Information for Applicants on Fitness to Practise

All providers of courses that are accredited by the General Pharmaceutical Council (UK) are required to make applicants aware of ‘Fitness to Practise’ at the time of application. We hope you find this document helpful and informative.

Fitness to Practise/Standards for Pharmacy Professionals

Standards for Pharmacy Professionals
Pharmacy is one of the registered healthcare professions and carries both privileges and responsibilities. Students are expected to conduct themselves professionally at all times. The Standards for Pharmacy Professionals apply to all Pharmacy students from the first day of the course to the day of graduation, and applies both on and off campus.

Pharmacy professionals must:

1. Provide person-centred care
2. Work in partnership with others
3. Communicate effectively
4. Maintain, develop and use their professional knowledge and skills
5. Use professional judgement
6. Behave in a professional manner
7. Respect and maintain the person’s confidentiality and privacy
8. Speaks up when they have concerns or when things go wrong
9. Demonstrate leadership

The Code can be viewed in full at the following and is recommended for further reading: https://www.pharmacyregulation.org/sites/default/files/standards_for_pharmacy_professionals_may_2017.pdf

Fitness to Practise Procedures
The School has fitness to practise procedures in place for Pharmacy students and you will be given more information about these when you join the course. If you do not abide by the Code
of Conduct, or if we have concerns about your health or behaviour you may be subject to those procedures. Possible outcomes of Fitness to Practise Hearings include:

- No warning or sanction
- A warning as there is evidence of misconduct, but fitness to practise is not impaired to a point requiring a sanction
- Fitness to practise is judged to be impaired and the student receives a sanction. Sanctions can range from:
  - Conditions or undertakings
  - Suspension from the course
  - Expulsion from the course

The School is required to inform the accrediting body of any sanctions it imposes. You should therefore note that your fitness to practise before or during your period of study may impair your eligibility to register and to practise as a pharmacist.

We encourage students to discuss any problems or concerns with us as soon as possible, so that we can support and advise you appropriately.

Categories of Concern
The following list includes categories of concern with some illustrative examples of each:

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<th>Categories of Concern</th>
<th>Examples</th>
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| Criminal conviction, caution, reprimand or penalty notice of disorder (PND) or equivalent, relating to: | Theft
Financial fraud
Possession of illegal substances
Creating or obtaining child pornography
Child abuse or any other abuse |
| Drug or alcohol misuse:                              | Driving under the influence of alcohol or drugs
Alcohol consumption that affects work or the work environment
Misusing therapeutic or illicit drugs
Possessing or dealing illicit drugs, even if there are no legal proceedings |
| Aggressive, violent or threatening behaviour         | Assault, sexual assault
Physical violence, bullying
Verbal abuse |
| Persistent inappropriate attitude or behaviour       | Lack of commitment to academic work
Neglect of administrative tasks
Poor time management
Infrequent or non-attendance
Poor communication
Failure to accept or follow educational advice
Failure to follow health and safety requirements
Failure to follow the rules and regulations of a School or University |
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<th>Cheating or plagiarising</th>
<th>Cheating in examinations or passing off others’ work as one’s own</th>
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| Dishonesty or fraud, including dishonesty outside the professional role | Falsifying research  
Falsifying qualifications  
Misrepresentation  
Financial fraud  
Fraudulent CVs or other documents or students signing in for other students to misrepresent attendance |
| Unprofessional behaviour or attitudes | Breach of confidentiality  
Sexual, racial or other forms of harassment  
Failure to observe appropriate boundaries in behaviour  
Persistent rudeness  
Bullying  
Unlawful discrimination |
| Health concerns and lack of insight or management of these concerns | Failure to seek appropriate medical treatment or other support  
Failure to follow medical advice or care plans, including monitoring and reviews in relation to maintaining fitness to practise  
Failure to recognise limits and abilities or lack of insight into health concerns  
Treatment-resistant conditions, which might impair fitness to practise |

This list is not exhaustive.

**Police Checks**

All new Pharmacy students will be required under the Code of Conduct to have a police check, or equivalent. International applicants who have already been resident in the United Kingdom for two or more years will be required to apply for an Enhanced Criminal Records Bureau Disclosure in the UK.

When you register we will require you to submit documents which show evidence of Good Conduct and Character. For Malaysian citizens this will require you obtaining a Certificate of Good Conduct from the Ministry of Foreign Affairs in Putrajaya. This process can be done in 1-2 weeks although you will need to allow a longer time if requesting postage of the documents. Log on to [http://www.kln.gov.my](http://www.kln.gov.my), go to ‘e-Consular’ for ‘Letter of Good Conduct’ for more information.

Students who are not resident in Malaysia will also be required to produce a Certificate of Good Conduct and Character which must be translated into English by a certified translator. This must either be sent to the School prior to the commencement of term or available on the first day of term. We recommend that this certificate is obtained from the Foreign Affairs Department (or equivalent) in the country you are resident.

**Health Questionnaire**

A Health Questionnaire will be sent to you in August, and you will need to submit it to us at time of registration. Any information you provide will be treated in the strictest confidence. We guarantee that any information you provide will be destroyed if you do not take up your place here at Nottingham.
Hepatitis B Immunisation
Upon registration, you will be asked to provide proof of Hepatitis B immunisation to fulfil the requirement stipulated by the Ministry of Health for all students (locals and foreigners) undergoing placements and visits to General Hospitals in Malaysia. If you are unable to undergo Hepatitis B immunisation due to medical/other reasons, please let us know.

Contact Person
For further information regarding the Fitness to practise, health questionnaire or Hepatitis B immunisation, please contact the following person:

Contact Person : Ms Roshanini Mat Idrus
E-mail : Roshanini.Idrus@nottingham.edu.my
Tel : +60 3 8924 8756