

National Recruitment Scheme for NHS pre-registration trainee pharmacists (England & Wales)

Background

The National Recruitment Scheme (NRS) is a centralised system for the recruitment of pharmacy graduates from all university schools of pharmacy across the country into NHS pre-registration trainee pharmacist posts in England & Wales.

The NRS is commissioned and managed by the NHS Pharmacy Education & Development Committee for the benefit of NHS organisations across England and Wales. A Lead Pharmacist is responsible for the delivery and monitoring of the NRS. Webstar Health (Pharmalife) is commissioned to provide the online application system via a Service Level Agreement (SLA) with the NHS.

The NRS provides streamlined recruitment system at low cost. The benefits of economies of scale, lack of duplication of effort, etc., far outweigh the costs of the service.

The alternative of each NHS organisation recruiting its own trainees is not acceptable because, in addition to being extremely costly and time-consuming, this would lead to duplication of effort, multiple interviewing, and no centralised, clear, streamlined system able to direct the process. It would also lead to a lack of equity/equality across the country.

The remit and scope of activity of the NRS

Application:

The remit and scope of activity is focussed mainly around the application stage of the recruitment process.

Functions of the NRS at the application stage of recruitment are as follows:

1. To produce information on NHS pre-registration training in England & Wales both online and in the form of a booklet distributed to all 3rd year pharmacy students in the UK
2. To advertise NHS pre-registration trainee pharmacist places in England and Wales online on the www.pharmacytraining.nhs.uk website (See Appendix 1 which contains a flowchart outlining the process for advertising pre-registration training places)
3. To provide an online application system for pharmacy students applying for NHS pre-registration training places in England & Wales www.pharmacytraining.nhs.uk
4. To gather academic references for students up until an agreed deadline
5. To distribute application forms and academic references to hospitals
6. To provide equality monitoring reports to hospitals and NHS regional co-ordinators for the application stage of recruitment
7. To provide information on students and their hospital choices to Schools of Pharmacy
8. To provide recruitment related information on the website www.pharmacytraining.nhs.uk
9. To respond to queries about the NRS process from students, employers and Schools of Pharmacy
10. To take appropriate action if any applications are found to be fraudulent, plagiarised or duplicated

Short-listing for interview:

Responsibility for short-listing applicants for interview is outside the remit and scope of activity of the NRS. Local trust recruitment and selection policies and National guidance produced by NHS Employers should be followed once the application forms have been sent to the hospitals. Employers should also refer to the FAQ for employers section of the website http://www.pharmalife.co.uk/prr/page_help_emp.php which contains information on:

- Employers Best Practise Guidelines for recruitment of pre-registration trainee pharmacists published by the Royal Pharmaceutical Society of Great Britain (RPSGB)
- NHS Employment Check Standards

Functions of the NRS at the short-listing stage of recruitment are as follows:

- To provide online codes to be used by the short-lister which to enable students to check their application status online (i.e. check whether they have been invited for interview or not)
- To generate an automatic email to the student to inform them if they have not been offered an interview
- To generate an automatic email to the student to inform them if they have been invited for an interview. N.B. The hospital is responsible for contacting the student to inform them of date, time and venue of the interview
- To provide equality monitoring reports to hospitals and NHS regional co-ordinators for the short-listing stage of recruitment

Making an offer of a pre-registration training position:

The employer is responsible for making an offer of pre-registration training positions.

Functions of the NRS at the making an offer stage of recruitment are as follows:

- To provide online codes to be used by the hospitals to indicate which students have been offered pre-registration training positions. These codes are used for equality purposes only and will not be displayed to students online or generate an email to the students. Communication on the outcome of interviews is the responsibility of the hospitals
- To provide equality monitoring reports to hospitals and NHS regional co-ordinators for the short-listing stage of recruitment

Appointment of successful candidates:

Responsibility for the appointment of successful candidates is outside the remit and scope of activity of the NRS. Local trust recruitment and selection policies and National guidance produced by NHS Employers should be followed once the application forms have been sent to the hospitals. Employers should also refer to the FAQ for employers section of the website http://www.pharmalife.co.uk/prr/page_help_emp.php which contains information on:

- Employers Best Practise Guidelines for recruitment of pre-registration trainee pharmacists published by the Royal Pharmaceutical Society of Great Britain (RPSGB)
- NHS Employment Check Standards

Functions of the NRS at the appointment stage of recruitment are as follows:

- To respond to queries from students, employers and Schools of Pharmacy. These queries often relate to immigration for non UK/non EEA students

See Appendix 2 which contains a flowchart outlining the journey of a successful application in 1st round of recruitment

Recruitment timetable

The recruitment cycle commences during the spring of the third year of the MPharm when the online recruitment system opens. Applications are submitted during the summer holidays and interviews take place in the autumn of the 4th year of the MPharm for pre-registration training places starting the following summer.

Recruitment timetable

First Round

Registration and application

By 30th June

Students register online with the website www.pharmacytraining.nhs.uk and submit the name and contact details of their academic referee.

By 31st August

Students submit applications for 4 hospitals of their choice.

Early September

Applications are sent electronically to hospitals.

Short-listing

September

Short-listing is undertaken by hospitals following local and NHS Employers policies and procedures. Successful candidates are invited for interview. A coding system is used online to enable students to check their application status online (i.e. check whether they have been invited for interview or not).

Interviews

September

Interviews for the first round of recruitment take place in September. Students must accept or reject any offers of employment by a set date in early October. The date is set annually by the Royal Pharmaceutical Society of Great Britain.

Second Round

Registration and application

By mid October

Pharmalife contacts hospitals in early October to identify unfilled pre-registration training places. Vacancies are shown on the website until mid October and a second recruitment round to match remaining vacancies and unplaced students will begin. Students wishing to be considered for the second round should submit applications for 4 hospitals of their choice.

Late October

Applications are sent electronically to hospitals.

Short-listing

Early November

Short-listing is undertaken by hospitals following local and NHS Employers policies and procedures. Successful candidates are invited for interview. A coding system is used online to enable students to check their application status online (i.e. check whether they have been invited for interview or not).

Interviews

November

Interviews for the second round of recruitment take place in November.

Later in the year

Occasionally places are not filled after the second round or a vacancy may arise later in the year. Students who have not been offered a post after the second round has closed can join a mailing list for notification of any vacancies that may arise. These vacancies will be advertised on the website www.pharmacytraining.nhs.uk

Equality monitoring

As Public Sector Employers, NHS organisations are required to collect equality monitoring data at three stages of the recruitment process:

1. Application
2. Short-listing for interview
3. Appointment

The legislation that requires Public Sector Employers to collect this data is as follows:

- Race Relations (Amendment) Act 2000
- Employment Equality Regulations 2003
- Disability Discrimination Act 1995 and 2005
- Equality Act 2006

Pharmalife collect the following data (at the application and short-listing and offer making stages of recruitment) to fulfil the NHS obligation and the data is used for monitoring purposes only:

- Age
- Gender
- Disability
- Ethnicity

From the 2010 recruitment cycle (for pre-registration trainee pharmacists commencing training in summer 2011) this data set will be expanded to include:

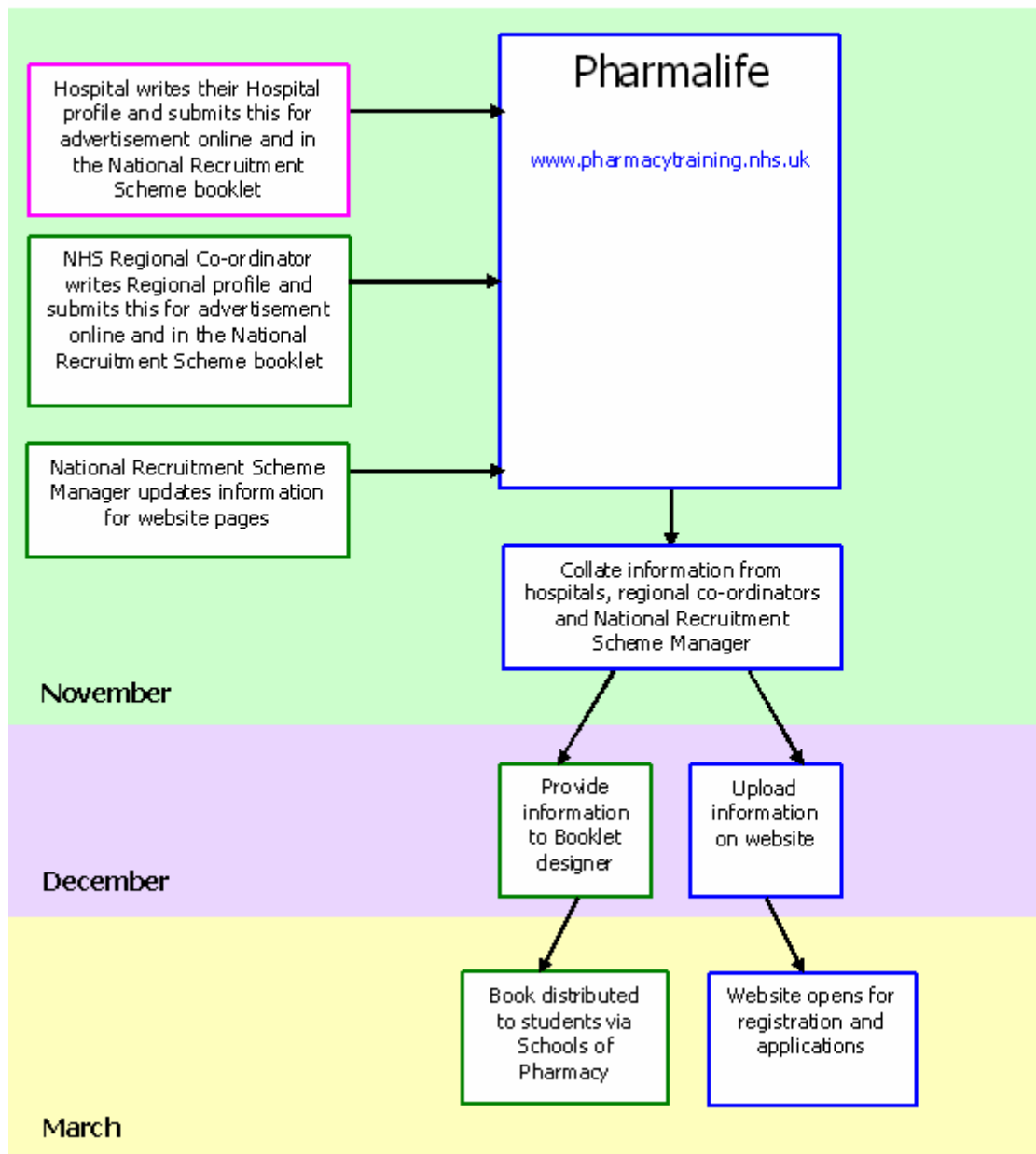
- Religion/belief
- Sexual orientation

N.B. The NRS does not provide equality monitoring reports at the appointment stage of recruitment. Successful applicants will complete a staff appointment form when they start work and the hospital HR departments will use information from these forms to collect equality monitoring data at the appointment stage of recruitment.

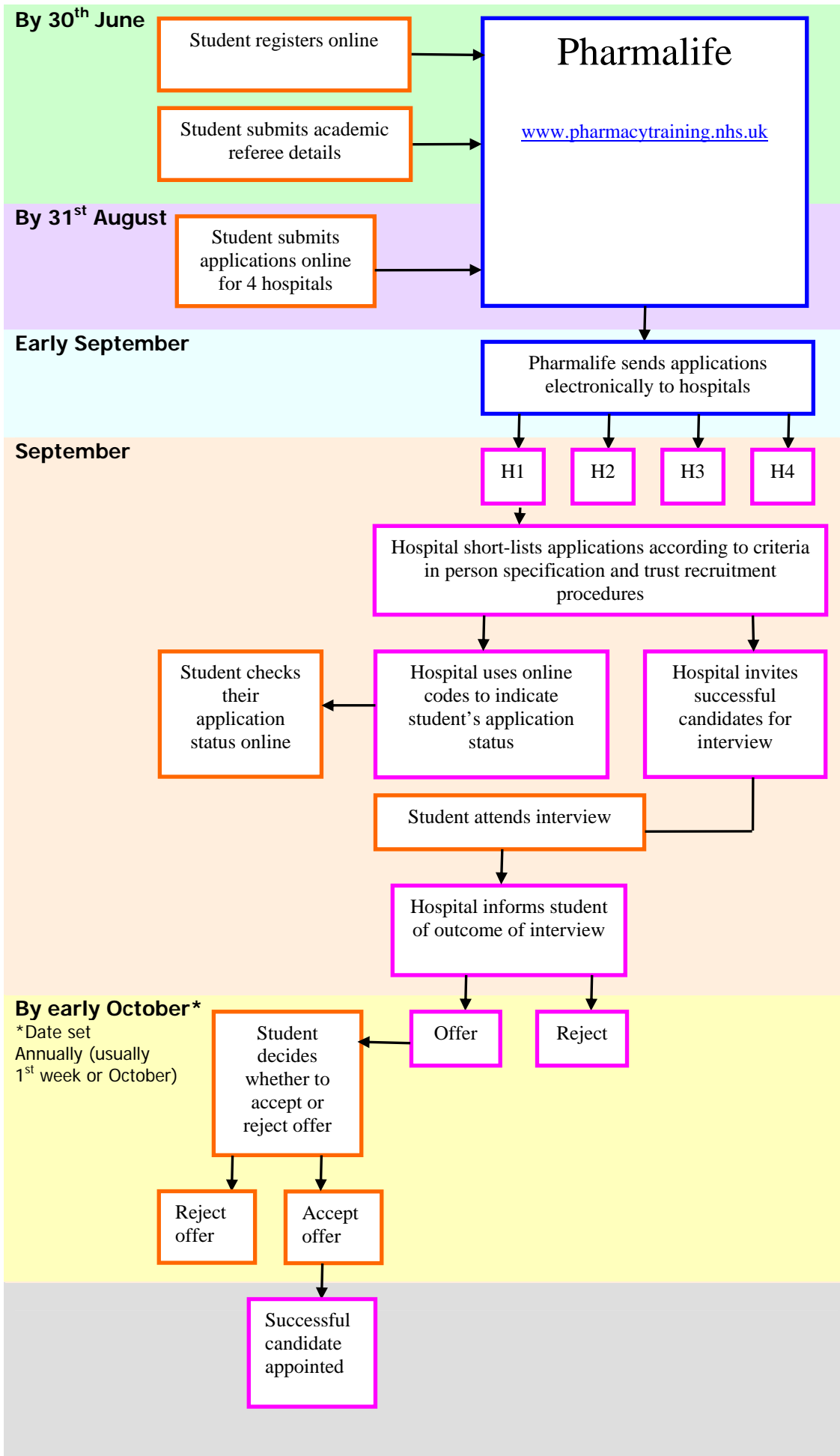
See Appendix 3 which contains a flowchart outlining the process equality monitoring for the first round of recruitment

Appendix 1

Advertising Pre-registration training places on www.pharmacytraining.nhs.uk



Journey of a successful application in 1st round of recruitment



Equality Monitoring for first round of recruitment

