

**Application for registration as a pharmacy
technician under transitional arrangements**

**Overseas (non-EEA)
Supplementary Application Pack**



**Royal
Pharmaceutical
Society**
of Great Britain

Guidance notes for overseas (non-EEA) applicants

Please read carefully **before** completing your application

Introduction

You should use this supplementary application pack if you want to apply to register as a pharmacy technician and have an overseas (non-EEA) pharmacist or pharmacy technician qualification and relevant work experience as a pharmacy technician in the United Kingdom.

You are also required to fill in the standard application form.

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

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

Additional requirements for overseas qualified applicants

As well as the standard application documents (listed on page 14 of the standard application pack), you are also required to provide

- A completed **supplementary application form**. The form is included in this pack. Guidance on how to fill in the form is provided on page 4.
- A copy of your current **curriculum vitae**. This should include details of
 - the practical training you undertook before qualification
 - your experience as a pharmacist or pharmacy technician outside of the UK since qualification
 - your experience as a pharmacy technician within the UK
- A **detailed curriculum (syllabus)** obtained by you from the University or awarding body concerned. This will normally be in the form of a syllabus booklet.

If you are overseas qualified pharmacy technician you will also need to provide

- An **underpinning knowledge checklist** demonstrating how the detailed curriculum for your qualification maps to our requirements. The checklist is included in this pack
- An **assessment of competence** based completed by your supervising pharmacist. The assessment of competence is available on the pharmacy technician page of our website www.rpsgb.org or you can call us on 020 7572 2610.

Documents that must be sent directly to us

You must arrange for the following documents to be sent directly to us from the relevant institutions:

- An **academic transcript**. This is a full transcript of your academic record throughout your course including the marks you obtained in all subjects examined at the end of each academic year of study together with details of the level of qualification or class of degree awarded. This must be certified by the Registrar of the University or academic body concerned.
- A **letter of good standing**. This is a letter from your registration authority, awarding institution or body that grants you a licence to practise as a pharmacist or pharmacy technician, which states that you are registered and in good standing with that authority or are eligible (and have been registered if relevant) to practise as a pharmacist or pharmacy technician. It must also confirm that no adverse information is known about you. This letter needs to include confirmation where and when you obtained your qualification, your date of birth and, where appropriate, registered address. **This document must be dated within six months of your application being received by us.**

The documents should be sent directly to: Pharmacy Technician Registration (Overseas), Support Staff Regulation Division, RPSGB, 1 Lambeth High Street, London SE1 7JN.

We recommend that you arrange for your academic transcript and letter of good standing to be sent directly to us from your awarding body (usually your university) and registration body before you send your application to us. These documents take a minimum of two weeks to get to us and can hold up the progress of your application.

Additional documentation

We reserve the right to request additional documents at any time.

What if I can't provide all the documents required?

We will usually require you to provide all the documents listed for your application to be considered.

If you cannot provide any of the documents listed you must provide a written explanation explaining why. If we do not accept your explanation you will still be required to provide the missing document. If we accept your explanation we will tell you what other documents are required. If you are a refugee you will usually be asked to provide letters from two persons of standing in the United Kingdom who knew you as a pharmacist or pharmacy technician overseas and know you in the United Kingdom, as well as a letter of confirmation of your circumstances from a recognised refugee agency.

What if I my documents aren't in English?

If any of your documents are not in English you must provide an officially certified English translation together with a certified copy of the document in your language.

Filling in the supplementary application form

Section 1 Personal details

These should be identical to the names on the standard application form.

Section 2 Details of qualification

Tick if you are a qualified pharmacy technician or pharmacist.

Provide the title of your qualification, the address of the awarding institution, the date you commenced your qualification and the date you were awarded your qualification. Also provide details of the mode of study, for instance if it was full time or part time and details of any mandatory periods of work experience.

If you have more than one qualification please continue on a separate sheet.

Section 3 Compliance to UK requirements

You are required to provide evidence of how you have complied with UK requirements while working in the United Kingdom.

You should refer to the underpinning knowledge checklist contained in this pack, identify and list the gaps in your knowledge between your overseas qualification and the elements listed on the checklist (this will include at least module 3 pharmacy law and ethics) and then state the steps you have taken to comply with the gaps listed while you have been working as a pharmacy technician in the UK. This could be through formal training courses, employer led training, induction programmes, mentoring by a supervising pharmacist, and any books and periodicals you have read.

Please continue on a separate sheet if necessary.

Overseas qualified pharmacy technicians are also required to submit the completed underpinning knowledge checklist showing how the detailed curriculum (syllabus) for the qualification you gained maps to our requirements.

Section 4 Declaration by applicant

We can only process your application if you have signed and dated this declaration. Please note that fraudulently procuring an entry in the pharmacy technicians' register will be treated as misconduct and may result in removal from the Register.

Section 5 Declaration by countersigning pharmacist

This section must be completed by a practising pharmacist with current UK registration who is in good standing with us. A registration number must be provided so that details can be verified. The countersigning pharmacist is asked to declare that to the best of their knowledge the information given in this form and in any supporting documents is full and accurate and they are satisfied that you have a reasonable working knowledge of UK pharmacy law and ethics.

Underpinning Knowledge Checklist

All applicants with overseas pharmacy technician qualifications must map the detailed curriculum (syllabus) relating to their qualification to all six mandatory units plus at least two optional units.

Name of Applicant	
Title of Course	

1. SCIENCE FOR PHARMACY TECHNICIANS (MANDATORY)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
1.1 Structure and function of cells and tissues		
1.1.1 Cells in the body		
1.1.2 Epithelial tissue		
1.1.3 Connective tissue		
1.1.4 Muscle tissue		
1.1.5 Nerve tissue		
1.2 The structure and classification of inorganic chemicals		
1.2.1 Nuclear and electronic structure of atoms		
1.2.2 The periodic table		
1.2.3 Chemical bonding		
1.3 The basic structure and function of biological chemicals		
1.3.1 Water		
1.3.2 Carbohydrates, fats and proteins		
1.3.3 Nucleic acids		
1.3.4 Enzymes		
1.3.5 Basic principles including the various units used in science, solution properties, pH		
1.4 The principles of chemical reaction		
1.4.1 Principles and processes by which chemicals react		
1.4.2 Chemical and molar quantities		
1.4.3 Balanced equations for chemical reactions		
1.5 The basic principles of hygiene		
1.5.1 Control of micro-organisms in the daily working environment		
1.5.2 Contamination and cross contamination		

2. BASICS OF PHARMACY PRACTICE (MANDATORY)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
2.1 Customers in pharmacy		
2.1.1 Range of customers including all service users		
2.1.2 Colleagues as customers		
2.2 Communication		
2.2.1 Principles of good communication		
2.2.2 Identification of customer needs		
2.2.3 Appropriate responses to different types of customer and different needs		
2.2.4 Confidentiality issues		

2.3 Policies and procedures		
2.3.1 Understand the importance and application of Standard Operating Procedures		
2.3.2 Understand and apply organisational policies		
2.4 Ordering, receiving, disposal and return of stock		
2.4.1 Ordering and receipt of stock		
2.4.2 Storage requirements for stock		
2.4.3 Stock control		
2.4.4 Procedures for dealing with breakages / spillages of materials		
2.4.5 Stock rotation and dealing with expiry of stock items		
2.4.6 Returns and disposal of stock		
2.5 Supporting Learning		
2.5.1 Different learning styles		
2.5.2 Learning environment		
2.5.3 Instructional techniques		
2.5.4 Structuring demonstrations		

3. LAWS RELATING TO PHARMACY (MANDATORY)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
3.1 Legislation relating to medicines		
3.1.1. Medicines Act 1968		
3.1.2 Misuse of drugs Act 1971		
3.1.3 Poisons Act 1972 and Poison Rules		
3.1.4 Methylated spirits		
3.2 Structure and function of organisations affecting pharmacy		
3.2.1 The Royal Pharmaceutical Society of Great Britain		
3.2.2 Other organisations within pharmacy		
3.2.3 The National Health Service		
3.3 Roles in pharmacy and health		
3.3.1 Roles undertaken by pharmacists and pharmacy support staff		
3.3.2 Roles of other healthcare professionals		
3.4 Legislation affecting pharmacy		
3.4.1 Trade Descriptions		
3.4.2 Consumer Protection		
3.4.3 Weights and Measures		
3.4.4 Data Protection		
3.4.5 COSSH		
3.4.6 CHIP2		
3.4.7 HSAWA		
3.4.8 Equal Opportunities		
3.4.9 Disabilities		
3.5 Factors affecting standards within pharmacy and pharmacies		
3.5.1 Clinical governance		
3.5.2 Risk assessment and management		
3.5.3 Standard operating procedures		
3.5.4 Professional ethics		

4. PHARMACEUTICS (MANDATORY)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
4.1 Dispensing procedures and practices		
4.1.1 Principles and practices for dispensing including the use of standard operating procedures (SOPs)		
4.1.2 Reading and interpretation of prescriptions		
4.1.3 Equipment used in the dispensing of medicines		
4.2 Calculation and weighing and measuring techniques		
4.2.1 Percentages, dilutions, displacement values, weight per ml etc.		
4.2.2 Appropriate doses based on age, weight and surface area		
4.2.3 Weighing and measuring equipment		
4.2.4 Procedures for weighing and measuring		
4.2.5 Metric system and the SI units		
4.2.6 Quantities of pharmaceutical materials in various medicines formulae		
4.2.7 Amounts of medicines to be supplied on prescription based on the number of prescribed doses and time intervals		
4.3 Medicines formulation		
4.3.1 Types of water used in pharmaceutical products		
4.3.2 Forms of pharmaceutical products and their properties		
4.3.3 Pharmaceutical techniques including mixing, comminution, filtration, clarification, sieving		
4.3.4 Microbial aspects of medicines formulation		
4.3.5 Physical and chemical properties of medicines		
4.3.6 Routes of administration of medicines		
4.3.7 Packing materials and containers		
4.3.8 Stability of medicines and the factors that affect stability		
4.4 Preparation of pharmaceutical products		
4.4.1 Preparation of a range of dispensed medicines		
4.4.2 Labelling of dispensed medicines, including additional labelling		
4.4.3 Storage of medicines including stock rotation		
4.4.4 Advice to patients on administration and storage of medicines		

5. HUMAN PHYSIOLOGY (MANDATORY)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
5.1 Structure and function of major organs and body systems		
5.1.1 Digestive		
5.1.2 Cardiovascular		
5.1.3 Lymphatic		
5.1.4 Respiratory		
5.1.5 Nervous		
5.1.6 Endocrine		
5.1.7 Reproduction and foetal development		
5.1.8 Muscular		
5.1.9 Urinary		
5.1.10 Skin		
5.1.11 Ear, eye, oropharynx		

5.1.12 Blood		
5.2 Regulation of body systems		
5.2.1 Nutrition		
5.2.2 Metabolism and excretion		
5.2.3 Homeostasis and homeostatic disorders		

6. ACTIONS AND USES OF MEDICINAL PRODUCTS (MANDATORY)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
6.1 General action and use of medicines		
6.1.1 Nature and causes of diseases		
6.1.2 Medical terms relevant to medical treatments		
6.1.3 Drug administration, delivery and excretion		
6.1.4 Interactions and adverse drug reactions		
6.2 Action and uses of drugs in the treatment of various body systems and clinical conditions		
6.2.1 Gastro-intestinal system		
6.2.2 Cardiovascular system		
6.2.3 Respiratory systems		
6.2.4 Central nervous system		
6.2.5 Infections		
6.2.6 Endocrine drugs		
6.2.7 Obstetrics, gynaecology & urinary-tract infections		
6.2.8 Malignant disease & immunosuppression		
6.2.9 Nutrition & blood		
6.2.10 Musculoskeletal & joint disorders		
6.2.11 Eye		
6.2.12 Ear, nose & oropharynx		
6.2.13 Skin		
6.2.14 Immunological products & vaccines		
6.2.15 Anaesthesia		

7. MICROBIOLOGY RELEVANT TO PHARMACY (OPTIONAL)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
7.1 Structure, function and classification of micro-organisms		
7.1.1 Classification and identification of micro organisms		
7.1.2 Structure of bacteria, fungi, viruses and protozoa		
7.1.3 Prokaryotic and eucaryotic cells		
7.1.4 Growth and reproduction		
7.2 Pathogens and the transmission of infections		
7.2.1 Infectious diseases		
7.2.2 Pathogenic micro-organisms		
7.2.3 Routes of transmission		
7.2.4 Modes of transmission		
7.3 Control of micro-organisms in the environment		
7.3.1 Contamination and spoilage of medicines		
7.3.2 Hygiene		
7.3.3 Sterilisation		
7.3.3 Disinfection		
7.3.4 Antimicrobial agents		

8. PHARMACEUTICAL PRODUCTION including ASEPTIC PROCEDURES and RADIOPHARMACY (OPTIONAL)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
8.1 Legislation and guidelines controlling small scale pharmaceutical production		
8.1.1 Health and Safety at Work Act (HASAWA)		
8.1.2 COSHH		
8.1.3 Rules and guidelines for pharmaceutical manufacturers and distributors (Orange Guide)		
8.1.4 Aseptic dispensing for NHS patients		
8.1.5 Various Quality Assurance (QA) documentation		
8.1.6 Standard Operating Procedures (SOPs)		
8.1.7 Medicines Act 1968 – licensing		
8.1.8 Planned Preventive Maintenance (PPM)		
8.2 Environment and equipment for small scale pharmaceutical production		
8.2.1 Hygienic considerations for the manufacturing unit, equipment and personnel		
8.2.2 Design of production units including aseptic units		
8.2.3 Maintenance of the production unit including the building, fixtures and fittings		
8.2.4 Maintenance of equipment		
8.2.5 Protective clothing and equipment		
8.3 Manufacturing processes		
8.3.1 Methods used in manufacture of non sterile products		
8.3.2 Methods used in manufacture of sterile products		
8.3.3 Relevant documentation including worksheets		
8.3.4 SOPs including labelling and packaging equipment		
8.3.5 Methods of disinfection and sterilisation		
8.3.6 Storage of the product		
8.3.7 Distribution procedures		
8.3.8 Transportation procedures		
8.4 Quality Control		
8.4.1 Pharmaceutical materials		
8.4.2 Formulated products		
8.4.3 Testing procedures including microbiological testing e.g. sterility testing, pyrogens		
8.5 Quality Assurance		
8.5.1 Standards associated with the manufacturing process		
8.5.2 Validation and records		
8.5.3 Audit of the manufacturing process		
8.5.4 TQM		
8.5.5 Quarantine of the product		
8.6 Aseptic preparation of pharmaceutical products including cytotoxic preparation		
8.6.1 Range of aseptically prepared products e.g. TPN solutions		
8.6.2 CIVAS and a range of products		
8.6.3 Methods used for the preparation and dispensing of cytotoxic products		
8.6.4 Range of cytotoxic products		
8.6.5 Disposal of cytotoxic waste materials		
8.6.6 Packaging, labelling and transportation of cytotoxic materials		

9. COMMUNITY PHARMACY PRACTICE (OPTIONAL)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
9.1 Advice on medicines		
9.1.1 Medicines usage		
9.1.2 Medicines storage		
9.1.3 Patient information leaflets		
9.1.4 Information sources for reference on medicines		
9.2 The Drug Tariff		
9.2.1 Payment for supply of medicines		
9.2.2 Allowable products		
9.2.3 Endorsing of prescriptions		
9.3 Appliances, dressings and other products		
9.3.1 Wound dressings		
9.3.2 Bandages and adhesives		
9.3.3 Elastic hosiery		
9.3.4 Ostomy products		
9.4 The provision of domiciliary oxygen services		
9.4.1 Supply of oxygen in the community		
9.4.2 Monitored dosage systems (MDS)		
9.4.3 Supply of medicines to residential & nursing homes		
9.4.4 MDS systems available		
9.4.5 National and local regulations and policies regarding supply of medicines to patients in care		
9.4.6 Storage of medicines in residential & nursing homes		
10. INFORMATION TECHNOLOGY FOR PHARMACY (OPTIONAL)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
10.1 Use of computer equipment		
10.1.1 Basic computer equipment & terminology		
10.1.2 Information sources including CD ROM, the internet & e-mail applications		
10.2 Entering and storing data electronically		
10.2.1 Basic software packages		
10.3 Retrieving and supplying data electronically		
10.3.1 Basic software packages		
10.3.2 Using electronic delivery methods		
10.4 Preparation of information for presentation		
10.4.1 Basic software packages		
10.4.2 Presentation of information and data using tables and graphs		
10.4.3 Use of computer based material to support oral presentation		
1. MEDICINES COUNTER (OPTIONAL)	Covered (Y/N)	Cross reference to the relevant section in your detailed curriculum (syllabus)
11.1 Classes of medicines		
11.2 Sources of information on OTC medicines and the provision of information to customers		
11.3 Correct procedures		
11.3.1 Pharmacy protocol		
11.3.2 Classes of medicines		
11.3.3 Questions asked before recommending or referring		
11.4 Actions & side effects of key ingredients in OTC products		

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