



Association of Pharmacy Technicians United Kingdom

APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award

1. Introduction

- 1.1 The APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award is funded by AAH.
- 1.2 The APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award acknowledges the commitment, dedication and achievement of Pre-Registration Pharmacy Technicians members.
- 1.3 There will be one APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award.
- 1.4 The APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award will consist of:
 - The title of 'APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year'
 - An engraved glass trophy
 - A place at the next APTUK Annual Professional Conference and Exhibition (travel expenses are not included)
- 1.5 The APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award will be made to a trainee who, in the opinion of the judges, demonstrates outstanding effort and commitment.
- 1.6 The winner will be required to submit an article for the APTUK Pharmacy Technician Journal, within twelve months of the award being announced.

2. Nomination/Application Process

- 2.1 Nominations/applications will be through the submission of a completed nomination/application form which includes:
 - A supporting statement from the individual making the nomination/application
 - A supporting statement from the nominee's manager/supervisor
 - A declaration of authenticity from the nominator/applicant
- 2.2 APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year nomination/application forms will be submitted via email to aptuk@profileproductions.co.uk by **6th April 2018**.
- 2.3 Nominations/applications will not be accepted after the annual closing date.
- 2.4 Receipt of forms will be acknowledged by email.
- 2.5 APTUK/AAH takes no responsibility for electronic submissions not received.
- 2.6 Further information and details about the awards will be available by contacting APTUK Education (Pre-Registration) Officer, AAH or Profile Productions (Tel: 020 3725 5840)



Association of Pharmacy Technicians United Kingdom

3. Adjudication Process

- 3.1 Profile Productions will collate all the nominations and forward them to the Education (Pre-registration) Officer; education.prereg@aptuk.org.
- 3.2 The adjudication process will be co-ordinated by Education (Pre-registration) Officer, APTUK.
- 3.3 The adjudication process will be conducted by a selected panel. The panel will consist of:
 - Education (Pre-Registration) Officer APTUK
 - 1 AAH Employee (to be nominated by AAH)
 - 1 external judge (who has no connections with those who have been nominated/applied)
- 3.4 The panel will meet (face to face or virtual) in early May to judge the submissions.
- 3.5 To be assessed and judged, nomination/application forms must be complete and include:
 - A supporting statement from the individual making the nomination/application
 - A supporting statement from the nominee's/applicant's manager/supervisor
 - A declaration of authenticity from the nominator/applicant
- 3.6 Assessment and judgement will take place by review of the form against the marking criteria.
- 3.7 The winner will be selected by agreement of the panel and the adjudication decision will be final.
- 3.8 The nominations/applications which are shortlisted will be informed by email of the adjudication decision by APTUK/AAH joint statement in May.
- 3.9 Shortlisted nominees/applicants will be invited to attend conference. The 'Early Bird' price for conference will be made available to those shortlisted.
- 3.10 The final decision will be kept confidential until the Awards Dinner.

4. Presentation of the Award

- 4.1 The presentation of the award will take place at the APTUK Annual Awards Dinner during the APTUK Annual Professional Conference and Exhibition
- 4.2 The Education (Pre-Registration) Officer will announce short-listed nominees/applicants.
- 4.3 The APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award Winner will be announced and presented by an AAH representative with the President

5. Following the presentation of the Awards

- 5.1 The Treasurer will issue the APTUK Annual Professional Conference and Exhibition Bursary Application Form to the winner.
- 5.2 AAH will publish the APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award Winner on their website and in other marketing materials



Association of Pharmacy Technicians United Kingdom

- 5.3 APTUK will publish the APTUK/AAH Pre-registration Trainee Pharmacy Technician of the Year Award Winner on their website and in the summer edition of the APTUK Pharmacy Technician Journal post APTUK Annual Professional Conference and Exhibition.
- 5.4 The winner will be required to submit an article for the APTUK Pharmacy Technician Journal, within twelve months of the award being announced

Andrea Ashton
Director of Communications