

Pull out and keep supplement

General  
Pharmaceutical  
Council

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# The GPhC and Me

## Registration and renewal





# Registration and renewal

The change in the pharmacy professions' regulator from the Royal Pharmaceutical Society (RPSGB) to the General Pharmaceutical Council (GPhC) has been well publicised.

Registrants have been kept informed both about timings for the changeover and about resulting and immediately noticeable differences in approach and requirements which will immediately affect them (such as the issuing of a new GPhC registration number) not only through their professional media, but also through a series of mailings designed to assist with the transition process and provide information and advice on the immediate steps which must be taken in order to maintain their registration.

The purpose of this GPhC "pull out and keep" supplement, which has been produced in association with *The Pharmaceutical Journal*, is not only to provide information to facilitate individuals' approach to the change in regulator, but also, and importantly, to

state and restate the philosophy behind some of the more apparent and immediate changes, so that the professions which will be regulated by the GPhC have explanations to hand about the change in regulator and the change in that regulator's approach.

## Registration numbers

GPhC registration numbers will differ from the previous RPSGB membership number. While the RPSGB number will still be valid for those professionals who remain in membership of the Society, any registrant wishing to practise professionally will need to use the new GPhC issued registration number immediately they receive it in order to do so. RPSGB membership numbers will not be valid as proof of registration. The decision to issue new numbers to GPhC registrants has been taken pragmatically, recognising both that a new organisation needs a new approach, and that the numbers associated with the Royal Pharmaceutical Society have a traditional significance in their association with that body.

## Retention or renewal?

The concept of renewal of rather than retention of registration is part of the modernisation of pharmacy regulation and brings the pharmacy professions into line with their healthcare peers and with other regulated professions. The Pharmacy Order now states that registration is for a fixed period and must be renewed, with the registrant affirming his or her continuing and continued fitness to practise. The affirmation brings with it professional accountability. It requires individuals to declare their fitness to practise and their ability to meet key criteria, including continuing professional development. The self declaration falls short of demanding information on some of the specifics required by other regulated professions, so permitting a modern and flexible approach to regulation. But, the declaration will be binding and individuals will be required if asked, to substantiate the declarations they have made.

The Fitness to Practise self declaration is the corner-stone of the process for renewal of registration. The questions you will be asked appear on pages 6 and 7.

The effect of this new approach to registration is to make the process much more like a licensing mechanism which requires a renewal before the date of expiry. The previous registration process and approach was governed largely by the nature of the former regulator which as a membership organisation provided for retention of membership and therefore of registration.

Under the Pharmacy Order, an entry in the register will cease to be valid after one year unless it is renewed, so the renewal process must be completed before the expiry date. The GPhC will send out renewal notices three months in advance of the date of expiry. Declarations of fitness to practise must be made by registrants and the renewal fee paid two months in advance of the date the entry is due to expire to ensure a renewal is effected on the due date.

Appreciating that this is a major change for registrants, the GPhC has secured a transitional provision for its first operational year meaning that the deadline for renewals occurring this year in 2010 (i.e. for registration for 2011) will be one month, rather than two months, before the expiry date. For registrants who will automatically transfer over from the RPSGB register when the GPhC goes live it means that the expiry date will be 31 December 2010 and renewals must be made by no later than 30 November 2010.

## Non practising RPSGB registrants

Individuals currently registered on the RPSGB's non practising register will not transfer to the GPhC's register meaning that they will no longer be regulated. If there is a need to be registered for the purposes of practising, urgent action is required before 27 September 2010. Please see [www.pharmacyregulation.org](http://www.pharmacyregulation.org) for further details.





## First registrations

The RPSGB has a fixed period of registration running from 1 January to 31 December, so that no matter when the initial registration takes place, the initial registration period runs from that date until the 31 December immediately following. The GPhC, on the other hand, will operate a rolling register, where the initial registration period will be for one year from the date of initial entry to the register (e.g. someone who first joins the register on 1 October 2010 will be registered for one year until 30 September 2011). This will not affect existing RPSGB Registrants.

Application forms for entry of either pharmacists or pharmacy technicians to the register can be countersigned by either pharmacists or pharmacy technicians, which differs from the previous RPSGB requirement that they be countersigned by a pharmacist.

Copies of documents that are submitted in support of an application, such as copies of marriage certificates or copies of certificates of change of name, will need to be countersigned by a solicitor or notary whereas under the current RPSGB rules they can be EITHER certified by a notary OR warranted to be a true copy by a pharmacist.

If names on the documents are not the same and there is not for example a marriage certificate to cover the change, then a statutory declaration completed before a solicitor must be submitted.

The changes are intended to harmonise the application process for pharmacists and pharmacy technicians.



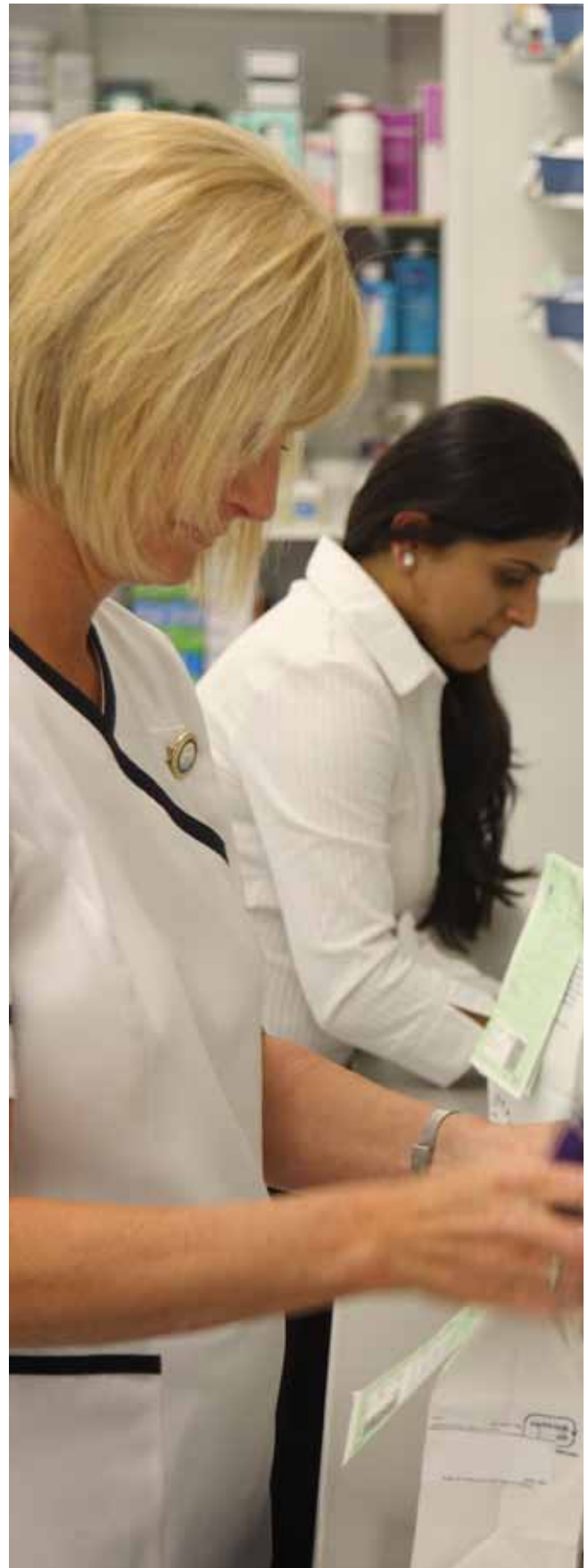
## Pharmacy premises

The renewal process for pharmacy owners will change. The premises renewal process will commence on the 27 September 2010, and will conclude on 30 November 2010. The Application to Renew Premises Form will provide a step-by-step guide on renewals and any applications to remove premises from the Register. To ensure the registration of pharmacy premises for 2011, the application and renewal payment must be received by the GPhC by no later than 30 November 2010. Premises registration numbers will not change. Details of registered premises will be available on the GPhC website [www.pharmacyregulation.org](http://www.pharmacyregulation.org).

## Pharmacy technicians

A statutory register for pharmacy technicians opened on 1 July 2009. If you have the relevant work experience and recognised vocational qualifications you are able to apply to join the register until 30 June 2011. After this date, any pharmacy technicians wanting to join the register will need specific qualifications.

All pharmacy technicians on the current RPSGB practising registers will be required to renew their registration and pay registration fees to the GPhC by 30 November 2010. A new registration number will be issued as the current RPSGB number will no longer be valid. If you fail to apply for renewal by 30 November your entry will not be renewed and you will cease to be registered.



# Renewal Declaration

## I declare that

1. I am applying for renewal in Part 1 (Pharmacists) or Part 2 (Pharmacy Technicians) of the Register and I hereby declare that, in accordance with Article 20(3) of the Pharmacy Order 2010, I intend to practise as a pharmacist or pharmacy technician in England, Scotland, Wales, the Channel Islands or the Isle of Man.
2. The information that I have provided in this application for renewal is complete, true and accurate. I am also aware that I am under a duty to notify the Registrar of any changes to my name, home address or other contact details within one month starting on the day on which the change occurred.
3. I will adhere to the standards relating to conduct, ethics and performance and continuing professional development published by the General Pharmaceutical Council
4. I have in place appropriate indemnity insurance arrangements.
5. I accept that I am under a duty to notify the Registrar if within the renewal period there is any change in the circumstances relating to the fitness to practise declaration that I have made in Section A within 7 days starting on the day on which the event occurred.

## I understand that

6. If the declaration included in this application for renewal is not completed to the satisfaction of the Registrar, my application for renewal will not be processed and I will be deemed to have failed to pay the renewal fee.
7. If I am found to have given false or misleading information in connection with my renewal in the register, this may be treated as misconduct, which may result in my removal from the Register.



# Fitness to Practise Declaration for GPhC Registrants

*(When you apply for renewal, you will need to answer 'yes' or 'no' to these Questions. If you answer 'yes' and have not previously notified us about this matter, you will be asked for supplementary details)*

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, you are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Therefore you are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act and failure to disclose such convictions could result in disciplinary action.

1. Has a determination ever been made against you by a regulatory body in the United Kingdom responsible under any enactment for the regulation of a health or social care profession to the effect that your fitness to practise as a member of a profession regulated by that body is impaired, or a determination by a regulatory body elsewhere to the same effect?
2. Do you currently have any problems with your physical or mental health that may impair your ability to practise safely and effectively or which otherwise impairs your ability to carry out your duties in a safe and effective manner?
3. Have you previously been convicted or cautioned for a criminal offence in the British Islands or elsewhere (which, if committed in England, Scotland or Wales would constitute a criminal offence) or have you previously agreed to be bound over to keep the peace by a Magistrates' court in England or Wales?

*(Please note that Road Traffic offences in which the person committing the offence has been offered the option of paying a fixed penalty (e.g. certain speeding offences etc) will not be treated as a conviction for the purposes of renewal in the Register and need not be declared).*

4. Have you previously agreed to pay a penalty under section 115A of the Social Security Administration Act 1992 (penalty as alternative to prosecution)?
5. Are you currently under investigation by any regulatory body (other than the GPhC) or criminal enforcement authority (e.g. police or NHS Counter Fraud Service) in the British Islands or elsewhere?
6. Have you previously accepted a conditional offer under section 302 of the Criminal Procedure (Scotland) Act 1995 (fixed penalty: conditional offer by procurator fiscal) or have you previously been subject to an order under section 246(2) or (3) of the Criminal Procedure (Scotland) Act 1995 discharging you absolutely (admonition and absolute discharge)?
7. Have you previously been included by the Independent Safeguarding Authority (also known as the Independent Barring Board) barred list (in England, Wales or Northern Ireland) or the children's list or adult's list maintained by the Scottish Ministers?

# The GPhC and Me....

## Renewal of Registration: Pharmacists and Pharmacy Technicians What do I need to do ?



### Step 1 Confirm your details

You will receive your Notice to Renew and your new GPhC Registration Number by 1 October 2010.

If you have not received your Notice by 4 October 2010, please notify us by email at [registers@pharmacyregulation.org](mailto:registers@pharmacyregulation.org)

If your name or address has changed since your last renewal and you have not notified us, complete the Change of Details form at [www.pharmacyregulation.org](http://www.pharmacyregulation.org) and sent it by email to [registers@pharmacyregulation.org](mailto:registers@pharmacyregulation.org)

### Step 2 Renew your registration

You must renew your registration by 30 November 2010. If you fail to do so your entry will be removed from the Register when your registration expires. If you subsequently apply to have your entry restored then you will be required to pay an application and restoration fee.

Renew your registration online through myGPhC at [www.pharmacyregulation.org](http://www.pharmacyregulation.org)

Renew your registration by telephone on **0330 100 4456**

### Step 3 Make your declarations

Ensure that you have read and understood the declarations that you are required to make. More information is provided in the renewal notice.

Complete the fitness to practise declaration.

Complete the renewal declaration.

Confirm your fitness to practise and renewal declarations via an electronic signature.

If you are paying by Direct Debit you must complete your declarations by 25 November 2010.

### Step 4 Pay your fee

Pay your fee by either:

Debit or credit card. Once you have completed Step 3 you will be linked to the secure payment portal to make your payment.

Direct Debit. If you have set up a Direct Debit and do not need to change it, we will collect payment on 30 November 2010.

If you need to change your direct debit instructions complete the Direct Debit mandate form at [www.pharmacyregulation.org](http://www.pharmacyregulation.org) and send it to us at [registers@pharmacyregulation.org](mailto:registers@pharmacyregulation.org) so we receive it before 29 October 2010.