**DIPLOMA IN HUMAN PHARMACOLOGY**

**Summary of Enrolment Process and Action Checklist**

**STAGE 1 – Pre-enrolment**

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| If you have contacted the FPM office expressing an interest in enrolling on the Diploma in Human Pharmacology (DHP) training programme you will be referred to the following documents available from the DHP webpage:   * This summary of the enrolment process * DHP Candidate guide and Syllabus * A summary of the fees for entry to the 2-year programme * A CV template | | |
| Action 1A | Complete the CV template and email to [exams@fpm.org.uk](mailto:exams@fpm.org.uk) |  |

**STAGE 2 – Application to enrol, site assessment and provisional appointment of Educational Supervisor (ES)**

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| Your CV will be reviewed and if it indicates that you should be eligible for the DHP, you will be sent the following documents:   1. This summary of the enrolment process 2. DHP Candidate guide and Syllabus 3. Dates and other details of courses and examinations 4. Terms and Conditions 5. Candidate Application form 6. A document for your prospective Educational Supervisor (ES) explaining the role and responsibilities of an ES 7. ES application form 8. Site Assessment form | | |
| Action 2A | Complete the Enrolment Application form |  |
| Action 2B | Arrange for the Site Assessment form to be completed by Medical Director, prospective ES or other senior medically qualified person |  |
| Action 2C | Arrange for your prospective ES to complete the ES application form |  |
| Action 2D | Email the completed forms to [exams@fpm.org.uk](mailto:exams@fpm.org.uk) |  |
| Upon receipt of the above, FPM will contact you to arrange a meeting on site for you, the FPM representative, and your prospective Educational Supervisor. NB: A senior manager should also be available for part of the time.  The purpose of the on-site meeting is:   * to enable the FPM representative to assess suitability of the site for training * to discuss any arrangements required if the site is unable to deliver all aspects of the training * to enable the FPM representative to meet the ES * to discuss any other issues relating to your application * to confirm commitment of the organisation | | |

**STAGE 3 – Review by FPM and enrolment**

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| Your application and related documents and the report of the FPM representative will be reviewed by the FPM DHP Advisory Panel. Any unresolved issues e.g. relating to your eligibility or suitability of your place of work for training, will be discussed and the FPM representative will then be in touch with you.  FPM will contact you to arrange payment of the £2500 fee payable to FPM.  When the fee has been paid, you will receive:   1. A letter from FPM confirming your enrolment onto the DHP programme, including any particular conditions that apply and stating the date of entry from which the period of workplace training will be recognised. 2. A training log for you to complete during the programme |