

Accreditation and recognition panel lay team member – application information and Guidance

Introduction

The General Pharmaceutical Council (GPhC) is the regulator for pharmacists, pharmacy technicians and registered pharmacies in Great Britain and one of its principal functions is to ensure the quality of pharmacy education and training.

We set standards for the education and training of pharmacists and pharmacy technicians as well as training requirements for pharmacy support staff. We quality assure education and training through our approval process of either accreditation (direct approval of a course or programme directly delivered by a provider) or recognition (approval of an awarding organisation to deliver a national qualification).

Each accreditation or recognition process is undertaken by an accreditation team drawn from the GPhC's accreditation and recognition panel. This panel is responsible for making recommendations to the GPhC registrar on the approval of a course or qualification. The panel plays a fundamental role in upholding the education and training Standards of the General Pharmaceutical Council. They must report to the Council on the nature, content and quality of education and training through the accreditation events. They must make judgements on the basis of evidence and quality indicators. Further information can be found at www.pharmacyregulation.org/education

The accreditation process itself involves submission of a self-assessment document supported by documentary evidence, followed by an accreditation event attended by an accreditation team which culminates in a formal accreditation decision which may or may not have conditions associated with it. Depending on the course of education and training being accredited the accreditation event itself may involve some or all of the following: site visit, meetings with academic, research, teaching and practice staff, meetings with senior management, meeting with students, viewing of teaching facilities. Accreditation and recognition events can take place virtually or on-site at the delivery location.

GPhC Education team

Quality assurance of education and training sits within the remit of the GPhC Education team; this team is overseen by the Head of Education and comprises three areas – quality assurance, policy and the Registration Assessment.

Accreditation and recognition activities are managed by the quality assurance team, and the work of the Accreditation and Recognition panel and Accreditation Rapporteurs is overseen by the Quality Assurance Manager (Education). A GPhC representative from the quality assurance team or the Head of Education attends each accreditation or recognition event to oversee the process.

GPhC Associates and Partners

Associates and Partners roles play a vital role in the work of the GPhC. Over 150 Associates and Partners input to the work of the GPhC Education team across a variety of roles.

All Associate and Partner roles are self-employed and on a contractual basis. Please contact our Associates and Partners team at [**A&P@pharmacyregulation.org**](mailto:A&P@pharmacyregulation.org) for further information.

The Application Process

Stage 1 – written application

We will assess your experience and suitability for the role against the essential and desirable criteria and behavioural competencies, drawn from the role and person specification. Each application will be scored, and the top scoring applications will be invited to attend an interview. Your name and other personal information provided on your application form will not be made available to those involved in the selection process.

Stage 2 – interview

Competency-based interviews will take place during March 2025 and will take place via videoconference.

Conflicts of interest

Conflicts of interest may preclude an accreditation and recognition panel member from being involved in events for particular course providers or awarding organisations that they have current or previous connections with, either professional or personal. We may decide not to progress your application to stage 2 of the recruitment process if we feel that your work and other affiliations mean that you would be conflicted to an extent that your opportunities to input would be extremely limited. If you would like to discuss potential conflicts before you apply, please contact [**education@pharmacyregulation.org**](mailto:education@pharmacyregulation.org) for advice.

Training and Induction

Appointed candidates will be required to attend an induction session (virtual), this will be followed by observation of an accreditation event (virtual) which will involve preparatory work and completion of a reflective exercise.

All accreditation and recognition panel members are expected to attend further training or briefing sessions as required during the course of their appointment and will be expected to attend the Accreditation panel annual review and update day which takes place at the start of each academic year.

Fees

The current fee for providing these services is £305.10 per day (a day equates to no less than 7 hours). Training and development days are remunerated at 228.82 a day.

Fees for Associates are set by the GPhC Council and reviewed periodically. Any review of your fee during your appointment period will be at the absolute discretion of the GPhC Council.

A fees schedule is published at the start of each academic year which sets out the maximum number of days that may be claimed for each type of accreditation or recognition event taking place that academic year. The maximum number of days that may be claimed, is made up of both desktop days (preparatory and follow up work) and event attendance.

Expenses are reimbursed in line with the GPhC's expenses policy. When overnight stays are required to attend meetings, hotels will be arranged by the GPhC.

Ways of working/anticipated workload

The expected time input will vary, but as a guide accreditation panel member's might be allocated an average of three - six events per academic year, dependent on the needs of the GPhC Education team, although no minimum number of days can be guaranteed. The expected time input per event will vary dependent on the type of course/event. As a guide a team member's role will involve between 2 and 6.5 days per event which includes desktop review of a provider's submission and associated documentation, question formation, attendance at the event, and follow up work such as reviewing draft reports and responses to conditions/recommendations.

Events are held both by videoconference (remote) and on-site at various venues around the UK throughout the academic year. Onsite events are likely to include overnight stays of one or more nights and will involve travel.

Once events are arranged, they may be subject to change. If this is necessary you will be given notice in writing.