



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:

Criminal conviction, caution, reprimand or penalty notice of disorder (PND) or equivalent, relating to:	<ul style="list-style-type: none"> ■ Theft ■ Financial fraud ■ Possession of illegal substances ■ Creating or obtaining child pornography ■ Child abuse or any other abuse
Drug or alcohol misuse:	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ Assault, sexual assault ■ Physical violence, bullying ■ Verbal abuse
Persistent inappropriate attitude or behaviour	<ul style="list-style-type: none"> ■ 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

Cheating or plagiarising	<ul style="list-style-type: none"> ■ Cheating in examinations or passing off others' work as one's own
Dishonesty or fraud, including dishonesty outside the professional role	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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>, 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
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