

STUDENT CODE OF CONDUCT

*The best practice guidelines
are that you will:*

Be prompt, courteous and honest in all dealings with employers. Notify them immediately if you decide not to proceed with the application at any stage.

Be honest with the Tutor about other applications made or existing offers of pre-registration employment.

Only accept offers of employment if conditions are acceptable and ensure that terms of employment are provided in writing.

Do not agree to take a placement and then change your mind.

Consider your options carefully and once you have made a decision, stick with it. Remember that every Tutor is trained to the same standards by the PSNI and you will receive good quality training in whichever pharmacy you are placed.

Recognise that both the offer of a post and its acceptance form a contract, unless conditions are attached to either. Your acceptance must be honoured other than in the most exceptional circumstances, i.e. those which are beyond your control or which could be justified as being professionally acceptable.

The profession you are entering into is governed by a Code of Ethics which stipulates that "A pharmacist must uphold the honour and dignity of the profession". Please remember that once you have accepted a placement, either verbally or in writing, you are expected to honour the agreement. If the agreement was verbal, the Tutor may then request your acceptance in writing.

TUTOR CODE OF CONDUCT

*The best practice guidelines
are that you will:*

Offer equality of opportunity and avoid, in your literature or application forms for employment, any reference that might be construed as unfair discrimination.

Acknowledge receipt of all applications and inform students whether or not they are to be invited for interview.

Notify the result of an interview promptly to the student.

When students have other possibilities to consider, inform them if the offer can be held open and for how long.

Agree referees with the candidate and do not seek reference from a person, not so designated, without the candidate's agreement.

Indicate clearly to the candidate, as well as to the referee, whether or not the offer is conditional on the reference.

Explain clearly the terms and conditions of service in offer letters and state whether or not an offer is conditional on degree classification, medical examination, etc.

Recognise that the offer of a post, together with its acceptance, form a contract unless conditions are attached to either.

Make clear to the applicant that an offer of employment is subject to the approval of the programme of training or the premises and/or the tutor, by the PSNI.

Provide the student with written terms and conditions within 13 weeks of the date of commencement of employment.