



Recruitment of Registrar & Head of Registration, Education and Investigation to the Pharmaceutical Society of Northern Ireland

INFORMATION PACK

March 2020

Dear Applicant

PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND

Appointment of Registrar & Head of Registration, Education and Investigation to the Pharmaceutical Society of Northern Ireland

Thank you for your interest in the above post. A copy of the application pack is enclosed for your information.

The table below shows the key dates during the appointment process.

STAGE IN PROCESS	TIMESCALE
Closing time and date for applications	4pm Monday 6 th April 2020
Forde May Consulting Interview Dates	20 th April through to the 1 st May 2020
Pharmaceutical Society Final Interviews	6 th & 7 th May 2020

If you have any general enquiries regarding this application pack, please do not hesitate to contact Forde May Consulting on **028 9062 8877** or email jobs@fordemayconsulting.com.

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Please read this document carefully before you fill in your application form.

This pack contains:

- Information Pack – Pharmaceutical Society of Northern Ireland, Registrar & Head of Registration, Education and Investigation (including post description and person specification);
- Application Form; and
- Monitoring Form.

Non-Regulated Appointments

The procedure for this appointment is not bound by the Code of Practice issued by the Commissioner for Public Appointments for Northern Ireland. However, the appointment process will be carried out in the 'Spirit of the Code' by Forde May Consulting Ltd. This means that it is based on a fair, open and transparent process that involves independent scrutiny.

Your Application

Your application form is very important. You must, therefore, demonstrate clearly on your application form how you meet the published criteria.

Monitoring Form

Forde May Consulting is required to monitor the age, gender, ethnic origin, community background and disability of applicants to ensure that equal opportunity measures are effective. As with all information contained in the form, it is gathered, maintained and processed strictly in accordance with our Data Protection Registration **for appointment purposes only**. This information will not be made available to the selection panel.

Criteria-based selection process

Criteria based selection is currently the most common method of making appointments in Northern Ireland. What this means is that the onus is on the applicant to provide evidence of workplace or personal performance which demonstrates that they can perform to the specified standard.

Suitability for appointment – Sections 6.1 & 6.2 of the Application Form

In this section, you are asked to provide practical information against the selection criteria for appointees. The information you provide in Sections 6.1 and 6.2 of the application form **will** be used for short listing purposes. When completing these sections, you should have a copy of the essential criteria beside you for reference purposes.

Many people are not used to writing about themselves or thinking about what they have done as opposed to what a team has done. Before starting to complete this section, it is important that you think about **your role** and what **you** have done individually, either on your own or as a team member. To complete this section effectively, you need to understand the relationship between the examples you will use and the relevant selection criteria. In addition, you should bear in mind the following points:

- you should use simple and easy to understand language in your examples to describe what you have done;
- use actual examples, rather than 'how you would do something';
- you can use examples from your working life, where appropriate, or from your personal life, including any voluntary or community work you are or have been involved in;

- avoid statements that describe your personal beliefs or philosophies – focus on specific challenges and results;
- if possible, quantify/qualify your accomplishments; and
- use specific examples which you think relate to the appointment in order to support how your skills, knowledge, experience and qualities meet the criteria. Describe **your** contribution – what **you** did, how **you** did it, why **you** did it and the **outcome** it had.

This role carries significant, public facing, responsibilities, you will be expected to demonstrate how you will uphold the principles of public life (the Nolan Principles) which are;

- **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – Holders of public office should promote and support these principles by leadership and example.

THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND

Background

The Pharmaceutical Society of Northern Ireland was established by the Pharmacy and Poisons Act (Northern Ireland) 1925 and has been based at 73 University Street, Belfast since 1933. Its primary purpose has been:

- (a) to advance chemistry and pharmacy;
- (b) to promote pharmaceutical education and the application of pharmaceutical knowledge;
- (c) to maintain the honour and safeguard and promote the interests of the members of the Society in their exercise of the profession of pharmacy;
- (d) to execute all such functions as may be entrusted to the Society under any enactment;
- (e) to provide relief for distressed persons, being—
 - (i) members of the Society;
 - (ii) persons who at any time have been members of the Society or have been registered as either pharmaceutical chemists, or chemists and druggists, or druggists or apprentices to pharmaceutical chemists, or as students of the Society; or
 - (iii) surviving spouses, surviving civil partners, orphans or dependants of deceased persons who were at any time members of the Society or registered as aforesaid.

These objectives have been met by Pharmaceutical Society NI registering and regulating pharmacists and pharmacies in Northern Ireland as well as providing leadership to the profession in the public interest.

Additional powers and responsibilities were conferred on the organisation by the Pharmacy (Northern Ireland) Order 1976 and, following the publication of the Government's white paper "Trust Assurance and Safety" in 2007, further amendments were required and in 2012 these amendments were made under the Pharmacy (NI) Order 1976 (Amendment) Order (NI) 2012.

This amending legislation modernised the structures and activities of the organisation, creating an appointed Council of seven lay members and seven registrant members. Details can be found in the Appointments and Procedure Regulations.

These changes led to the separation of leadership activity to the Scheme of Delegation to the Pharmacy Forum Management Board and Regulation which is retained by Council.

Regulations

- The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012
- The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) (Amendment) Regulations (Northern Ireland) 2013
- The Council of the Pharmaceutical Society of Northern Ireland (Appointments and Procedure) Regulations (Northern Ireland) 2012
- The Council of the Pharmaceutical Society of Northern Ireland (Fitness to Practise and Disqualification) Regulations (Northern Ireland) 2012
- The Council of the Pharmaceutical Society of Northern Ireland (Statutory Committee, Scrutiny Committee and Advisers) Regulations (Northern Ireland) 2012

Council's Responsibilities

As the regulatory body, we seek to protect the public by:

- setting and promoting standards for pharmacists' admission to the register and for remaining on the register;
- maintaining a publicly accessible register of pharmacists, and pharmacy premises, in Northern Ireland;
- handling concerns about the Fitness to Practise of registrants, acting as a complaints portal and taking action to protect the public; and
- ensuring high standards of education and training for pharmacists in Northern Ireland

In line with the sentiments of "Trust Assurance and Safety" 2007, the Council of the Pharmaceutical Society NI devolved the leadership functions contained within the legislation, to the Pharmacy Forum Management Board.

Council has an established strategy:

<https://www.psni.org.uk/wp-content/uploads/2013/06/Corporate-Strategy-2017-22-Final-Version-.pdf>

The Objectives of the Strategy are:

Objective 1: To deliver high quality pharmacy regulation that is proportionate and cost-effective;

Objective 2: To set pharmacy standards that are evidence-based, output-focused, achievable and necessary for patient and public safety and achievable;

- Objective 3: To conduct fitness to practice processes that are robust, timely, and fair;
- Objective 4: To ensure that pharmacy education and professional development is fit for purpose;
- Objective 5: To be an accountable organisation with effective governance and operations; and
- Objective 6: To communicate effectively, be accessible and responsive.

Pharmacy Forum Management Board Responsibilities

This is an elected and representative body, made up of pharmacists representing all aspects of the pharmacy profession in Northern Ireland. As the professional body it seeks to develop the pharmacy profession in Northern Ireland, by representation and leadership, in the public interest.

Role of Registrar - legislative:

The role of the Registrar is set out in detail in the Pharmacy (Northern Ireland) Order 1976 and the subordinate Regulations. The role of the Registrar in Fitness to Practise processes is detailed in The Council of the Pharmaceutical Society of Northern Ireland (Fitness to Practise and Disqualification) Regulations (Northern Ireland) 2012 and in relation to Continuing Professional Development processes in Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012, as subsequently amended.

The key public safety roles focus on Registration, (personal and premises) and Fitness to Practise.

In relation to registration, the powers to add or remove a person (either formally or voluntarily) from the Register, to add an annotation or attach a Fitness to Practise outcome, rests with the Registrar explicitly.

The power to issue certificates, either of registration or of good standing, rests with the Registrar and the power to make demands for retention fees, including taking action in default, again rests with the Registrar.

Premises Registration - whilst the organisation may request payment for registration/retention, only the Registrar can demand fees and, in the event of non-payment, it is only the Registrar that can remove a premise. Equally, only the Registrar may approve retention of premises.

It should be noted that, as Premises registration is a year-round process including formal amendments to the premise entry on the Register, all such changes can only be made on the instruction of the Registrar.

In relation to Fitness to Practise, all aspects of the FtP process, up to the adjudication stages carried out by the Scrutiny and Statutory Committees, are functions of the Registrar.

The Registrar is the only person that can initiate an investigation but more importantly the Registrar is the only individual that can close a case, either by referral to one of the FtP Committees or by closing a case with no further action being taken.

Likewise, there are specific functions within the overarching FtP processes such as sending out letters of notification, letters of referral and letters informing Registrants of the outcomes of the Scrutiny Committee which, according to the legislation, must come from the Registrar.

In relation to Continuing Professional Development the role of the Registrar is overarching but it becomes very specific in relation to processes whereby a Registrant may be removed from the Register in relation to a failure regarding CPD. Again, the specific roles and responsibilities are set out in the legislation but, suffice to say, where specific statutory notices must be sent, these can only be issued by the Registrar.

As one might expect, the roles detailed above are the key functions as set out in the legislation. There are many other ancillary roles which the various pieces of legislation state shall be carried out by the Registrar and, therefore, the roles detailed above are not exhaustive.

To summarise, almost all of the public safety critical roles are the responsibility of the Registrar in person – the post extends to other duties which are set out in detail in the job description and are described in the job title of Head of Registration, Education and Investigation

Job Description - Registrar & Head of Registration, Education and Investigation

The Registrar will lead all registration education and investigation processes ensuring statutory compliance. Functions also include the presentation of Fitness to Practise (FtP) cases and managing Continuing Professional Development (CPD) processes.

Effectively perform all statutory functions of the Registrar.

Be accountable to the CEO for performance and operational issues.

1. Leadership

- a. Contribute to the effective management of the organisation through the Senior Management Team (SMT);
- b. Lead and develop the professional staff including registration, education and relevant Fitness to practise;
- c. Contribute to the financial management and reporting of the organisation; and
- d. Provide appropriate leadership management and support to all employees to effectively deliver outcomes.

2. Planning, Performance and Strategic Responsibilities

- a. To work within the SMT to establish and deliver the key strategic objectives as approved by Council, in particular, those allocated to the post;
- b. Develop, monitor and deliver business and operational plans within strategic objectives and as identified in annual appraisals, in line with Council endorsed resource plans; and
- c. Ensure the regular review of organisational policies and procedures within areas of responsibility and ensure reporting on review of relevant policies and procedures to the SMT.

3. People Management

- a. Provide leadership and support to employees within agreed areas of responsibility;
- b. Ensure effective and efficient management of relevant employees;
- c. Contribute to strong team working with good communications throughout the organisation; and
- d. Ensure that effective staffing structures are in place within agreed areas of responsibility.

4. Legislative Reform

- a. Contribute to the Council's agenda on legislative reform;
- b. Lead in the transposition of UK exit program [BREXIT] to pharmacy specific legislation; and
- c. Lead on the statutory registration of pharmacy support staff [technicians].

5. Pharmacy Standards

- a. Contribute to the development of professional Standards; and
- b. Contribute to the periodic review and enhancement of Standards.

6. Fitness to Practise – perform the statutory functions of Registrar as set out in legislation

- a. Lead the investigation of and presentation of FtP cases;
- b. Lead liaison with other regulatory bodies regarding FtP activities;
- c. Contribute to the cost effectiveness of the FtP processes including timeliness; and
- d. Lead the development of FtP processes for pharmacy technicians [when statutory registration occurs].

7. Pharmacy Education – perform the statutory functions of Registrar as set out in legislation

- a. Lead the development of the pre-registration training programme including the professional registration examination;
- b. Lead the maintenance and development of CPD;
- c. Further develop CPD to meet the requirement for CFTP; and
- d. Manage and assure the accreditation processes of those universities wishing to teach, and teaching, a Master of Pharmacy degree and those institutions providing qualifications for annotations.

8. Registration - perform the statutory functions of Registrar as set out in legislation

- a. Maintain and oversee the Register of pharmacists and premises;
- b. Ensure only those eligible to join the Register are permitted to do so;
- c. Amend the Register in accordance with statutory provisions; and
- d. Ensure compliance with data protection requirements in relation to registration issues including CPD and FtP.

9. Administration and IT

- a. Contribute to the development and maintenance of the:
 - i. Organisational functions; and
 - ii. Best use of Information technology.

10. Other

- a. Undertake any other duties commensurate with the nature and responsibility of this position.

Person Specification

Essential skills, experience and knowledge:

- Relevant Degree or other relevant Qualification *

Knowledge and understanding of regulatory processes and the responsibilities of a regulator:

- Experience or knowledge of investigation of complaints
- Experience or knowledge of instructing solicitors
- Personal interest in, and experience of, aspects of public health, with particular regard to matters of regulation and/or workforce development
- Ability to provide concise and authoritative briefings, reports and summaries on matters relating to health and social care, especially public health, wellbeing and health inequalities
- Experience of dealing at senior levels with individuals, organisations and governments in matters relating to health and social care, especially public health, wellbeing and health inequalities
- Financial management including management and production of estimates and budgets
- Effective team player with senior experience at or near board level
- Effective management of self and staff
- Knowledge of schemes of CPD and revalidation

Desirable skills, experience and knowledge:

- Experience in Strategic Planning
- Legal knowledge or experience
- Experience of working with committees
- Experience or knowledge of pharmacy practice or pharmaceutical science

*degree to be relevant to healthcare or regulatory activity