, you still cannot find the answer, please contact us.

**Q. I have been sick for X weeks. Will my entry to the examination be affected and will I have to extend my training period?**

**A.** The maximum length of time a Preregistration Trainee is permitted to be absent (combined sickness and annual leave) during a 52 week period is 30 days (6 weeks). Any more time than this and you will be required to extend your training period. You are required to complete 45 weeks of training prior to the date of the examination to be eligible for a sitting.

**Q. My tutor has not given me a satisfactory progress report 3. What happens now?**

**A.** You will not be permitted to sit the registration examination until you have achieved a 'satisfactory' progress report 3.

**Q. I have not received details about my examination centre. Who should I contact?**

**A.** These details are normally sent in April for the summer examination and in August for the autumn examination. Please refer to Page 5.

**Q. Have you received my registration examination entry?**

**A.** To confirm receipt of your documentation, you must send us a stamped self-addressed postcard with your entry documents. We will return this to you date stamped. It is not possible for us to confirm receipt of documents over the telephone because of the vast quantity we receive within a short space of time.

**Q. Is there any negative marking?**

**A.** No. Each question carries one mark for a correct answer. There is no mark for a wrong answer.

**Q. When will the examination results be out and when will I register if I pass?**

**A.** See Page 7

