

## Consultant Pharmacist Post Approval - Regulations

These are the regulations that govern the Consultant Pharmacist Post approval process. You should read them carefully, in conjunction with the [Consultant Pharmacist Post approval applicant guidance](#), so that you understand the procedures around the approval process. You must abide by these regulations.

### Definitions

The following definitions will apply to these regulations:

**“Advanced Pharmacy Framework (APF)”** is the RPS framework used for identifying and recognising advanced stages of pharmacy practice.

**“Appeal form”** means the form an applicant may choose to use to submit an appeal against the outcome of a consultant pharmacist post approval panel.

**“Appeals Panel”** is made up of members of the Consultant Pharmacist Implementation Panel and Education & Standards committee. The panel has responsibility for considering appeals made or referred to it in accordance with these Regulations.

**“Applicant”** means the named individual representing the employing organisation(s) applying for consultant pharmacist post approval.

**“Consultant pharmacist”** means an individual who has been recognised and credentialed as having the knowledge, skills, behaviours and experience required to practise at consultant-level and who is working in an approved consultant pharmacist post.

**“Consultant Pharmacist Implementation Panel”** means the panel convened by the RPS to govern the implementation of RPS consultant credentialing activities.

**“Consultant pharmacist post approval fee”** means the fee for providing the assessment services outlined in these Regulations as published by the RPS from time to time. Fees are available on the [RPS website](#).

**“Consultant pharmacist post approval form”** means the application form which must be completed for a post to be reviewed by the Consultant pharmacist post approval panel.

**“Consultant pharmacist post approval panel”** means the group of experts convened by the RPS to review consultant pharmacist post approval applications. The panel will comprise a clinical expert, a pharmacy leader, a representative of an education commissioning body and a member from the RPS.

**“Directory of approved consultant pharmacist posts”** means the directory of all approved consultant pharmacist posts which will be maintained by the RPS and publicly accessible on the [RPS website](#).

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"**Disability**" means a disability within the meaning of section 6 of the Equality Act 2010.

"The **Equality Act**" means the Equality Act 2010 (and any reference to a statute includes: that statute as amended from time to time; any statute re-enacting or replacing it; and any statutory instruments, regulations or rules made under that statute or any statute re-enacting or replacing it).

"**Education & Standards committee**" means the committee responsible for the overarching quality assurance of all RPS assessments and credentialing activity.

"**GPhC**" means the General Pharmaceutical Council.

"**Head of Assessment & Credentialing**" means the Head of Assessment & Credentialing in the Education & Professional Development department of the RPS or their nominee.

"**RPS**" means the Royal Pharmaceutical Society.

"**RPS Website**" means the dedicated website of the Royal Pharmaceutical Society found at the following address: <https://www.rpharms.com/>.

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## Scope

1. These regulations apply from 6<sup>th</sup> January 2020.

## Language of the consultant pharmacist post approval process

2. All aspects of the consultant pharmacist post approval process will be carried out in the English language.

## Submitting a consultant pharmacist post approval application

3. Before an applicant submits a consultant pharmacist post approval application, they must include in their application:
  - a) A completed consultant pharmacist post approval form
  - b) A job description for the proposed post-holder of the consultant pharmacist post
  - c) A person specification for the proposed post-holder of the consultant pharmacist post
  - d) An organisational map showing the key working relationships of the proposed post-holder of the consultant pharmacist post
  - e) A sample job plan for the proposed post-holder for the consultant pharmacist post
4. In order for the consultant pharmacist post approval application to be processed by the RPS and forwarded for review by a consultant pharmacist post approval panel, the applicant must pay the consultant pharmacist post approval fee.
5. Applications must be received by the application submission deadline to be considered by the corresponding consultant pharmacist post approval panel. Submission deadlines and their associated approval panels are available on the [RPS website](#).
6. If an applicant is a person with a disability and requires reasonable adjustments to be made to the application process, they should contact the Head of Assessment & Credentialing to discuss alternative application mechanisms.

## Reviewing consultant pharmacist post applications

7. Once the relevant consultant pharmacist post application deadline closes, applications will be checked internally by RPS staff to ensure the required documentation has been provided by the applicant.
8. RPS will convene a consultant pharmacist post approval panel to review the consultant pharmacist post approval documentation against the required criteria and standard.
9. Consultant pharmacist post approval panel membership will include a clinical expert in the area(s) of practice of the post, a pharmacy leader with a system wide role, representation from an education commissioner and a member from the post approving organisation (RPS).
10. Feedback will be collated from each consultant pharmacist post approval panel member by the RPS. If the decision regarding the post is unanimous amongst all panel members, then the outcome will be confirmed without recourse to a formal meeting.

11. If the decision of panel members is not unanimous, a meeting will be convened where the application will be discussed and consensus on the final outcome achieved.
12. At the discretion of the Chair of the consultant pharmacist post approval panel, the applicant may be invited to join the meeting to represent the applicant organisation.
13. The potential outcomes of the consultant pharmacist post approval panel are:
  - **Post approved**
  - **Provisional post approval** – panel states any changes required and reviews only the relevant section(s) of an amended application
  - **Post not approved** – panel states why post has not been approved and a resubmission to a full panel is required at a future review date
14. Outcomes will be delivered in writing to applicants within 8 weeks of the corresponding application closing date.
15. Approved consultant pharmacist posts will be published on the publicly accessible Directory of approved consultant pharmacist posts on the [RPS website](#).
16. If the applicant wishes to make changes to the approved post following approval, which are of such a nature as to fundamentally change elements of the consultant pharmacist post approved by the original consultant pharmacist post approval panel, it is the responsibility of the applicant to alert the RPS of this and to resubmit a consultant pharmacist post approval application for review reflecting these changes.

## **Applicant misconduct during the consultant pharmacist post approval application process**

17. For the purposes of these Regulations, “misconduct” in the consultant pharmacist post application process includes:
  - a) Falsifying evidence or information for inclusion in the application
  - b) Using, attempting to use, assisting another to use or attempting to assist another to use any other unfair, improper or dishonest method to gain advantage in any part of the process
  - c) writing in or attaching to any papers, or giving orally or electronically, any message or appeal to a consultant pharmacist post approval panel member with the intention of influencing their decision
  - d) making significant unauthorised changes to the approved consultant pharmacist post which do not reflect the evidence and information included in the original consultant pharmacist post approval application
18. Where a member of RPS staff, a member of the consultant pharmacist post approval panel or other complainant suspects an applicant of misconduct, they should report the matter promptly in writing, by letter or email, to the Head of Assessment & Credentialing.

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19. Upon receipt of an allegation of misconduct, the Head of Assessment & Credentialing will decide upon examination of the initial evidence whether the allegation should be investigated and, if so, what form the investigation should take.
20. The Head of Assessment & Credentialing will write to the applicant informing them that the allegation has been received and what will happen next, including (but not necessarily limited to):
  - a) Whether:
    1. the allegation will be investigated to obtain more details before it is referred to the Appeals Panel; or
    2. the allegation will be referred straight to the Appeals Panel with such details as are available; or
    3. no action will be taken by the RPS in relation to the allegation;and (if relevant)
  - b) Requesting a written statement from the applicant of observations on the allegation.
21. If the Head of Assessment & Credentialing decides that it is appropriate to investigate the allegation before it is referred to the Appeals Panel, they will carry out the investigation with a qualified pharmacist appointed by the RPS.
22. The investigation by the RPS will depend on the nature of the allegations raised:
  - a) The investigation will include consideration of the RPS's written observations and may include obtaining written and/or oral evidence from the complainant, the Applicant, and/or other persons and examine other evidence and other written materials as deemed necessary by the RPS.
  - b) The length of the investigation will usually depend on the complexity and seriousness of the allegations. The investigation will be completed as efficiently as reasonably practicable. It is expected that it will normally be completed within 28 days of the letter being sent informing the applicant that an allegation has been made; however, it is recognised that this may not be possible in all cases. For the avoidance of doubt, the additional duration of an investigation over the 28-day period will not invalidate it in any way.
  - c) The RPS will make reasonable efforts to ensure the applicant is kept informed of progress. The complainant may also be kept informed, depending upon interest in the matter.
23. At the end of the investigation, the details of the investigation, including the applicant's written observations on the findings and any recommendations of the investigators, will be referred to a meeting of the Appeals Panel. For the avoidance of doubt, the Appeals Panel members are not bound to follow the investigators' recommendations.
24. Upon receipt of details of a case, the Appeals Panel will meet in private to decide based on the documents before it whether there is a case to answer.

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- a) If they decide there is no case to answer, no further action will be taken by the RPS.
  - b) If they decide there is a case to answer, the application will not be forwarded for review by the consultant pharmacist post approval panel and the application will need to be resubmitted at a future panel.
25. The applicant will be informed in writing of the decision of the members of the Appeals Panel. The complainant may also be informed, depending upon his or her interest in the matter and at the discretion of the RPS.

## Appeals

26. An applicant who reasonably believes that a procedural and/or administrative irregularity may have occurred in the consultant pharmacist post approval process may submit an appeal.
27. A completed appeal form or full written statement of the appeal which sets out the grounds for the appeal must be submitted to the Head of Assessment & Credentialing either by email or by post within 28 days of the notification of the assessment results. The appeal fee must also be received by the RPS within this 28-day period.
28. The fees for each appeal are set out in the appeal form. Appeals will not be considered until payment has been received.
29. The RPS will acknowledge receipt of the appeal and associated appeal fee in writing within 10 working days. As part of this acknowledgment, it may also request additional details or information in relation to the applicant's appeal.
30. An appeal can only be made if the applicant reasonably believes that there were **procedural** and/or **administrative irregularities** or **mistakes** in the conduct of the consultant pharmacist post approval process, which were of such a nature as to cause reasonable doubt about whether the members of the consultant pharmacist post approval panel would have reached the same conclusions had the irregularities not occurred.
31. An appeal cannot be made against the judgment of any member(s) of the consultant pharmacist post approval panel i.e. an applicant's unsubstantiated opinion that their application has been assessed harshly or incorrectly by member(s) of the consultant pharmacist post approval panel will not constitute valid grounds for an appeal.
32. All appeals will be anonymised and referred to the next available meeting of the Appeals Panel.
33. The Appeals Panel will meet in private and decide on the basis of the documents before it whether to:
1. uphold the appeal; revise the consultant pharmacist post approval outcome, if it believes from the evidence a procedural and/or administrative irregularity or mistake has occurred;

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2. uphold the appeal; expunge the attempt from the appellant's record and refund the original assessment fee, if it believes from the evidence a procedural and/or administrative irregularity or mistake has occurred;
  3. refuse the appeal if it believes there is no evidence a procedural and/or administrative irregularity or mistake has occurred.
34. If the Appeals Panel dismisses an appeal, the fee outlined in Regulation 28 will not be returned to the appellant but, if the Appeals Panel upholds an appeal, the appeal fee will be returned to the appellant.
35. The decision of the Appeals Panel is final with regards to appeals.

## **Complaints**

36. This section of the Regulations only covers complaints which do not relate to reconsideration of the outcome of a consultant pharmacist post approval panel. Applicants wishing to have the outcome reconsidered should follow the Appeal process set out in Regulations 26-35.
37. An applicant who wishes to complain about any aspect of the consultant pharmacist post approval process should submit a written report to the Head of Assessment & Credentialing. A complaint will not result in a reconsideration of the approval panel outcome.
38. The Head of Assessment & Credentialing will investigate and respond to the complaint as soon as practicably possible.