

FACULTY OF PHARMACEUTICAL MEDICINE – REVALIDATION PROGRAMME

FREQUENTLY ASKED QUESTIONS ABOUT THE REGISTRATION PROCESS

Why has the Faculty asked me to sign the Revalidation Agreement?

The Faculty is a Designated Body under The Medical Profession (Responsible Officers) Regulations 2010 and the responsibilities of Designated Bodies and their Responsible Officers are set out within this legislation. The compliance of each Designated Body with these legal responsibilities is being carefully monitored by the Department of Health and, for the Faculty, this is through NHS London. This is helping to ensure that revalidation standards are equitable across the medical profession and also that systems put in place by Designated Bodies are sufficiently effective to support Responsible Officer recommendations.

Like this Faculty, a number of Designated Bodies are not the employers of the doctors who have a prescribed connection with them. Whilst the legal responsibilities are exactly the same for all Designated Bodies there may therefore be some variations in how each Designated Body fulfils these responsibilities.

The Revalidation Agreement is designed to ensure that those doctors who have a prescribed connection with the Faculty understand the requirements with which they will need to comply in order that the Faculty can carry out its statutory responsibilities as a Designated Body. The Agreement does allow for approval of alternative ways of meeting the requirements in recognition of the differing circumstances under which pharmaceutical physicians practise.

Why does the Faculty require Forms R1 and R2 from my employer/s or client/s?

One of the legal responsibilities of a Designated Body is to ensure that there is a system for monitoring the fitness to practise of doctors with whom the Designated Body has a prescribed connection and that any issues or concerns are addressed at the time they arise. Those Designated Bodies that are employers are legally required to verify the qualifications and experience of their new doctors including a requirement to obtain and check references. The information within Forms R1 and R2 are a practical alternative for doctors registering with the Faculty's Designated Body. This process will also help ensure that the Responsible Officer can make relevant information available for a doctor's first appraisal. It will also allow the Responsible Officer to be made aware of any current concerns about a doctor's practice. Having in place a system to facilitate these aspects is another responsibility of a Designated Body. The question within Form R2 for previous employers and clients is the same wording used by the General Medical Council when asking for independent verification of fitness to practise when a doctor applies to them for a re-instatement of a Licence to Practise and the Faculty is basing its registration process on this method. The person signing Form R1 as a representative of a current employer/s or client/s also confirms that they will notify the Faculty of any current fitness to practise concerns relating to the doctor's medical practice. Form R2 is not required if there has been no change in employer or client within the last three full calendar months. Please let us know if you have any questions about this.

Why is the Faculty asking for Forms R1 and R2 covering the last three-months of my medical practice?

In order to make this process as practical as possible but also of sufficient validity, we are asking that Forms R1 and R2 cover the same period of time upon which the General Medical Council bases applications from those applying to them for a re-instatement of a Licence to Practise.

Will have to submit Forms R1 and R2 in the future?

No, Forms R1 and R2 are only required at the point of registration into the Revalidation Programme but you will be required to notify the Faculty about any subsequent change. Please see below for further information about what to do in these circumstances and contact us if you have any questions.

I am having difficulties providing the requested forms from my employers or clients. What should I do?

There may be some doctors for whom it will be difficult to obtain the required signed forms for a variety of reasons or who are experiencing a delay in obtaining them due to lengthy local procedures. If this is the case please get in touch with us as soon as possible so that we can seek to identify a satisfactory alternative solution. Whilst we are asking doctors to return all their documentation at one time, if you are having genuine difficulties this should not be a barrier to your registration into the programme. We will ask you to provide written explanations and evidence of the difficulties that you are experiencing and possibly alternative supporting information relating to the gap in your documentation. We have written a background document which might be helpful when contacting your employer or client about revalidation -

http://www.fpm.org.uk/revalidationcpd/revalidation/faculty_designated_body

I am a Director of the company that employs me and would usually sign forms on behalf of the company. What should I do?

Our preference would be that whenever possible another Director (who is perceived to be independent and has no potential conflicts of interest; for example as a relative would) signs Form R1 on behalf of your employer. The reason for this is that the person signing Form R1 will also need to consider if there are any current fitness to practise concerns relating to your medical practice. This independent input is the Faculty's equivalent to an employing Designated Body taking up references. If you or a relative are the only representatives who can sign Form R1 on behalf of your employer we will ask you to provide an additional signature to verify, to the best of the person's knowledge, that there are no undisclosed fitness to practise concerns known by the company. The additional verification, to the best of the person's knowledge, might be provided for example by your company's lawyer or auditor or another employee. If this remains a difficulty for you please contact us.

I have been employed by or engaged by a single employer or client for more than three full calendar months. Which forms should I use?

Please ask your employer or client to sign Form R1. You do not need to submit Form R2. We have written a background document which might be helpful when contacting your employer or client about this - http://www.fpm.org.uk/revalidationcpd/revalidation/faculty_designated_body. Please let us know if you experience any difficulties in obtaining Form R1.

I have been employed by or engaged by a number of different employers or clients in parallel for more than the equivalent of three full calendar months. Which forms should I use?

Please photocopy Form R1 and ask each organisation that you have been employed by or engaged by to complete one. You do not need to submit Form R2. We have written a background document which might be helpful when contacting your employer or client about this - http://www.fpm.org.uk/revalidationcpd/revalidation/faculty_designated_body. Please let us know if you experience any difficulties in obtaining any of your Form R1s.

When calculating my immediately previous three full calendar months of work, it includes an employer/s or a client/s that I no longer work for. Which forms should I use?

Please ask these previous employer/s or client/s to complete a Form R2. If you have one, you will also need to ask your current employer/s or client/s to complete Form R1. We have written a background document which might be helpful when contacting your employer or client about this - http://www.fpm.org.uk/revalidationcpd/revalidation/faculty_designated_body. Please let us know if you experience any difficulties in obtaining any of your Forms.

I provide services through a resourcing company or agency. What should I do?

If you are employed by the resourcing company or agency and have been for more than three full calendar months please ask the company or agency to complete Form R1. We have written a background document which might be helpful when contacting your employer about this - http://www.fpm.org.uk/revalidationcpd/revalidation/faculty_designated_body. Please let us know if you experience any difficulties in obtaining Form R1.

Do I need to inform the Faculty about every change of employer or client?

If you are employed, please let us know whenever you change employer. If you are self-employed please let us know of any change in your contracts that are likely to result in twelve or more days of work per annum. The reason we are asking for is that it will ensure that relevant information relating to your role is available to help the Designated Body to monitor fitness to practise and available for appraisal. Both of these are legal requirements of a Designated Body.

I am uncertain about my employment status.

Please contact us initially and we will try to help.

How many Data Protection Waiver Forms do I need to send in? Who should sign them?

At the point of registration into the Revalidation Programme please send us one Form R3 for each of your current employers or clients and any previous employers and clients included in your previous three full calendar months of practice. Please also send one Form R4. Forms R3 and R4 should be signed by yourself. In the future, when you notify us of any change of employer or client we will request additional Form R3s signed by yourself.

It would be helpful to have electronic versions of the forms, is this possible?

Yes, we have placed MS Word versions of the agreement and Forms R1,R2,R3,R4 on the website so that they can be downloaded and completed electronically. If you cannot locate them on the website please contact us and we will email them to you. Please remember that when you return your documentation to the Faculty we require this in hard copy with original signatures.

Please visit the Designated Body page of the Faculty website at -

http://www.fpm.org.uk/revalidationcpd/revalidation/faculty_designated_body

Please contact us with any questions: revalidation@fpm.org.uk