**Information for Applicants**

**Clinical Pharmacy Practice Programme**

**Certificate / Diploma / MSc in Clinical Pharmacy Practice – Secondary Care.**

***Please note that the requirements and paperwork for this particular programme may differ slightly from the instructions specified in the online application system guidance (which is generic for all University programmes). Where differences exist, please ensure that you follow the requirements noted in this document.***

When completing your application form for entry to the Clinical Pharmacy Practice Programme you may find it helpful to refer to these notes.

# Application requirements

Applicants must be supported by their employer (through submission of a completed Employer Reference Form). Additionally applicants must also be supported by a work-based mentor (normally a more senior pharmacist) who will mark coursework, supervise patient facing assessment, and enable students to access the necessary clinical experience.

Applicants also need to ensure that they have a UK practice base to work within and access to patient notes. We suggest that you have these arrangements in place before you submit your application. Without this support your application cannot be considered.

# Admission for CPD candidates

Applicants should normally have a first degree in a health-related or science subject. However, at the discretion of the Director of Studies, this requirement may be waived if the candidate can demonstrate at least 3 years’ work experience in secondary care, or if they are not intending to undertake the assessment associated with the unit.

# Accreditation of Prior Learning

Applicants who have studied units from postgraduate programmes offered by other institutions, but who have not completed that programme and received an award, may be eligible to transfer credit for this prior learning. Contact the Programme Office for more details. Please complete a copy of the downloadable CT1 Form (located under the ‘Apply’ section) to apply for credit transfer.

# Additional Paperwork

For all applicants, please upload a copy of your undergraduate degree certificate, your transcript including an explanation of the grading system used (if available), your GPhC registration certificate and evidence of English Language ability (if applicable) – see Entry Requirements below; when applying online. **Please bring the original documents of these to the induction workshop for verification**. Please also ensure that you have forwarded the reference forms to your designated referees, who should complete and return to you so that you can upload to your online application.

**Completing your Employer and Academics References**

You must submit one academic and one employer reference with your application. The necessary reference template forms can be found under the ‘Apply’ section. Your academic referee should ideally be your personal tutor at the university from which you graduated but, if this is not possible, through consultation with the Programme Office, a pre-reg tutor is acceptable. Your employer referee must be your employer/line manager, and cannot be the same person as your academic referee). Please ensure you complete the Personal Information section at the top of the form before forwarding to your referees. You should also confirm name and contact details for your referees in Section 9 of the Online Application Form. Once completed by the referee, these forms should be returned to you for upload to your online application.

# Entry and Language Requirements

* Applicants need to be registered with the General Pharmaceutical Council (GPhC) or PSNI as a practising pharmacist. We prefer applicants to have been in practice for at least six months following their pre-registration year, but some flexibility may be possible in exceptional circumstances.
* Applicants whose first language is not English will need an IELTS score of at least 7.5 overall with no less than 7 in all categories.
* University regulations require that we see the original copy of your undergraduate degree certificate, transcript, GPhC certificate, and any documentation to verify your residency status (if applicable) – please bring these with you to the induction workshop and upload copies when you apply online.

**Admissions for Pharmacists working/planning to work in the NHS**

If you are working in or plan to work in the NHS, we follow the NHS Values Based Recruitment Guidance. We strongly believe in the NHS values and will be looking for them in our applicants and patient representatives.

All applicants will be assessed on individual merit as well as their understanding and practice of NHS values in pharmacy. Assessment may take a variety of forms, but will include an interview. We strongly encourage all applicants to read the NHS Constitution before interview. Read the NHS Constitution at <https://www.gov.uk/government/publications/the-nhs-constitution-for-england/the-nhs-constitution-for-england>.

**Completing the Online Application Form**

## Personal Details

When completing this section please be sure to provide a daytime contact number and email address you check regularly to help us to contact you quickly.

## Funding Arrangements

Please indicate how you intend to fund your study. Please include a purchase order number and a contact name and number of the person who we need for invoicing purposes.

## Your Education

Please provide information of your formal education achievements and of any relevant training courses that you may have undertaken in recent years.

## Professional Experience

Please provide information about your current and previous relevant employment and details of your GPhC/PSNI Registration.

## Your English Language Proficiency

If your first language is not English, then you will need to complete this section and provide details of your performance in the IELTS tests.

Personal Statement

We are keen to understand your interests in, and motivations for, undertaking further study. Please describe these in this section. You may attach your response as a separate sheet if filling in a paper application, but please do not exceed 250 words.

## Equality of Opportunity

We need to monitor our equal opportunities policy and ask that you complete this section of the form.

## Why Bath?

Please indicate how you heard about this programme and what influenced you to study at Bath.

Special Needs

We welcome applications from people with special needs and consider their applications on the same academic basis as those from other applicants. If you have special needs, you are strongly encouraged to contact the Disability Advice Team on **01225 385538 or** emaildisabilityadvice@bath.ac.uk.

Criminal Convictions

## We are required to collect this information

## Declaration

Please complete this mandatory declaration.

**When to Apply**

Please visit the website for up to date information and deadlines <http://www.bath.ac.uk/pharmacy/masters/> or contact ap3t-admin@bath.ac.uk or call the Postgraduate Office on 01225 383206.

**Outcome of the Admissions Panel**

All candidates will be notified of the decision of the University as soon as possible in advance of the start of the programme. Please note that all elements of the application must be submitted on time for you to be considered for a place on the programme. If the demand for places is greater than the number of places available then the admissions panel will review applications following agreed selection criteria.

# Queries, Questions and Further Information?

If you would like to discuss your application or aspects of the application process and deadline, please contact:

**Nicholas Haddington** l **Director of Taught Postgraduate Programmes** l**N.J.Haddington@bath.ac.uk**

**Or** **ap3t-admin@bath.ac.uk** **Programme Office, Advanced Programmes in Practice and Therapeutics, University of Bath** I **Department of Pharmacy & Pharmacology** I **Bath BA2 7AY**