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DIPLOMA IN HUMAN PHARMACOLOGY Summary of Enrolment Process & Action Checklist

STAGE 1 – Pre-enrolment

If you have contacted the FPM office expressing an interest in enrolling on the DHP training programme you will be sent the web link to the following documents:

- i. this summary of the enrolment process;
- ii. an Overview of the DHP;
- iii. a summary of the fees for entry to the 2-year programme;
- iv. a Curriculum Vitae template.

Action

1A Complete CV template and email to fpm@fpm.org.uk or post to the FPM office

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

Your CV will be reviewed and if it indicates that you should be eligible for the DHP, you will be sent the following documents:

- i. this summary of the enrolment process;
- ii. a DHP Programme Guide with information about the syllabus, curriculum and content of courses;
- iii. details of fees;
- iv. dates and other details of courses and examinations;
- v. Terms and Conditions;
- vi. Enrolment Application form;
- vii. a document for your prospective Educational Supervisor (ES) explaining the role and responsibilities of an ES;
- viii. ES application form;
- ix. Site Assessment form;
- x. Ethnicity Monitoring form.

Action

2A Complete the Enrolment Application form;

2B Arrange for the Site Assessment form to be completed by Medical Director, prospective ES or other senior medically qualified person;

2C Arrange for your prospective ES to complete the ES application form;

- 2D Complete the Ethnicity monitoring form (optional);
- 2E Send the completed forms to the FPM with payment of first fee instalment;
- 2F 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

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. Once any outstanding issues have been resolved satisfactorily your payment will be processed.

When the fee has been paid, you will receive:

- i. a letter from the 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;
- ii. A Training Record (on disk).