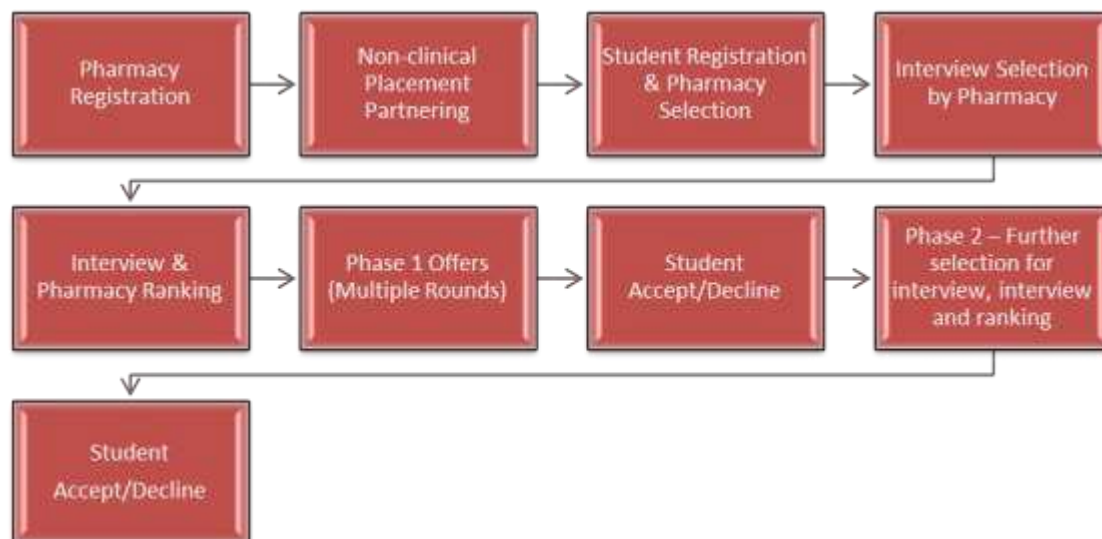




Overview of CAASP Process



Phase 1

- i. **Stage 1 - Training Establishment Registration Process:** CAASP will email all training establishments in November inviting them to register new placements with CAASP for 2017/18. There is a requirement for non-clinical placements (industry, regulatory and academic) to secure a partner clinical placement (community or hospital pharmacy) so that students are offered a combined twelve month placement. RCSI can assist with this process. Once registered, training establishments will have until the scheduled deadline of 5th December 2016 to upload placement details on CAASP.
- ii. **Stage 2 - Student Registration Process:** Pharmacy students register with the CAASP and complete an online application and upload their CVs. Each student will review all of the training placements available in Phase 1 on CAASP and will select those establishments they wish to review their application. The scheduled timeframe for students to register is from 14th December 2016 to 9th January 2017.
- iii. **Stage 3 - Selection for Interview:** CAASP will email each training establishment to confirm that a student has expressed an interest in attending a placement at that establishment. The training establishment can then log-in to CAASP to review each application and select those students they wish to interview. The scheduled timeframe for this process is from 9th January to 31st January 2017.
- iv. **Stage 4 - Holding of Interviews and Ranking of Students:** CAASP will notify students who have been selected for interview by email. Training establishments and students will be advised to contact each other to arrange a mutually convenient time for the interview. All interviews will have to be conducted within a set time period which is scheduled from 1st February to 1st March 2017. Pharmacies are encouraged to make use of Skype and other technologies for interview purposes where possible. Once interviews are completed, pharmacies must then rank those they have interviewed in order of preference (i.e. No. 1 to

the most preferred applicant, No. 2 to the next preferred applicant, and so on). A training establishment must only give a preference to a student they would be satisfied to engage with as an intern. Training establishments will record their preferences on CAASP. References should be checked by training establishments in advance of them recording their preferences on CAASP. The scheduled deadline to submit final preferences is 3rd March 2017.

- v. **Stage 5 – Applicant Offers:** Once applicant preferences have been recorded by training establishments on CAASP, the system will then proceed to issue offers online to students in a series of rounds. CAASP will issue offers based on training establishment rankings. Round 1 will issue all students with offer(s) from training establishment(s) who have given them a No. 1 preference. Subsequent rounds will offer placements to students based on lower preferences as ranked by training establishments. Students will have a set period of time to accept or decline online a placement offer. Once a student accepts a placement, both they and the training establishment(s) will be removed from the system and all parties will be bound by the offer. The scheduled date for conclusion of the Phase 1 offers stage is 30th March 2017.

Phase 2

- vi. Phase 2 is essentially a repeat of Phase 1. It will allow training establishments that didn't participate in Phase 1 the opportunity to enter the process and offer placements. It will also give training establishments that didn't secure an intern and students who didn't secure a placement in Phase 1 a further opportunity to do so. Phase 2 will involve a repeat of the various stages in Phase 1, leading to further rounds of placement offers. The scheduled period for Phase 2 to take place is from April to July 2017.

CAASP is designed so that each stage of the process will be communicated to training establishments and students as appropriate together with the required actions and deadlines to be met.

Participation in it will be subject to terms and conditions for both training establishments and students. All training placements under the NPIP remain subject to the approval of the PSI in accordance with Pharmaceutical Society of Ireland (Education and Training) Rules 2008 (S.I. No. 493 of 2008). The PSI has set down requirements in this regard in respect of both tutor pharmacists and training establishments which are available at:

http://www.thepsi.ie/gns/education/Training_as-a-pharmacist/internship-programme/Internship_Tutors.aspx and http://www.thepsi.ie/gns/education/Training_as-a-pharmacist/internship-programme/Training_Establishments.aspx respectively.

Training establishments in offering such a training placement should be satisfied that it complies with PSI requirements for both training establishments and tutor pharmacists. Once a training placement is offered by a training establishment and accepted by an applicant student, it will be binding on both parties subject to approval by the PSI of the training arrangements.

Further information on CAASP can be requested from RCSI by emailing caasp@rcsi.ie.