

# Foundation Trainee Pharmacist National Recruitment Scheme via Oriel

## Employer Guidance 2025



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# 1. Introduction

This guide has been developed to support all employers who employ foundation trainee pharmacists and are approved to do so. It includes:

- The processes and timelines of the Foundation Trainee Pharmacist National Recruitment Scheme (NRS) via Oriel from beginning to end.
- Details of the commitment required from employers, including data and information gathering, arranging employment contracts and meeting quality requirements.
- Information and signposting to key terms and policies that underpin the foundation training programme and allow for consistent and effective onboarding of training sites and trainees

In 2017, a Foundation Trainee Pharmacist National Recruitment Scheme was introduced for all hospital employed Foundation Trainee Pharmacists in England and Wales. In addition, community pharmacy employers were invited to participate, and a large number chose to recruit via this route.

The overall management of the Foundation Trainee Pharmacist National Recruitment Scheme resides with the NHS England Workforce Training & Education (NHS England WT&E) Pharmacy Recruitment teams and Health Education and Improvement Wales (HEIW). The lead recruitment team is referred to throughout this Guide as the Pharmacy National Recruitment Office (PNRO). The PNRO is supported by regional Recruitment and Pharmacy teams who liaise directly with employers.

The IT system used to support recruitment is called Oriel. It has been used for many years in medicine and more recently in dental and health care science recruitment. The recruitment system and selection methodologies used are evidence based, transparent and fair.

## 1.1 Reforms to the initial education and training of pharmacists and how these affect foundation trainee pharmacist recruitment

The 2025-26 training year marked the culmination of a significant reform programme in the initial education and training of pharmacists, announced by the General Pharmaceutical Council (GPhC) in 2021.

The reform programme in its entirety will not be covered in this guide, however some key elements are summarised below:

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- From 2025, NHS England WT&E assumed responsibility for quality management and overseeing the delivery of the foundation training year across all sectors of practice, with HEIW assuming that responsibility for Wales.
  - From 2025 the Foundation Trainee Pharmacist National Recruitment Scheme became the only route for employing a Foundation Trainee Pharmacist. To recruit a trainee for the 2026 foundation training year, employers **must** register with the National Recruitment Scheme within the registration window, which opens on 9 January 2025 and closes on 1 March 2025. This window cannot be extended, and any employers not registered will be unable to recruit a trainee for their foundation training programme.
  - Most foundation trainee pharmacists will register as independent prescribers at the end of their training programme. There is a requirement for key GPhC learning outcomes related to prescribing to be evidenced in the training year, and so employers must confirm that, in accordance with GPhC requirements, the trainee will have access to:
    - a Prescribing Learning Environment
    - a Designated Supervisor
    - a Designated Prescribing Practitioner
  - At the point of registration with the National Recruitment Scheme, employers will not be asked for details of where the prescribing learning environment will be located, or who the Designated Supervisor and Designated Prescribing Practitioner will be. Employers will be required to supply these details closer to the start of the training year.
  - To support consistent induction and appropriate allocation of staff, employers must ensure trainees begin their training on a suitable date within the below start date windows:
    - Summer start date window: 13 July 2026 to 3 August 2026
    - Autumn start date window: 19 October 2026 to 9 November 2026
  - Employers must allow for trainee intakes in both the Summer and Autumn windows

NHS England WT&E has been providing regular updates to stakeholders as the reform programme progresses, and employers must ensure they are aware of these changes; full

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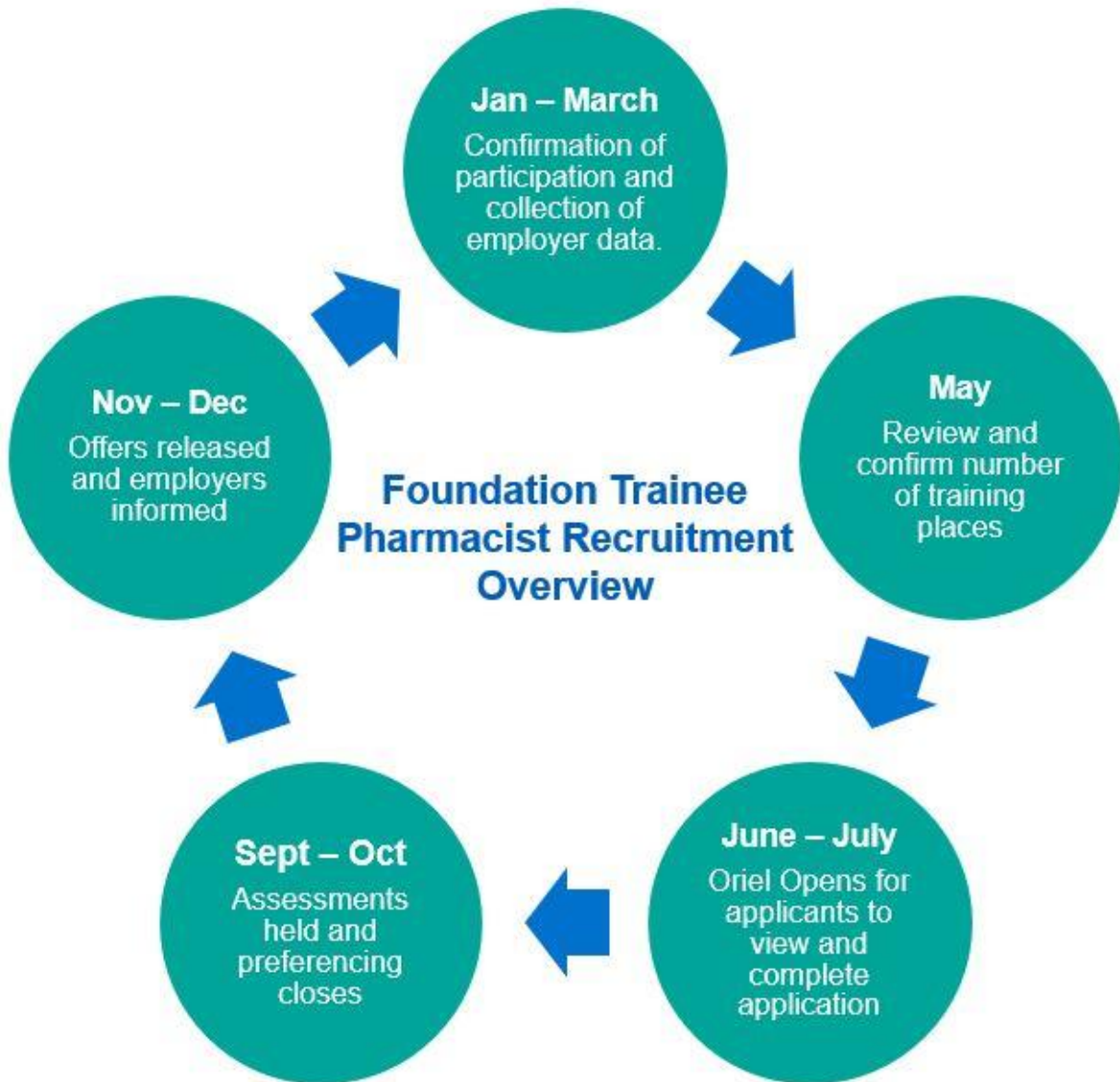
details and regular updates can be found at: [Implementing the foundation pharmacist training year 2025/26 | NHS England | Workforce, training and education \(hee.nhs.uk\)](https://www.hee.nhs.uk/workforce-training-education/implementation/foundation-pharmacist-training-year-2025-26)

## 1.2 Benefits of recruiting nationally

The following benefits of the National Recruitment Scheme (NRS) for Foundation Trainee Pharmacists via Oriel have been recognised:

- The selection criteria have been developed through a robust research process, including development of a Professional Attributes Framework
- Selection is values based
- Selection methods utilised are evidence based
- Selection is standardised across sectors thereby promoting a more flexible and equitable workforce
- Selection is managed by NHS England thereby reducing risk of litigation to employers
- Pharmacy can be more easily and affordably included in wider NHS processes and systems, for example trainee information systems
- Pharmacy can be part of shared learning across professions in relation to recruitment
- Reduced duplication and administrative costs of multiple recruitment processes to employers and applicants
- Cost per trainee reduces as the system is rolled out and implemented for all foundation trainee pharmacists
- It is fair and transparent to applicants with high levels of acceptability
- Allows for a consistent benchmarking of quality for training sites, via agreement with and adherence to the NRS Terms of Participation

**Diagram 1: National Foundation Trainee Pharmacist Recruitment Overview**



The above diagram represents the yearly cycle of the National Recruitment Scheme; further information about each activity is described within this guide.

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## 1.3 The Oriel system

The Oriel recruitment system has been developed to enable all applicants across England and Wales to complete one application form for their foundation training. Once an applicant has completed and submitted their application form, the next step is for them to choose which potential employers they would like to complete their training with. To do this, the system allows applicants to categorise all the different programmes available to them by:

- positively preferencing them (ranked order),
- preferencing (no order) or,
- indicating programmes not wanted.

Due to the vast number of programmes available, a robust filtering system is available to support applicants to make their choices. Applicants can filter in many different ways including by sector (primary care/hospital/general practice), whether the employer offers Skilled Worker Visa sponsorship, location and rotation options e.g. in general practice (a rotation within the filtering system is defined as being of at least 13 weeks in duration).

### 1.3.1 Accessing the Oriel system

The Oriel system is an open access website which means that anyone can view programme information. All programme information for the next cohort of foundation trainee pharmacists will be available to view from June. You do not need a login to view this information. To access the system visit [Oriel - Home](#).

During the latter part of the recruitment process and once offers have been made to eligible applicants, successful applicant information will be released to employers directly by the Pharmacy National Recruitment Office (PNRO) via an Oriel account. Please note that further information on this process will be provided to employers nearer the time of applicant information release.

Employers cannot self-register onto the Oriel system. Registration with the National Recruitment Scheme is managed by NHS England WT&E and takes place between January and March each year. Further information about the registration process is shared with employers nearer the time and is made available on the National Recruitment Scheme webpages (see [Section 5](#) below).



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## 1.4 Marketing your programme(s) to attract applicants

One of the most important factors in attracting high quality applicants and filling places is how you market and promote your foundation training programmes. You are therefore advised to take time to think carefully about how you describe your programme(s) and should ensure that you highlight any elements of the programme that you feel would be attractive to applicants.

For example, you should consider competitive salaries, hours of work, the benefits of working in the local area, and any other aspects of the programme that make it stand out from others. An example is included in [Appendix 1](#).

In addition, you can view programme information by downloading the Pharmacy Employers and Programme Information Excel spreadsheet via <https://london.wtpharmacy.nhs.uk/national-recruitment/>

You may also wish to attend University careers events, hold local open days or use social media to promote awareness of your programme(s).

If your organisation has a website, you may like to have a dedicated web page for your foundation training programme(s) to further advertise your foundation training. Employer websites can be displayed on Oriel and employers have the option to include these as part of the registration process with the National Recruitment Scheme. Tools such as TinyURL allow employers to add a shortened link to further information about their foundation training within their Oriel programme description.

Effective marketing is extremely important to attract the highest calibre applicants. [An Applicant Preferencing Evaluation Report](#) carried out in 2018 shows that applicants are influenced by the quality and depth of the information provided by prospective employers via Oriel.

It is employers' responsibility to ensure that their programme information is accurate and of an acceptable standard. NHS England WT&E will not review or amend programme information on behalf of employers.

## Tips for marketing your programme(s) to potential applicants:

Look at what employers have advertised on Oriel for ideas of what to include in your programme description, including hospital employers whose information is generally rated highly by applicants.

Location is the second highest factor in determining choice of foundation training, a factor which cannot be influenced by an employer. However, the highest factor is opportunities for career progression which, if available to the applicant upon registration, would be worth including in the information provided to them.

A clearly defined and well-structured training programme is important together with other factors which indicate a quality programme or rotation.

Salary is a less important factor however if it is much lower than comparable options it may put applicants off preferencing your programme.

Anecdotally, applicants will often choose a lower paid programme of quality over a higher paid one with unclear or insufficient information about what training is offered.

Think about how you can illustrate the quality of your programme – maybe you have the flexibility to offer a more tailored programme, offer interesting services, have a close working relationship with your local GP practice or you have won an award.

For rural areas, consider including information about job opportunities post registration, and about the local area and services.

For equality and diversity reasons NHS employment regulations do not allow employers to specify the need for a car or to be able to drive as a requirement, so it is essential that the availability (or lack) of public transport options is clearly described. This will help applicants identify if the training programme is suitable for them to preference.

Multi-sector programmes are extremely popular with applicants. However to avoid misunderstandings, programme information should make it clear if travel between sites will be necessary. Further, for programmes with multi-sector rotations:

- All rotation training sites should be located within a 'reasonable' geographic distance of the trainee's main base site (employers may use their own discretion to determine a reasonable distance based on local geography and transportation options)

### Tips for marketing your programme(s) to potential applicants:

- Information about travel arrangements for rotations should be provided, such as availability (or lack) of transport links including public transport. As previously mentioned, the need for a car or to be able to drive cannot be specified in the programme information provided to applicants.

Protected study time is very attractive to applicants. Applicants also look for programmes that offer quality training and/or support throughout the training year.

Sponsoring Skilled Worker Visas may increase your chances of filling your programme however you must be prepared to meet the salary requirements (see section 5.1.2 below).

If you receive enquiries directly from students give them appropriate information and direct them to preference your programme(s) on Oriel.

You may also wish to send promotional information about your foundation programme(s) (preferably as a Word document or PDF) to the foundation training lead at your local School of Pharmacy for distribution to their students and to attend any careers events offered by them.

**Reminder: Please be reminded that the only route of entry to foundation pharmacist training for applicants is via the National Recruitment Scheme.**

## 1.5 Equality and Diversity Considerations

A recent equality impact assessment of the National Recruitment Scheme highlighted that, whilst the process itself helps to reduce bias in recruitment of individuals from diverse ethnicities and backgrounds, employers could do more to advertise their pro-diversity credentials. Emphasising the diverse and inclusive nature of your workplace may help to attract a wider pool of applicants and organisations whose programme information or websites actively support recruitment of applicants with disabilities, or who display their support of LGBTQ+ applicants would be welcomed.

Additionally, it is expected that employers will support applicants requesting to work less than full time to complete their foundation training. The GPhC defines part-time as working at least 17.5 hours per week worked over at least three days a week. Employers should work with trainees to establish whether or not the approved training plan can be adapted to

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fit part-time working whilst still providing the opportunity for all the GPhC learning outcomes to be met.

## 2. Pharmacy Foundation Training

Pharmacists are registered professionals with the GPhC who must undertake a four-year Masters in Pharmacy (MPharm) qualification, followed by 52 weeks of foundation training in the workplace, successfully pass the GPhC registration assessment and demonstrate all of the GPhC learning outcomes to be eligible to apply to register.

Individuals who are registered pharmacists outside of the European Economic Area are required to undertake a one-year Overseas Pharmacists' Assessment Programme (OSPAP) qualification followed by 52 weeks of foundation training in the workplace and pass the GPhC registration assessment to register as a pharmacist in the U.K

There are a small number of integrated five-year MPharm programmes with 2 x 6-month foundation training rotations dispersed throughout. In addition, there is one MPharm sandwich programme with a 6-month foundation training period in year 3 and one in year 5.

Most foundation trainee pharmacists sit the GPhC registration assessment towards the end of their foundation training year.

Foundation training takes place in one or more approved training sites and foundation trainee pharmacists work under the supervision of an approved Designated Supervisor to demonstrate the required knowledge, skills and attitudes expected of a pharmacist.

Foundation training programmes can be hosted in a variety of settings; however, each training programme must be approved and must include a minimum of 26 weeks in a patient facing setting. All foundation training programmes are 52 weeks in duration with some offering a number of rotations within that programme. These rotations can include working in primary care (community pharmacy, general practice, Health and Justice services), secondary care (hospitals), the pharmaceutical industry or in an Integrated Care Board.

During their foundation training trainees must demonstrate that they have met all the GPhC learning outcomes.

**The demonstration of GPhC learning outcomes related to registration as a pharmacist independent prescriber is a core component of the foundation training programme. Employers must provide eligible foundation trainee pharmacists with access to a Prescribing Learning Environment and a Designated Prescribing Practitioner (prescribing supervisor) during their foundation training.**

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**OSPAP graduates will not be able to qualify as independent prescribers and will be required to demonstrate all GPhC learning outcomes barring those linked to prescribing competency.**

Further details of all the changes to foundation training from 2025-26 can be found [here](#).

## 2.1 Who is Eligible to Apply?

Applicants who are eligible to be considered for the foundation training programmes within the National Recruitment Scheme are:

- All current third year MPharm undergraduates
- MPharm graduates
- Overseas Pharmacists' Assessment Programme (OSPAP) students
- OSPAP graduates

## 2.2 Employers of Foundation Trainee Pharmacists

Foundation trainee pharmacists are employed by individual employers (for example community or hospital pharmacies) in England and by NHS Wales Shared Service Partnership (NWSSP) in Wales. For full-time trainees must be employed for the full 52 weeks duration of the training programme.

Some trainees change employer during their foundation training, for example if they are undertaking a programme whereby they will be employed by a community pharmacy for 26 weeks and by a hospital pharmacy for the remaining 26 weeks. If the programme includes a rotation of less than 26 weeks, the employer does not usually change during the training year.

Any organisation can employ a foundation trainee pharmacist (as long as all other requirements for provision of the learning environment are met). This includes but is not limited to:

- a. NHS Managed Sector (e.g. Acute and Mental Health Hospitals)

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- b. Community Pharmacy (including Distance Selling pharmacy)
  - c. General Practice / Primary Care, including Health and Justice
  - d. Other Private, Independent and Voluntary Organisation employers where provision includes patient facing care that is commissioned by the NHS
  - e. Other organisations (e.g. Academia, Pharmaceutical Industry)

Community pharmacy employers range in type from large 'high-street' multiples to individually owned independent pharmacies serving a local population.

Hospital pharmacy employers range from large teaching hospitals to smaller district or local hospitals. Some hospitals who employ foundation trainee pharmacists specialise in paediatrics, mental health, cancer treatment, ophthalmology and orthopaedics.

For foundation programmes that include more than one employer, the National Recruitment Scheme requires a 'lead employer' to be identified to register the programme with the Scheme and to receive communications during the recruitment cycle on behalf of the other employers.

If you are not currently an approved training site for foundation training and would like to consider training a foundation trainee pharmacist, please see section 8: Onboarding in this handbook, visit the [NHS England Foundation Training website](#) for further information and contact the relevant NHS England regional Pharmacy team with any programme enquiries.

Contact details are available in [section 8](#).

## 2.3 Multi-Sector Programmes

Multi-sector foundation programmes offer two or more rotations of 13 weeks or longer in length. They must include a minimum of 26 weeks in a patient facing pharmacy sector (a community or hospital pharmacy), with the remainder allowed to be completed in non-patient-facing or non-pharmacy settings such as the pharmaceutical industry, general practice, Health and Justice services and Integrated Care Boards.

Multi-sector foundation programmes are generally more popular with applicants than single sector programmes, and therefore may increase the likelihood of filling your programme(s) if you are able to provide one (the fill rate for multi-sector foundation programmes with

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General Practice is usually between 75% to 85%). Other benefits of offering a multi-sector foundation programme include:

- Developing a pharmacist workforce capable of working across the healthcare system better prepared to deliver advanced patient care upon registration
- Improving the understanding of transfer of care issues and how to support patients as they transition between care settings
- Enhancing the relationship between partner sites within the programme
- Promoting the role of pharmacists in non-traditional sectors of practice as part of a portfolio career
- Trainees developing a broader skill set, allowing them to better support service delivery in their main sector of employment
- Trainees educating colleagues (in all sites) regarding barriers to and difficulties with communication and transfer of care

Multi-sector foundation programmes also allow trainees to collect evidence for prescribing competence as part of the GPhC learning outcomes for the foundation training year, in particular when the lead employer does not have a Designated Prescribing Practitioner onsite.

Further details about the GPhC learning outcomes, which include prescribing, and regular updates about the implementation of the reforms to the initial education and training of pharmacists can be found [here](#).

Wales only offers multi-sector foundation programmes; to find out more information about these, please contact HEIW. Contact details can be found in [section 8](#).

Foundation programmes that include multi-sector rotations will require training plans to be submitted and approved which include the objectives of the training provided in all areas of practice, and activities that trainees will complete during their training will need to be mapped to the GPhC learning outcomes. Further details can be found in Section 8 of this handbook.

Specific information on how multi-sector foundation programmes are registered with the National Recruitment Scheme can be found in [section 5](#).

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### 3. Timelines

The key timelines within the recruitment process and what is required from employers at each stage can be found in [Appendix 2](#). All deadline dates will be available on the National Recruitment Scheme [website](#).

## 4. Participating in the National Recruitment Scheme

It is mandatory for all employers in England and Wales who wish to train a foundation trainee pharmacist to recruit via the National Recruitment Scheme, and we invite employers from all relevant sectors of practice to join the Scheme.

### 4.1.1 Registration with the England Scheme

To recruit via Oriel, employers must register each year via an online form, provide programme specific information and agree to meet the Terms of Participation. More information about registration and providing programme specific information can be found in [section 5](#).

### 4.1.2 Registration with the Wales Scheme

To recruit via Oriel into a foundation training programme in Wales you must apply via Health Education and Improvement Wales (HEIW) and NOT via the National Recruitment Scheme website. Wales moved to a centralised training programme in 2020 whereby all trainees are employed by the NHS irrespective of the sector of practice. Since 2022, Wales has only offered multi-sector programmes. If you wish to become a host organisation for a foundation trainee pharmacist you will be required to agree to the Terms of Participation and provide your declaration of interest to HEIW. If you wish to offer any foundation training places in Wales, please e-mail [laura.doyle3@wales.nhs.uk](mailto:laura.doyle3@wales.nhs.uk). This recruitment process will follow the same timeline and activities as in England.

### 4.1.3 Registration with the Scotland Scheme

Scotland has its own employer registration process, for more details please visit this [website](#). Since 2021 Scotland has used the same selection methods as in England and Wales and follows the same recruitment timeline. Specific dates will be provided by the recruitment team at NHS Education for Scotland (NES). Applicants will only be required to



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sit the SJT and numeracy assessment once to be eligible for foundation training programmes in both Scotland and England. You will be required to agree to the Terms of Participation and provide your programme information on the NES Trainee Provider Information site once your programme has been approved.

#### 4.1.4 Terms of Participation and meeting the NHS England Workforce Training and Education (formerly Health Education England) Quality Framework

To recruit via the National Recruitment Scheme, all employers must agree and abide by the [Terms of Participation and NHS England Workforce Training and Education Quality Framework](#) (or Welsh equivalent). Please read both documents via our website before completing the online registration form as described in section 5. The Oriel Privacy Policy can be found at the bottom of the Oriel [home page](#).

Employers in Wales must be approved for foundation training by HEIW. Please e-mail [laura.doyle3@wales.nhs.uk](mailto:laura.doyle3@wales.nhs.uk) for further information.

**Reminder:** Please remember that you cannot recruit a foundation trainee pharmacist outside of the National Recruitment Scheme, and therefore you must ensure that all foundation training programmes that you wish to recruit into are registered with the Scheme within the registration window and by the deadline of 1 March.

The specific markers listed within the Quality Framework for Foundation Training will be monitored. NHS England **reserves the right to withdraw employers** from the National Recruitment Scheme if the markers are not adhered to and if the Terms of Participation are breached.

## 5. Registration with the England Scheme and providing Programme Information

To recruit via Oriel, employers must:

- register each year via the online registration form
- provide programme specific information as part of the registration process
- agree to meet the Terms of Participation of the Scheme.

**It is very important that even employers who are familiar with the National Recruitment Scheme read the updated Terms of Participation before re-registering with the Scheme, as these have been amended for the 2026-27 foundation training year.**

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NHS England reserves the right to withdraw employers from the Scheme where clear breaches of the Terms of Participation have occurred, and where quality markers listed within the NHS England Workforce Training and Education (formerly Health Education England) Quality Framework are not adhered to.

**If contact details for the individual who registered a foundation training programme with the Scheme change or if there is a change in staff or premises ownership, please email your regional Pharmacy team (see [section 8](#) for contact details).**

The registration window opens on 9 January 2025, with a deadline of 1 March 2025 and the online registration form can be found [here](#).

If you have recruited via Oriel before, your employer details will be available by selecting the correct NHS England region followed by location (sector), Employer Type and speciality or size of organisation from the available selections in the online form below.

**Note: There are now 4 employer types; Hospital, Community Pharmacy, GP and Other.**

Existing employers should download a copy of the 'Oriel NRS Employer Registration Prog Info 2025' excel spreadsheet which is available on the [employer registration page](#). There is also an employer registration 'How to Guide' to support you with completing the online form correctly.

Please note: If you are recruiting to more than one programme, you will need to submit a separate registration form for each programme. Employers who recruit 25 or more programmes will be contacted separately by NHS England regional Pharmacy teams to explain how they should register their programmes with the Scheme.

If you are a new employer or would like more information regarding the registration process and providing programme information, please refer to [Appendix 1](#).

### 5.1.1 Multi-sector programmes and rotations

Multi-sector training programmes enable foundation trainee pharmacists to experience pharmacy practice across multiple settings, to allow them to better understand the roles of pharmacists and other health and social care staff across a breadth of sectors.

It is the ambition of both the NHS and the GPhC that increased multi-sector exposure will create a more flexible workforce with a better understanding of care delivery at the point of registration.

If you are offering a rotation of 13 weeks or longer in another sector of practice within your programme, this is classed as a multi-sector programme and we require more information from you in this section of the online form. The following options are available for selection on the online form:

<b>Number of weeks</b>	<b>Number of rotations and duration in months</b>
<b>13+13+13+13 = 52</b>	4 rotations of 3 months each
<b>26+13+13 = 52</b>	3 rotations, one of 6 months and two of 3 months each
<b>26+26 = 52</b>	2 rotations of 6 months each
<b>39+13 = 52</b>	2 rotations, one of 9 months and one of 3 months
<b>17+17+18 = 52</b>	3 rotations of 4 months each
<b>22+17+13 = 52</b>	3 rotations, one of 5 months, one of 4 months and one of 3 months
<b>30+22 = 52</b>	2 rotations, one of 7 months and one of 5 months

Applicants will be able to see in Oriel if the rotation is, for example, at a hospital, community pharmacy or GP surgery. However, on the registration form, we will be collecting more information about each rotation so please include the name of the rotation and postcode (if the partner organisation is known at the point of registration). This will support us with our data checks once registration closes. You should also include this information in the programme description field of the registration form.

Please note: If you are offering a multi-sector programme, we will require one employer to act as the 'lead' employer and these contact details should be completed accordingly on the online registration form.

Multi-sector programmes are extremely popular with applicants. However, to avoid misunderstandings, programme information should make it clear if travel between sites will be necessary. Further, for programmes with multi-sector rotations:

- All rotation training sites should be located within a 'reasonable' geographic distance of each other (employers may use their own discretion to determine a 'reasonable' distance based on local geography and transportation options)

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- Information about travel arrangements for rotations should be provided, such as availability (or lack) of transport links including public transport
  - the need for a car or to be able to drive cannot be specified in the programme information provided to applicants.

Further information on setting up multi-sector rotations can be found in a comprehensive [NHS England Multi-Sector Rotation Guide](#).

### 5.1.2 Skilled Worker Visa

Within the Oriel system an employer must decide whether to advertise a programme as being able to provide Skilled Worker Visa sponsorship or not.

The implications of this are that if a programme is advertised with Skilled Worker Visa sponsorship, the salary and working hours must conform with Government requirements.

This programme can be identified on Oriel using the filters available and subsequently preferred by those applicants requiring Skilled Worker Visa sponsorship in addition to those who do not require sponsorship.

If the programme is filled by an applicant who does not require sponsorship, there is an expectation that **the advertised salary and working hours will still be honoured** for that individual.

Sponsorship is subject to the correct licence being in place and a salary and weekly working hours meeting the required Government threshold. We are unable to advise on specific visa-related queries; for visa related information, please visit the [Home Office website](#).

Most applicants requiring Skilled Worker Visa sponsorship will have a Student Visa (previously Tier 4) and be looking to switch this to a Skilled Worker Visa for their foundation training year. Alternatively, applicants may choose to switch from a Student Visa to a Graduate Visa which does not require employers to register as sponsors.

**Important:** Employers are advised to undertake their own research into Visa and associated minimum salary requirements before committing to providing Skilled Worker Visa sponsorship. NHS England are unable to provide guidance on immigration or visa-related matters.

### 5.1.3 Salary

Please refer to the following table for hours per week and minimum salary required for those hours, based on the Government's **current** minimum and living wage rates.

**Please note:** Employers must pay at least the living wage (for workers aged 21 and over) as set by the Government **at the time of employment**.

If you are offering Skilled Worker Visa sponsorship for your programme, the minimum salary required for the registration form is set at £24,000 as an indicative amount. However, if your accepted applicant requires a Skilled Worker Visa, you must pay the minimum salary as set by the Home Office at the time your trainee starts their training.

Hours per week	Minimum salary required
35	£22,222
36	£22,857
36.5	£23,175
37	£23,492
37.5	£23,810
38	£24,127
39	£24,762
40	£25,397
41	£26,032
42	£26,667
43	£27,302
44	£27,936
45	£28,571

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### 5.1.3 Standardising trainee start dates

Research suggests that effective inductions are extremely beneficial in helping trainees to settle into new environments and understand what employers expect of them. To help support employers plan suitable inductions and allocate staffing resource accordingly, trainees will be required to commence their training either within a Summer start date window or an Autumn one. The majority of trainees will commence their training in the Summer window, however employers must accept trainees in both the Summer and Autumn windows.

Employers may commence their trainee at any point during these two windows. Further details can be found in section 1.1 and in the Terms of Participation.

### 5.1.4 Contact details for the lead employer

For foundation programmes that include more than one employer, the National Recruitment Scheme requires a 'lead' employer to be identified to register the programme with the Scheme and to receive communications during the recruitment cycle on behalf of the other employers.

Your contact information as 'lead' employer (Forename, Surname, Email address, Mobile number) will be used to set up your employer account in Oriel. Once the offers process has been completed in November, it is via Oriel that you will be able to access details of the applicants that have been successfully recruited to your training programme, if your programme has filled. The system utilises a 2-factor authentication (2FA) process. Due to this requirement every user who accesses the system must provide us with a mobile phone number. The mobile phone number will act as the second form of authentication. Please be assured that this number will not be shared with applicants and will not be used for any other reason except if it is necessary to contact you during our data checking process after the registration deadline has closed.

Applicants sometimes wish to contact prospective employers during the preferencing process or once the recruitment processes have been completed. As part of registration, you will be asked if you wish to provide an email address to be shared with applicants who may wish to contact you.

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### 5.1.5 Submission of the registration form

Upon submission of the registration form, you will be asked to confirm your agreement to abide by the full Terms of Participation of the National Recruitment Scheme and the [NHS England Workforce Training and Education Quality Framework](#) as described in section 4.

**Important:** By ticking the confirmation boxes, you are indicating that you have read and will comply with the **full** Terms of Participation. Please ensure you have read these **in full** before completing this step, as NHS England reserves the right to withdraw employers from the Scheme where clear breaches of the Terms of Participation and Quality Framework have occurred.

Providing that you have supplied a valid email address, you will receive an automatic email notification once you have submitted your programme registration form. Please note this email may go into your junk/spam folder and will be from [noreply@holograph.digital](mailto:noreply@holograph.digital).

Once we have received your submitted registration form(s) and after the registration deadline has passed, your NHS England regional Pharmacy team will review submissions and if any changes or clarifications are required they will email or call you directly. Please respond promptly to requests in connection with the data you submitted.

**Reminder:** Accurate and effective programme information is the responsibility of the employer. NHS England will not review or amend programme information on behalf of employers.

Please visit the web page below to register to participate in the NRS and provide programme information. The link to register will be made live once the registration window opens. On this page you will find employer programme details, available to download as an excel spreadsheet, from those who participated in the previous year.

<https://london.wtepharmacy.nhs.uk/national-recruitment/>

## 6. Assessments within the National Recruitment Scheme

Eligible applicants will be assessed by a Situational Judgement Test (SJT), designed to assess the professional attributes expected of a foundation trainee pharmacist, and a numeracy test. These are undertaken at Pearson VUE centres across the United Kingdom and overseas.

SJTs are a measurement methodology designed to assess judgement in work relevant situations. The scenarios in the foundation trainee pharmacist SJT have been written by

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subject matter experts from the main sectors of practice, who work closely with foundation trainee pharmacists.

## 7. Offers process and notification of Foundation Trainee Pharmacists recruited

Following the assessment process, offers of foundation training will be made to successful applicants via Oriel. The offers process is co-ordinated by the PNRO. Offers will be made according to an applicant's national rank (the score they received for their SJT) and their preference for the foundation programmes available within the Scheme.

Applicants can accept or decline the offer of foundation training they are made, or they can accept it with upgrades if they are not offered their highest preferred programme.

An upgraded offer of foundation training will be made to an applicant if an offer of a programme ranked higher by them than the programme for which the original offer was made, is declined by another applicant. Applicants will only be offered programmes that they have indicated a preference for; they will never be offered places that they have indicated as 'not wanted'. If an offer is declined, no further offers will be made to that applicant.

The offers process will take place during November and will be completed by December.

In December, employers will be notified whether their programmes have been filled or not, and for those that have filled, details of their foundation trainee pharmacist for the following summer will be made available via their Oriel account. Employers will be expected to log into the Oriel system and download the applicant information accordingly. In Wales, HEIW will communicate the information directly to host organisations.

Please note: As applicants will be made their offers of foundation training in advance of employers being informed whether their programmes have been filled and by whom, it is possible that you may be contacted by applicants wishing to share their news with you or they may share their offer status on social media. Applicants will be informed that employers will not be notified of successful appointments until mid-December. **In any case, employers should seek to contact their allocated trainees as soon as reasonably possible so that employment processes can be concluded in a timely manner** and to build a relationship in readiness for the start of their foundation training.



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## 8. Onboarding

As part of its delegated responsibility from the GPhC for the management and delivery of the Foundation Pharmacist Training Programme, NHS England has set out a series of requirements of all training sites providing foundation pharmacist training. Key requirements are summarised below, however employers should click on the hyperlinks throughout this section to access detailed and current information.

### Training Site Requirements

Training Site approval is administered by NHS England, and is contingent upon the prospective training site declaring that they will meet all of the requirements set by the GPhC and NHS England at the point where the site is entered into the National Recruitment Scheme (NRS), through agreement with the Terms of Participation.

NHS England may request evidence that the employer is meeting these requirements as part of its delegated authority from the GPhC. Where evidence is received regarding the fitness of a site to undertake training, NHS England reserves the right to withdraw that site from the NRS.

Any organisation can be the employer of the foundation trainee pharmacist (as long as all other requirements for provision of the learning environment are met). This includes but is not limited to:

- a. NHS Managed Sector (e.g. Acute and Mental Health Hospitals)
- b. Community Pharmacy (including Distance Selling pharmacy)
- c. General Practice / Primary Care, including Health and Justice
- d. Other Private, Independent and Voluntary Organisation employers where provision includes patient facing care that is commissioned by the NHS
- e. Other organisations (e.g. Academia, Pharmaceutical Industry)

A minimum of 26 weeks of the 52-week programme (or equivalent if training less than full time) must be completed in a 'patient facing setting' which must be within one or more of the following:

- a. Community Pharmacy (NOT distance selling pharmacy)
- b. NHS Managed Sector (e.g. NHS Acute Trust, NHS Mental Health Trust)

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- c. General Practice/ Primary Care, including Health and Justice
  - d. Other Private, Independent and Voluntary Organisation employers where provision includes patient facing care that is commissioned by the NHS

The training must include access to a setting with a dispensary that is supervised by a GPhC registrant, for example:

- a. Community pharmacy
- b. NHS Managed Sector Pharmacy (e.g. Acute or Mental Health Trust with an on-site pharmacy dispensary)
- c. Health and Justice with an on-site pharmacy dispensary

This **cannot** be a dispensary in a General Practice that is not a registered pharmacy.

## The Assessment Strategy and E-portfolio

Each training site must use the NHS England Practice Based [Assessment Strategy](#), and the trainee/supervisor shall complete the activities mandated within this. The strategy contains a framework of activities which trainees must complete using a range of evidence tools. Through completion of the activities, the trainee will generate evidence against the GPhC learning outcomes, and must document this within the NHS England E-Portfolio.

The assessment strategy provides:

- a range of practice-based activities (including prescribing) for trainees to demonstrate and record in the E-Portfolio. These activities allow the trainee to provide evidence against each of the GPhC learning outcomes
- evidence tools which are used to record the activities and map them to the relevant GPhC learning outcomes within the E-Portfolio

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## The Training Plan

Each training site agrees to develop and submit a [Training Plan](#) to NHS England, in line with the associated NHS England guidance. The content of the training plan shall include how the trainee will be supported to complete the activities of the NHS England Assessment Strategy, thereby allowing them to demonstrate and meet the GPhC Learning Outcomes for the Foundation Training Year. Training plans:

- must be completed on the [NHS England training plan template \(Word document only, 86KB\)](#)
- must be submitted to NHS England, and not the GPhC
- are required to be developed for each training site to demonstrate how the assessment strategy will be implemented during foundation training
- must be developed with reference to the [NHS England foundation trainee pharmacist programme training plan guidance \(Word document only, 200KB\)](#)
- will be submitted to NHS England by the lead designated supervisor via the e-portfolio during July 2026

## Supervision Requirements

All trainees must have a clear supervision plan that meets the quality requirements of the foundation training year. There must always be appropriate clinical/practice supervision in place to ensure that the trainee is working safely.

Regardless of the number of rotations within a programme, each foundation trainee pharmacist must have a **lead** Designated Supervisor, who is normally the Designated Supervisor based at the primary training site / place of employment. The lead Designated Supervisor shall be responsible for the final sign off and declaration for the trainee pharmacist.

Where the trainee pharmacist has a multi-sector rotation (of 13 weeks or more) into another organisation, there must be another named Designated Supervisor at the rotational site, or a Designated Prescribing Practitioner. The named supervisor will be responsible for ensuring that appropriate clinical/practice supervision is in place at all times, to ensure that the trainee is working safely.

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In a change to previous requirements, a Designated Supervisor **may supervise more than one trainee pharmacist**, and there will **no longer be the requirement** for a Designated Supervisor to have a **minimum of 28 hours over four days** with the trainee pharmacist.

However all supervision must be supported by a clear job planning approach, to ensure that the supervisor has sufficient time allocated to be able to meet the requirements of supervision and assessment of the number of trainee pharmacists they are supervising. This must be described within the training plan, which will be submitted to NHS England as described above.

Further, all supervisors must meet the requirements set out in the NHS England **Designated Supervisor Person Specification** (Appendix 3) and the **Designated Prescribing Practitioner Person Specification** (Appendix 4).

Further details on supervision requirements can be found [here](#).

## Foundation Trainee Pharmacist Funding

The level of funding for each site employing a foundation trainee pharmacist will be £26,500 per foundation trainee pharmacist.

This funding will be:

- consistent across all sectors of practice and all regions of England
- a contribution to all costs of hosting a trainee, including supervision, administration and salary costs. The same level of funding applies for all trainees, regardless of whether they have graduated on the interim or full learning outcomes.

Where a training site arranges a reciprocal multi-sector rotation with another site, with trainees being exchanged between two sites, it is intended that all of the funding is retained by the site employing the trainee, and reciprocal supervision is provided when a trainee rotates into the other site.

Where a training site does not have access to a reciprocal rotation with another sector, they may use a portion of the funding to pay another organisation as a placement fee, for example to secure a rotation with access to a prescribing environment and designated prescribing practitioner (DPP).

In addition to agreeing to the Terms of Participation in full, employers must enter into a contract with NHS England to receive funding. The contractual mechanism will vary depending on the organisation as follows:

- a. For NHS Organisations, this will be via the NHS England Education Funding Agreement contract
- b. For Community Pharmacy organisations, this will be through the Manage Your Service function of the BSA interface, which will include equivalent terms and conditions to the Education Funding Agreement contract
- c. For organisations not covered above, NHS England will determine the most appropriate mechanism and liaise with organisations directly

## 9. Contact Details

If you cannot find the information you need from within this guide, please visit the National Recruitment Scheme [website](#) in the first instance and in particular the [FAQs provided](#).

If you cannot find the answer or information you require, please contact the PNRO, the relevant NHS England regional Pharmacy team or HEIW, depending on the nature of your query. Please allow 72 working hours (between Monday-Friday) for your enquiry to be answered.

Organisation	Contact Details	Type of Enquiry
Pharmacy National Recruitment Office (PNRO)	<a href="mailto:england.Foundationpharmacyrecruitment@nhs.net">england.Foundationpharmacyrecruitment@nhs.net</a>	Technical queries regarding employer online registration form submissions.  Oriel employer and applicant queries.
NHS England – London Pharmacy Team	<a href="mailto:england.WTEpharmacy.london@nhs.net">england.WTEpharmacy.london@nhs.net</a>	Foundation Training Programme enquiries
NHS England - South East Pharmacy Team	<a href="mailto:england.WTEpharmacy.se@nhs.net">england.WTEpharmacy.se@nhs.net</a>	
NHS England - South West Pharmacy Team	<a href="mailto:england.WTEpharmacy.sw@nhs.net">england.WTEpharmacy.sw@nhs.net</a>	
NHS England – East of England Pharmacy Team	<a href="mailto:england.WTEpharmacy.eoe@nhs.net">england.WTEpharmacy.eoe@nhs.net</a>	
NHS England – North East and Yorkshire Pharmacy Team	<a href="mailto:england.WTEpharmacy.ney@nhs.net">england.WTEpharmacy.ney@nhs.net</a>	

NHS England – Northwest Pharmacy Team	<a href="mailto:england.WTEpharmacy.nw@nhs.net">england.WTEpharmacy.nw@nhs.net</a>	
NHS England – Midlands Pharmacy Team	<a href="mailto:england.midlandsfoundationpharmacyrecruitment@nhs.net">england.midlandsfoundationpharmacyrecruitment@nhs.net</a>	
HEIW (Wales)	<a href="mailto:Laura.Doyle3@wales.nhs.uk">Laura.Doyle3@wales.nhs.uk</a>	

## Appendix 1

The following appendix provides detailed information for the completion of the online employer registration form.

There are two options for recruiting via Oriel:

### Option 1 – Individual Programmes

Each programme is advertised separately within the Oriel system. This option is preferred as it is clear to an applicant where the programme is located and what it consists of. Employers should include the town and full postcode of the programme in the Employer Name/Town/Postcode field. The advertised premises should be where the successful applicant will undertake their training and they must not be allocated to another branch elsewhere. If this is not possible, please use the cluster approach.

### Option 2 – Cluster Programmes approach

This option can be used for employers with multiple branches within the same postal area. For example, if you have 6 branches within close proximity of each other you can use the beginning part of the post code to advertise all these places, for example if they are within SW20 and each branch has 1 place, but the training programme is the same, you can advertise this programme just once in Oriel. The programme would have 6 places within it. Choosing this option means that allocation of a trainee to a particular branch within an organisation will need to take place after offers have been accepted and carries a risk that more than one trainee might prefer the same branch. Employers should include the Sector (location) and the first part of the postcode in the Employer Name/Town/Postcode field and the different premises available in the description if possible.

This approach may be preferred if there is likely to be movement in terms of which branches provide foundation training or if you would prefer to match successful applicants within a geographical area after offers have been accepted via Oriel. However, research from previous applicants suggests this approach is not their preferred option and they may not preference a programme advertised in this way.

This approach should not be used when looking to recruit across different regions; it works most effectively in a close geographical area.

It is important to provide correct information for applicants to be able to view programmes based on the filters available within Oriel.

<b>Registration Form Field</b>	<b>Information</b>
<p><b>NHS England Region</b></p> <p><b>Location (sector)</b></p>	<p>Employers who were part of the Scheme in 2024 should select the same region and locations as in 2024 to ensure correct information is displayed.</p> <p>New employers need to select the region and location the programme is located in.</p> <p>Please note: Some organisations may cross more than one region/location, please select the region/location that best describes the location of the programme. This is used as a filter within the Oriel system by applicants.</p>
<p><b>Employer Types</b></p>	<p>Select from either hospital, community pharmacy, general practice or other.</p>
<p><b>Employer types; additional info</b></p>	<p>There are different options to select for hospital, community pharmacy and other. Please select the appropriate option for your additional employer type. Existing employers from 2024 should use the Oriel NRS Employer Registration Prog Info 2025 excel spreadsheet which will provide the correct information</p>



Registration Form Field	Information
<b>Employer/Organisation Name</b>	<p>Employers who were part of the Scheme in 2024 should select from the available options (this will only work if the previous options on the form have been correctly selected based on 2024 information).</p> <p>If you are a new employer select 'Other' and add your company name including the post code as this helps us to identify individual pharmacies which may have the same name. An example is provided:</p> <p>Allcures Pharmacy East Tillbury, RM18 8YP</p> <p>Allcures Pharmacy, RM17 6NA</p> <p>Allcures Pharmacy, N15 3PB</p>
<b>Website</b>	<p>Select from the list provided or select 'Other' and add the website address prefixing with https://</p> <p>If you do not have a website, add N/A or leave blank</p>
<b>Programme Title</b>	<p>Employer Name or Branch/Town/Postcode field will display as Programme Title within Oriel and will provide applicants with easily accessible information so please ensure it accurately reflects a name they will recognise. If your programme remains the same as last year, it will be available from the drop down provided and should be selected.</p> <p>If you are advertising a new multi-sector programme, which is not available from the drop-down options, the following are examples of how to add these into the 3 fields below:</p> <p>For a programme offering 2 rotations - add Employer + Rotation site. Add the town/location where the trainee will be employed. Add both post codes using a + sign. If you are still awaiting details of the rotation, please state the setting instead e.g GP or H&amp;J</p>

**Registration Form  
Field**

**Information**

If your programme offers 3 or 4 rotations, use the same format as above and use the + sign for adding additional information, an example is provided below. Please note: There is a maximum character count of 93 for programme titles in Oriel, we reserve the right to truncate your programme should it exceed this character count.

Examples are as follows:

**Single sector programme**

Employer name or branch	Town	Post code
Frimley Health NHS Foundation Trust or Abbeydale Pharmacy	Frimley	BU16 7UJ

**Multi-sector programme with 3 rotations**

Employer name or branch	Town	Post code
LimeGrovePharmacy+HenleyPharmacy+TheConfederationHillington PCN	London	W128HA+RG92BA+UB81UW

Registration Form Field	Information
	<p>Cluster Approach – please refer to the above information for detailed information on this option before choosing it. If you decide on a cluster approach, your pharmacy branches should be within close proximity, i.e. within 1 mile of each other please use the beginning part of the post code only, eg SE20.</p> <p>For all programme titles it is recommended that the branch name is included and not the company name and T/A the pharmacy name.</p>
<p><b>Programme Description</b></p>	<p>Please provide a clear description of your foundation training programme. This information is what prospective applicants will see on Oriel and will support them to make an informed decision when preferencing the programmes within the Scheme.</p> <p>Please ensure your programme description accurately reflects what programme the foundation trainee pharmacist will receive and use up to date terminology – for example do not include ‘pre-registration’ or ‘pre-reg’ or ‘tutor’.</p> <p>If you are offering a multi-sector programme, please give details of the rotations the trainee will experience. If you are offering a programme of rotations of less than 13 weeks, include further details within this section.</p> <p>The Oriel system has a maximum character count of 950 including spaces for the programme description field, so please ensure you keep your programme description within this character count limit. The form will automatically cut off once you have reached the character limit. Do not use any formatting or bullets in this section of the form. You are encouraged to link to your website or to use tools such as TinyURL to create shortened links to more detailed information about your programme. You are also encouraged to emphasise the diverse and inclusive nature of your workplace or support available for applicants with disabilities, or who are LGBTQ+ etc.</p>

Registration Form Field	Information
	There is an additional question later in the form which relates to rotations; if you are offering a multi-sector programme where rotations are 13 weeks or more in duration, select 'Yes' in the multi-sector section of the form and complete the additional fields required.
<b>Number of places/trainees you intend to employ</b>	Select the number from the drop down available. If you select more than 1 place, you are committing to advertising for and employing this number of trainees and you must ensure you have the necessary resources in place before selecting more than 1 place/trainee.
<b>Start date</b>	Select dates available from the drop down. This can be an indicative start date that can be confirmed closer to the start of training, however, please be aware of the start date windows in section 1.1.
<b>Skilled Worker Visa Sponsorship</b>	<p>Applicants will need to know if you are offering Skilled Worker Visa sponsorship. All hospital employers can offer sponsorship and must select 'Yes' from the drop down. As a Primary Care employer, if you are not offering sponsorship for all the places you are recruiting to, you will need to submit two separate registration forms, one for a programme offering sponsorship and one without.</p> <p>If you are offering Skilled Worker Visa sponsorship, the minimum salary required on the registration form is set at £24,000 as an indicative amount. Adjust the salary if actual hours worked results in a higher figure than this. If your allocated foundation trainee pharmacist requires a Skilled Worker Visa, you must pay the salary as set by the Home Office.</p> <p>More information about visa sponsorship can be found on the Home Office website here: <a href="https://www.gov.uk/uk-visa-sponsorship-employers">https://www.gov.uk/uk-visa-sponsorship-employers</a></p> <p>Select 'Yes' or 'No' from the options provided.</p>
<b>Hours per week</b>	Select from the drop down of numbers available

Registration Form Field	Information
<b>Salary</b>	<p>The form is fixed based on the number of hours per week chosen and the minimum salary requirements for those chosen hours. You will not be able to submit your registration form if these are not selected correctly.</p> <p>Please note: The salaries and hours listed are based on the Government's current minimum and living wage. Employers must pay the minimum or living wage (according to applicant age) as set by the Government at the time of employment.</p>
<b>Training Provider</b>	<p>Select from the drop down available or select Other and enter the details of any training provider who will be providing supplementary training for your trainee.</p>
<b>Multiple Rotations</b>	<p>This section of the form is for rotation information. If your trainee will stay at the same site for 52 weeks, select No. If you are planning to offer a multi-sector programme and the trainee will rotate to other locations for 13 weeks or longer, please select 'Yes' and provide the required details.</p> <p>If you are offering rotations that are less than 13 weeks as part of your programme, please select 'No' and refer to these in your programme description instead. Note: you will be required to enter your 52-week programme information; the length of rotation is already set to 52 and does not need to be entered.</p>
<b>Contact Details</b>	<p>You will need to enter your contact details - these contact details are not made available to applicants. They will be used by NHS England to keep in touch throughout the recruitment cycle and for an account to be set up on Oriel for you to access successful applicant details in December 2025 should your programme(s) fill. In addition, if you successfully recruit a foundation trainee pharmacist via Oriel, NHS England will continue to use your contact details to provide information for the foundation training year to support you and your trainee.</p>

Registration Form Field	Information
<p><b>Privacy Notice</b></p> <p><b>Shared Email address</b></p>	<p>NHS England will be the data controller of all received registrations. NHS England, or an organisation designated by NHS England, will contact you via the email address you have provided for the purposes of supporting programmes advertised within the National Recruitment Scheme (Oriol). This will allow NHS England to support provision of the best possible training and education and to ensure that we discharge responsibilities for employment and workforce planning for the NHS; your contact information will be shared on a legitimate need to know basis only, in accordance with NHS England’s privacy policy which can be found here <a href="https://www.england.nhs.uk/contact-us/privacy-notice">https://www.england.nhs.uk/contact-us/privacy-notice</a></p> <p>Applicants may wish to contact prospective employers during the preferencing stage of recruitment or once the recruitment cycle has been completed. Please indicate which email address (if any) you would prefer to be shared with applicants who want to contact you.</p>
<p><b>Terms of Participation</b></p>	<p>To participate in the National Foundation Trainee Pharmacist Recruitment Scheme, all employers must abide by the Terms of Participation. These are clearly detailed on our website.</p> <p>You are asked to confirm your participation and agreement to abide by these terms in full during the registration process.</p>

## Appendix 2

Table 1 – Timelines, activities, and what employers need to do\*

Month	Activity	What employers need to do
January - April	<p>Registration with the National Recruitment Scheme and signing up to the employer Terms of Participation of the Scheme.</p> <p>Data checking of programme information submitted during registration by NHS England regional Pharmacy teams and HEIW before upload into Oriel.</p>	<p>Follow the process detailed in section 4 of this guide to confirm that you wish to be included in the National Recruitment Scheme and supply the employer data required, via the website. All employers will need to read and agree to the full Terms of Participation of the Scheme, via the website, provide the information required and complete the registration process by the 1<sup>st</sup> March deadline.</p> <p><b>Please remember that the Terms of Participation have been updated for the 2026 recruitment cycle.</b></p> <p><b>Late submissions will not be accepted.</b></p> <p>For Wales, please see section 4 for further information.</p> <p>Once you have completed your registration with the Scheme and have submitted your programme details, please look out for emails from your regional Pharmacy team (see section 8) after the registration deadline, in case we need to clarify any of the information you have submitted and ensure you respond to our requests in a timely manner.</p>

Month	Activity	What employers need to do
May	Regional Pharmacy Teams will confirm the number of places with employers	Ensure you respond to requests for confirmation of the number of places available for each programme registered with the Scheme.
June	Oriel opens for applicant registration and browsing of foundation training programmes within the Scheme	Access the Oriel website and check your programme(s) registered for national recruitment. The website is open access and you do not need a login to view this information. Alert your regional Pharmacy team if any information displayed differs from what was submitted during registration with the Scheme.
September/October	Situational Judgement Test (SJT) and numeracy tests completed by eligible applicants	N/A - Employers are not required to participate in or supply staff for the SJT or numeracy test. These are undertaken by applicants at Pearson VUE centres across the United Kingdom and overseas.
November	Offers are released to applicants	N/A



Month	Activity	What employers need to do
December	Employers are notified if their programmes have been filled and if so, foundation trainee pharmacist details are provided.	<p>If your programme(s) has been filled by the National Recruitment Scheme and a foundation trainee pharmacist has been allocated to your programme and has accepted, you will be able to access the details of your trainee(s) via an Oriel account which will be set up for you. The application form, references, and other relevant information for employment contracts will be provided.</p> <p>You will also be informed if your allocated trainee has graduated on the full learning outcomes (and therefore needs access to a DPP and prescribing setting) or the interim learning outcomes (DPP and prescribing setting not required).</p> <p>Please note the recruitment process allocates a successful applicant to a programme and as an employer you will not be allowed to choose whether to accept or decline this individual.</p> <p>For Wales, HEIW will inform host organisations. No training site will have individual access to an Oriel account.</p>

The above timelines describe the activities within each recruitment cycle. In addition to the above, employers will need to follow the below activities prior to the trainee commencing employment. **\*Please note all timelines are indicative and may be subject to change.**

Month	Activity	What employers need to do
December/January	Contact your allocated foundation trainee pharmacist	<p>As soon as reasonably possible, contact your allocated foundation trainee pharmacist if you are notified that your programme has been filled by the National Recruitment Scheme.</p> <p>Please note that your trainee will have accepted the offer of foundation training in November and is likely to become concerned if they do not hear from their employer.</p>
December - February	Pre-employment checks and employment contracts	Employers should complete pre-employment checks and issue employment contracts
By April - June	Identify Designated Supervisor(s) and Designated Prescribing Practitioner(s) for your trainee(s)	<p>Identify:</p> <ul style="list-style-type: none"> <li>• a pharmacist to be the <b>Designated Supervisor</b> for your foundation trainee pharmacist(s) and confirm they meet the required eligibility criteria. <ul style="list-style-type: none"> <li>○ Consider Designated Supervisor training needs and review these against the quality framework indicators .</li> <li>○ Access available supervisor training if a need is identified.</li> <li>○ All Designated Supervisors must comply with the requirements of the NHS England Workforce, Training and Education standards for supervisors.</li> </ul> </li> <li>• The <b>Designated Prescribing Practitioner</b> (not required to be a pharmacist) for your foundation trainee pharmacist(s) and confirm they meet the required eligibility criteria.</li> <li>• Submission of the above information triggers process to access to the NHS England E-Portfolio</li> </ul> <p>Notify your regional Pharmacy team/ HEIW <b>as soon as possible</b> if you are unable to identify either a Designated Supervisor or a designated prescribing practitioner.</p>

		<p>Further guidance on supervisor eligibility criteria will be provided here:  <a href="https://www.hee.nhs.uk/our-work/pharmacy/transforming-pharmacy-education-training/initial-education-training-pharmacists-reform-programme/implementing-foundation-pharmacist">https://www.hee.nhs.uk/our-work/pharmacy/transforming-pharmacy-education-training/initial-education-training-pharmacists-reform-programme/implementing-foundation-pharmacist</a></p> <p>And via the National Recruitment Scheme Terms of Participation page here:  <a href="https://london.wtepharmacy.nhs.uk/national-recruitment/terms-of-participation/">https://london.wtepharmacy.nhs.uk/national-recruitment/terms-of-participation/</a></p>
May/June	Trainees register with the GPhC before commencing their foundation training	Currently Trainees complete an online application form using myGPhC, and must include details of their training site(s) and designated supervisor(s). They must also follow any further processes required by the GPhC as part of this application.
May/June	Disclosure and Barring Service (DBS) check	Employers must undertake a Disclosure and Barring Service (DBS) check for all allocated foundation trainee pharmacists.
July	Training Plan	Designated Supervisor required to submit training plan for each trainee/programme to NHS England via E-Portfolio

July/August or October/November	Trainees start employment	Employers should have a robust induction process in place for trainees.  Employers should ensure that all foundation trainee pharmacists complete Equality and Diversity, Safeguarding Vulnerable Adults and Children and Information Governance training appropriate to the role being undertaken.
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Table 2 – Communication Timeline\*

Activity	Month
Employers invited to register to participate in the recruitment Scheme	Jan - March
Employers contacted regarding queries relating to programmes registered with the Scheme	March/April
Welcome to the recruitment process emails sent to employers	March/April
Employer Terms of Participation reminder sent to employers	March/April
Skilled Worker Visa sponsorship confirmation reminder sent to employers	March/April
Designated Supervisor/Designated Prescribing Practitioner identification reminder email	April/May
Applicant Handbook launched	May
Number of training places available are confirmed with employers	May/June
Employers are notified that foundation training programmes are available on Oriel for viewing and applicant registration opens	June
Employer update provided	July/August
Employer update provided	September
Applicant preferencing of available foundation training programmes closes	October
Unsuccessful applicants informed	November
Offers are released to successful applicants	November
Applicant information is released to employers whose programmes have been filled and unsuccessful employers notified	December

\*Please note this timeline is indicative and may be subject to change

## Appendix 3

### Designated Supervisor Core Person Specification

The core person specification applies to both a DS and DPP

Description	Essential
Knowledge	Has undertaken Foundation Trainee Pharmacist Programme Orientation training required for their role.
	Undertakes appropriate Equality, Diversity, and Inclusion (EDI) training according to mandated requirements of the organisation/employers.
	Ensures familiarity with the process of escalating concerns about a trainee, and, where appropriate, engages with this process.
Skills/experience	Demonstrates the ability to effectively communicate, establish and maintain working relationships to collaborate with others including trainee and educational stakeholders (e.g., multi-professionals, other supervisors, educational leads).
	During the supervisory period, can competently assess, monitor and sign-off the trainees' skills, knowledge, understanding and behaviours against the required GPhC learning outcomes and NHSE WTE foundation trainee pharmacist assessment strategy.
	Able to provide effective feedback to trainee.
Behaviours	Is able to set and maintain appropriate boundaries.
	Understands the role of a supervisor as a positive role model and mentor to the trainee in providing professional support and guidance.
Training	<p>The supervisor has undertaken and maintained the currency of relevant training in supervision which includes understanding and applying the following:</p> <ul style="list-style-type: none"> <li>• The role of the supervisor</li> <li>• Educational theories that support effective learning</li> </ul>

Description	Essential
	<ul style="list-style-type: none"> <li>• Methods to ensure effective learning and adapt these to meet trainee needs</li> <li>• Assessment and monitoring</li> <li>• Approaches that meet the needs of trainees that require additional support</li> <li>• Effective feedback</li> </ul>

### Additional DS person specification

In addition to the above core supervisor person specification this person specification applies to a DS (someone fulfilling the role of **DPP** only does not need to meet these requirements)

Description	Essential
Regulator requirement	Registered as a pharmacist in Great Britain or Northern Ireland for a minimum of 3 years and meet the Standards for Pharmacy Professionals set by the GPhC.
	Satisfies the assessment requirements if under investigation by the GPhC (have no sanctions or conditions on GPhC registration and no current fitness to practice issues).
Knowledge	Understands and is up to date with pharmacist foundation training and GPhC learning outcomes
Experience	Currently practicing and has relevant experience in sector of practice in which they wish to supervise.

## Appendix 4

### Designated Prescribing Practitioner Person Specification

The DPP and DS roles can be filled by two separate people or one person, as long as that person meets the requirements for both roles.

#### Core supervisor person specification

The core person specification applies to both a DS and DPP.

Description	Essential
Knowledge	Has undertaken Foundation Trainee Pharmacist Programme Orientation training required for their role.
	Undertakes appropriate Equality, Diversity, and Inclusion (EDI) training according to mandated requirements of the organisation/employers.
	Ensures familiarity with the process of escalating concerns about a trainee, and, where appropriate, engages with this process.
Skills/experience	Demonstrates the ability to effectively communicate, establish and maintain working relationships to collaborate with others including trainee and educational stakeholders (e.g., multi-professionals, other supervisors, educational leads).
	During the supervisory period, can competently assess, monitor and sign-off the trainees' skills, knowledge, understanding and behaviours against the required GPhC learning outcomes and NHSE WTE foundation trainee pharmacist assessment strategy.
	Able to provide effective feedback to trainee.
Behaviours	Is able to set and maintain appropriate boundaries.
	Understands the role of a supervisor as a positive role model and mentor to the trainee in providing professional support and guidance.



Description	Essential
Training	<p>The supervisor has undertaken and maintained the currency of relevant training in supervision which includes understanding and applying the following:</p> <ul style="list-style-type: none"> <li>• The role of the supervisor</li> <li>• Educational theories that support effective learning</li> <li>• Methods to ensure effective learning and adapt these to meet trainee needs</li> <li>• Assessment and monitoring</li> <li>• Approaches that meet the needs of trainees that require additional support</li> <li>• Effective feedback</li> </ul>

### Additional DPP person specification

In addition to the above core supervisor person specification, this person specification applies to a DPP. It is important to note that DPP requirements may vary across Higher Education Institutes (HEIs) for those undertaking post-qualification non-medical prescribing courses **which is not** part of Pharmacist Foundation Training. Please see individual HEI websites for further information.

Description	Essential
Regulator requirement	Registered healthcare professional in Great Britain or Northern Ireland who is an independent prescriber (either through primary or post-registration training).
	Good standing with their professional regulator (have no sanctions or conditions on their registration and no current fitness to practice issues).
Experience	An active prescriber* in a patient-facing role, with appropriate knowledge and experience relevant to the trainee's nominated prescribing area.

Description	Essential
	Practises in line with the Competency Framework for All Prescribers.

\* An active prescriber consults with patients and makes prescribing decisions based on clinical assessment with sufficient frequency to maintain competence. Reflects and audits prescribing practice to identify developmental needs.<sup>1</sup>

## Glossary

The glossary contains definitions used in this guide.

Definition / Abbreviation	Explanation
<b>Programme</b>	The programme is the foundation training available to an applicant allowing them to meet requirements of the GPhC learning outcomes. All programmes advertised within the Scheme are a total of 52 weeks in length.
<b>Places</b>	Places refers to the number of foundation trainee pharmacists that can be recruited to a programme. Some programmes can accommodate only a single trainee whereas other programmes may have multiple trainees undertaking an identical training programme.
<b>Rotation</b>	<p>Training programmes may consist of 52 weeks spent in one location e.g. in a community pharmacy or constituent parts of defined duration through which a trainee will rotate. Within Oriel applicants can use the filtering options to view programmes which have rotations of at least 13 weeks in length*. These are referred to as multi-sector programmes. Programmes that include rotations of less than 13 weeks are not considered to be multi-sector programmes.</p> <p>Rotations represent a constituent part of a programme. They reflect the practice setting the trainee will be undertaking their training in.</p> <p>A rotation, which can then be used as a filtering option in Oriel, must be a minimum of 13 weeks in length.</p> <p>Multi-sector programmes can have a maximum of four rotations within them.</p> <p>Rotations may be in the following practice settings (as an example; this is not an exhaustive list):</p> <ul style="list-style-type: none"> <li>• Hospital</li> <li>• Community Pharmacy</li> </ul>

<b>Definition / Abbreviation</b>	<b>Explanation</b>
	<ul style="list-style-type: none"> <li>• General Practice</li> <li>• Integrated Care Board</li> <li>• Health and Justice</li> <li>• Industry</li> <li>• Academia</li> </ul> <p>*Please note that many programmes can and are likely to include rotations which are less than 13 weeks; these are not included in Oriel rotation filters and therefore please ensure you describe these within the Programme Description field of the registration form.</p>