

## **PART TWO: CRITERIA FOR REGISTRATION IN THE REGISTER OF PHARMACY TECHNICIANS**

### **SECTION ONE: CRITERIA FOR REGISTRATION IN THE REGISTER OF PHARMACY TECHNICIANS UNDER TRANSITIONAL ARRANGEMENTS**

All applicants for registration as a pharmacy technician must possess one of the qualifications listed in paragraph (A).

Applicants other than those who possess rights conferred by the Second General System Directive 92/51/EEC and Directive 2005/36/EC must provide evidence of having completed one of the qualifying periods of work experience set out in paragraph (B) within the United Kingdom, Channel Islands or Isle of Man under the supervision, direction or guidance of a pharmacist to whom they were directly accountable.

#### **A. QUALIFICATIONS**

##### **1. UK Qualified persons**

- BTEC National Certificate in Pharmaceutical Sciences
- BTEC National Certificate in Science (pharmaceutical)
- BTEC National Certificate in Applied Science (pharmaceutical)
- BTEC National Certificate in Pharmacy Services
- City & Guilds of London Institute, Dispensing Technicians Certificate
- Certificate of the Society of Apothecaries
- Boots 2-year dispenser training programme completed prior to 1993
- Boots 1 year dispensing assistants' course completed after 1993 but before 7 March 2005 plus accredited top-up training module plus assessment of competence
- Dispensing Certificate of the Royal Army Medical Corps or the Royal Air Force
- NPA 2-year Dispensing Technicians correspondence course completed prior to 1998
- National Certificate in Pharmaceutical Science, Stow College 1984-1992
- National Certificate in Pharmaceutical Science, Aberdeen 1990-1991
- National Certificate in Pharmaceutical Science, Dundee 1985-1987
- National Certificate in Pharmaceutical Science, Edinburgh Telford College 1984-1992
- National Certificate in Pharmaceutical Science, James Watt College 1991-1992
- NVQ level 3 Pharmacy Services (City & Guilds)
- NVQ level 3 Pharmacy Services (Edexcel)
- SANCAD Pharmacy Technicians Certificate (2 year)
- SCOTEC National Certificate in Pharmaceutical Science
- SCOTEC Pharmacy Technicians Certificate (2 year)
- SCOTVEC National Certificate in Pharmaceutical Science
- SQA National Certificate in Pharmaceutical Science
- SVQ level 3 Pharmacy Services (Scottish Qualifications Authority)
- University of Sunderland National Certificate in Pharmaceutical Services (BTEC) 1994-1998
- Current or recent registration in the practising part of the register of Pharmacists

## 2. Non UK Qualified persons

### Persons who do not possess rights conferred by the Second General System Directive 92/51/EEC

- A qualification gained in the person's country of origin that would entitle him to practise as a pharmacist in that country;
- A pharmacy technician qualification gained in the person's country of origin that is equivalent to the Pharmacy Services S/NVQ level 3 that would entitle him to practise as a pharmacy technician in that country; plus an assessment of current competence by a UK-registered pharmacist; plus evidence to show how any gaps in underpinning knowledge (demonstrated by mapping the qualification to the Society's underpinning knowledge checklist) have been filled.

### 3. Persons who possess rights conferred by the Second General System Directive 92/51/EEC or Directive 2005/36/EC

- A pharmacy qualification gained in the person's country of origin that would entitle him to practise as a pharmacist in that country, which has been recognised by a Member State and that individual has been permitted to work as a pharmacist or pharmacy technician in that Member State;
- A pharmacy technician qualification required in another Member State for the taking up or pursuit of the profession in its territory, such qualification having been awarded in a Member State; or if the profession is not regulated in that Member State full-time professional experience as a pharmacy technician for 2 years, or for an equivalent period on a part-time basis, during the previous 10 years.

The application for registration will be subject to scrutiny and evaluation and the applicant may be required to complete an adaptation period not exceeding two years or take an aptitude test where the theoretical and/or practical matters covered by the education and training which he has received differ substantially from those required for qualification in Great Britain or where one or more regulated professional activities do not form part of the profession pursued by the applicant in the Member State from which he originates or comes, and that difference corresponds to specific education and training required in Great Britain and covers theoretical and/or practical matters which differ substantially from those covered by the evidence of education and training adduced by the applicant.

**NB. For applicants seeking restoration to the register of pharmacy technicians, evidence of previous registration in that register shall be regarded as evidence of sufficient qualification for the purposes of registration, whether or not the applicant possesses the qualifications listed above.**

## **B. QUALIFYING PERIODS OF WORK EXPERIENCE**

- Not less than 14 hours per week for four out of the eight years prior to the application for registration undertaking the roles and responsibilities of a pharmacy technician. This may include work experience following commencement of a pharmacy technician training programme but shall not include work experience prior to the commencement of a pharmacy technician training programme.
- Not less than 28 hours per week for two out of the four years prior to the application for registration undertaking the roles and responsibilities of a pharmacy technician. This may include work experience following commencement of a pharmacy technician training programme but shall not include work experience prior to the commencement of a pharmacy technician training programme.

Where an applicant —

- (a) has a qualification awarded in the UK and does not meet the criteria for the qualifying period of work experience; or
- (b) has a qualification awarded in the UK and is not able to provide evidence of recent work experience undertaken under the supervision, direction or guidance of a pharmacist to whom they were directly accountable; or
- (c) except for persons with rights conferred by the Second General System Directive 92/51/EEC or Directive 2005/36/EC, has a qualification awarded outside the UK,

the applicant must provide further information about his professional practice, demonstrating his areas of competence from the defined list of generic competencies set out below, and compliance with the Code of Ethics for Pharmacy Technicians.

### Areas of competence for all pharmacy technicians

- TG1 Interacting, and working, with people
- TG2 Managing your work and self development
- TG3 Managing a team or service
- TG4 Maintaining and improving the quality of your service
- TG5 Helping others to learn and develop
- TG6 Making decisions and solving problems
- TG7 Working with information e.g. providing, retrieving and evaluating pharmaceutical information and giving advice
- TG8 Participating in research and development
- TG9 Ensuring health and safety
- TG10 Dispensing medicines and products
- TG11 Controlling stock of pharmaceutical materials and equipment
- TG12 Undertaking specialised activities

- e.g. provision of education and development, audit
- TG13 Working with other professions in healthcare and with other sectors
- TG14 Managing risks
- TG15 Producing, using and maintaining records, using information technology
- TG16 Maintaining an awareness of issues affecting pharmacy and pharmacy technicians, e.g. code of ethics for pharmacy technicians.

Information provided by the applicant in relation to the above competencies, will be evaluated by the Society according to the following criteria:

#### Mandatory criteria

- The applicant demonstrates that they have undertaken a minimum amount of work experience under the supervision, direction or guidance of a pharmacist to whom they were directly accountable of not less than 14 hours per week over a two-year period either during the training period or post-qualification.
- From the information provided the applicant meets at least five of the generic competencies for pharmacy technicians
- The applicant demonstrates that their practice complies with the code of ethics for pharmacists and pharmacy technicians
- The applicant demonstrates a commitment to continuing professional development.
- The applicant demonstrates an understanding of their roles and responsibilities within the wide role of pharmacy and healthcare.

#### Optional criteria

Applicants are advised that they may wish to provide additional information in relation to one or more of the following in support of their application:

- Evidence of work experience within the last 4 years under the supervision, direction or guidance of a pharmacist to whom they were directly accountable.
- Evidence of involvement in professional networks.
- Evidence of some experience in mentoring student pharmacy technicians or assisting in the development of other pharmacy staff.

#### **Procedure for Boots qualified dispensers unable to provide evidence of a qualification**

Employment and training records of some people who completed the Boots 2-year dispenser training programme prior to 1993 and subsequently left the company of Boots have been destroyed due to Data Protection Act requirements. The following procedure has been

developed to assist dispensers in this position who are unable to provide a qualification certificate. Applicants are required to undertake an assessment of competence by a current supervising pharmacist (using a template provided by the Society) and submit a completed assessment of competence form to the Society. The supervising pharmacist will be required to rate the dispenser's current competence against the standards listed on the assessment form using the rating scale provided.

In addition, the applicant must provide at least one of the following pieces of evidence: Either: a letter from a pharmacist with whom a dispenser trained containing the following information:

- Length of time and approximate dates between which the pharmacist and dispenser worked together;
- Month and year in which dispenser successfully completed training;
- Dispensers full name at the time of completing the training;
- Name of branch (es) of Boots at which training undertaken;
- Pharmacist's full name, current address and registration number (if the pharmacist has retired from the pharmacists' register this should also be specified); or

Provision of a written declaration from the dispenser stating the length of time he/she worked for Boots (with approximate dates) and the month and year that the dispenser training was completed, plus at least one piece of evidence of the dispenser's employment with Boots. Pieces of evidence might include:

- Pay slips
- Letter(s) regarding employment with Boots addressed to the dispenser.

The application process must involve more than one pharmacist. If the applicant is not able to obtain written evidence from a pharmacist with whom she/he trained then the assessment of competence form must be countersigned by a second pharmacist who has some awareness of the dispenser's knowledge and skills.

The application for registration will be subject to scrutiny and evaluation.

### **Applicants meeting the criteria for registration of pharmacy technicians after the conclusion of the period for transitional arrangements**

An applicant who meets the criteria for registration of pharmacy technicians, including the qualifying period of work experience, that will apply after the conclusion of the period for transitional arrangements but does not meet either of the qualifying periods of work experience under transitional arrangements is not required to provide further information about his professional practice, demonstrating his areas of competence from the defined list of generic competencies and compliance with the code of ethics for pharmacists and pharmacy technicians.

## SECTION 2 CRITERIA FOR REGISTRATION OF PHARMACY TECHNICIANS IN THE REGISTER OF PHARMACY TECHNICIANS AFTER THE CONCLUSION OF THE PERIOD FOR TRANSITIONAL ARRANGEMENTS

### **1. UK qualified persons and persons who do not possess rights conferred by the Second General System Directive 92/51/EEC or Directive 2005/36/EC**

Applicants for registration as a pharmacy technician must, as from 1 July, 2011, possess one of the qualifications listed in paragraph (A); provide evidence of completion of one of the underpinning knowledge programmes listed in paragraph (B); and provide evidence of having completed one of the qualifying periods of work experience set out in paragraph (C).

#### **A. QUALIFICATIONS**

- Pharmacy Services NVQ level 3 (City & Guilds qualification code 100/2201/6)
- Pharmacy Services NVQ level 3 (Edexcel qualification code 100/2615/0)
- Pharmacy Services SVQ level 3 (Scottish Qualifications Authority qualification code G759 23)

OR

- Current or recent registration with the Society in the practising part of the Register of Pharmacists
- Current or recent registration with the Pharmaceutical Society of Northern Ireland in the practising part of the Register of Pharmaceutical Chemists

#### **B. UNDERPINNING KNOWLEDGE PROGRAMMES**

- Edexcel BTEC National Certificate in Pharmacy Services (qualification code 500/1138/8)
- City & Guilds Level 3 Certificate in Pharmacy Services (qualification code 100/5845/X)
- SQA National Certificate in Pharmacy Services (qualification code G753 04) plus successful completion of additional SQA modules Building Blocks Chemistry and Local Investigations

Underpinning Knowledge programmes accredited by the Royal Pharmaceutical Society of Great Britain (RPSGB)

- Buttercups Training level 3 underpinning knowledge programme
- National Pharmacy Association level 3 underpinning knowledge programme

**NB. For applicants seeking restoration to the register of pharmacy technicians, evidence of previous registration in that register shall be regarded as evidence of sufficient qualification for the purposes of registration, whether or not the applicant possesses the qualifications listed above.**

### **C. QUALIFYING PERIODS OF WORK EXPERIENCE**

- Minimum of two years consecutively completed relevant work-based experience under the supervision, direction or guidance of a pharmacist to whom the applicant was directly accountable for not less than 14 hours per week. This can include the training period and/or experience gained overseas, but shall not include work experience prior to commencement of a pharmacy technician training programme.
- Within the two-year period of training and work experience a minimum of 1260 hours of work experience must be undertaken under the supervision, direction or guidance of a pharmacist to whom the applicant is directly accountable, excluding sickness absence, maternity leave and holidays. A minimum of 315 hours of work experience under the supervision, direction or guidance of a pharmacist to whom the applicant is directly accountable must be undertaken in each of the two years.
- A period of pharmacist preregistration training in Great Britain that can be validated by the RPSGB and has been completed within two years of commencing an approved pharmacy technician training programme may be offset against the work experience requirements for registration.

In exceptional circumstances (for example, prolonged serious ill health or maternity leave etc) an extension of the 2-year qualifying period of work experience may be granted on application to the Registrar if supported by cogent and sufficient evidence. The Registrar has the discretion to grant such an extension up to a maximum of one year.

### **2. Persons who possess rights conferred by the Second General System Directive 92/51/EEC or Directive 2005/36/EC**

- A pharmacy qualification gained in the applicant's country of origin that would entitle him to practise as a pharmacist in that country, which has been recognised by a Member State and that individual has been permitted to work as a pharmacist or pharmacy technician in that Member State;
- A pharmacy technician qualification required in another Member State for the taking up or pursuit of the profession in its territory, such qualification having been awarded in a Member State; or if the profession is not regulated in that Member State full-time professional experience as a pharmacy technician for 2 years, or for an equivalent period on a part-time basis, during the previous 10 years.

The application for registration will be subject to scrutiny and evaluation and the applicant may be required to complete an adaptation period not exceeding two years or take an aptitude test where the theoretical and/or practical matters covered by the education and training which he has received differ substantially from those required for qualification in Great Britain or where one or more regulated professional activities do not form part of the profession pursued by the applicant in the Member State from which he originates or comes, and that difference corresponds to specific education and training required in Great Britain

and covers theoretical and/or practical matters which differ substantially from those covered by the evidence of education and training adduced by the applicant.

**Approved by the Council of the Royal Pharmaceutical Society of Great Britain on 3 June, 2009**