NPIP 2015/2016: Central Application and Selection Process (CAASP)

Matthew Lynch MPSI

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE
Background

• PSI tender for the next cycle of NPIP required the introduction of a centralised placement matching and selection process

• Why?
  – NPIP (National Pharmacy Education and Accreditation Reviews project (PEARS, PSI) and the RCSI experience in first cycle of NPIP (2009-2014) highlighted the inefficiencies and difficulties of the current unstructured system
  – Have a system in place that can be adapted for placing students during Years 3, 4 and 5 of the new integrated MPharm programme
Key issues influencing design

- Overarching requirement to have a system that could accommodate all of the variables of the internship training year:
  - Different practice locations: community, hospital, industry, regulatory and academia
  - Varying duration: 6 or 12 months
  - Needed to preserve the selection element by training establishments of interns who are *de facto* employees for the training period
  - Streamline the process for training establishments and students alike
Design Result - CAASP

- CAASP – Central Application and Selection Process

- IT online system comprising 6 Stage process

- CAASP will be the exclusive means by which intern placements will be sourced from 2015/2016 onwards – there will be no alternative means of securing an intern placement

- CAASP will synchronise the process for all students and training establishments
Overview of Stages

• Stage 1- Training Establishment Registration Process

• Stage 2- Student Registration and Selection of Prospective Training Establishments

• Stage 3- Training Establishment Selection of Students for Interview

• Stage 4- Holding of Interviews & Ranking of Students by Training Establishments in order of preference

• Stage 5- Phase 1 offers

• Stage 6- Phase 2 offers (which will require a re-run of Stages 1-4)
Training Establishment Registration

Placement Pairing

Applicant Registration & Selection of TEs

TE Review and Selection for Interview

Interview & Ranking by TEs

Phase 1 Offers (Multiple Rounds)

Applicant Accept/Decline

Phase 2 Offers (Multiple Rounds)

Applicant Accept/Decline
Stage 1- Training Establishment Registration Process

• All Retail Pharmacy Businesses registered with PSI and other non-RPB training sites will be invited to register with system.

• Proposed deadline for updating details mid-January.
  – No. of placements
  – 6 or 12 months
  – Paid placement or not

• If 6 months placement, will need to identify a training partner. If none identified CAASP will try to assign a partner.
  – of particular relevance to non-clinical placement e.g. industry, regulatory, academia

• If TEs want to participate in Phase 1 must meet specified deadline
Stage 2- Student Registration and Selection of Prospective Training Establishments

- Student details from the three pharmacy schools (TCD, UCD and RCSI) will be pre-loaded to CAASP

- CAASP will then issue email to all students advising them that they will receive correspondence shortly which will include secure link which they must activate within 48 hours to register with CAASP and get their own unique secure log-in details (scheduled to occur mid-January 2015)

- If 48 hours lapse, then need to contact CAASP (caasp@rcsi.ie) to re-issue secure link

- CAASP Applicant site  https://apply.caasp.rcsi.ie/

- Once details of TEs are on CAASP, registered students can then log in - complete online application, upload CVs and select those training establishments that they would like to consider their application

- Scheduled deadline to do this end of January (30th January 2015)
SCREEN THAT APPEARS AFTER FOLLOWING THE INVITATION-TO-REGISTER LINK

Register with CAASP

Please set up your password

Password

Confirm password

I agree to the Terms & Conditions

Save

© 2014 Royal College of Surgeons in Ireland, 123 St Stephens Green, Dublin 2, Ireland. Tel: +353 1 402 2774 Email: caasp@rcsi.ie
REGULAR LOGIN SCREEN (AFTER INITIAL REGISTRATION)
You have successfully logged in. Welcome to CAASP.

System status
Current State: Student Registration and Placement Preference Process (ST-REG)
Phase: 1 - Deadline: 30 Aug 2014 14:53

Students will have to be loaded into the system before this process begins. Admin will have bulk uploaded a CSV file and now will send the students an invitation email. Once in receipt of the invitation email, students can log in to complete their registration process providing their personal information, CVs, photo and their Placement preferences.

Your application status is complete

Here are some recommendations for you:

- You have selected a total of 6 placement preferences. Please consider selecting more to increase the chances of being selected.
- You have uploaded 3 CVs out of a total of 9. Upload more CV types to increase your chances to be selected by an Establishment.
Student Details

• Personal details- name, address etc.

• Academic details – School of Pharmacy attending, Years 1-3 overall result, other 3rd level qualifications, details of research, project work completed to date (max. of 3)

• Employment history – dates, place of work, position, responsibilities

• Other relevant details: additional skills or attributes, personal interests, awards/distinctions

• Referee details

• Students will also upload CV(s)
### Personal Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Mister John O'Brien</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:john@rcsi.ie">john@rcsi.ie</a></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>23 Jan 1985</td>
</tr>
<tr>
<td>Correspondence Address</td>
<td>123, SSG. 2, Republic of Ireland</td>
</tr>
<tr>
<td>Home Address</td>
<td>123, SSG. 2, Republic of Ireland</td>
</tr>
<tr>
<td>Phone</td>
<td>123456789</td>
</tr>
</tbody>
</table>

© 2014 Royal College of Surgeons in Ireland, 123 St Stephens Green, Dublin 2, Ireland. Tel: +353 1 402 2774 Email: caasp@rcsi.ie
Terms and Conditions
# Employment History

<table>
<thead>
<tr>
<th>Workplace</th>
<th>Position</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCSI</td>
<td>Developer</td>
<td>01 May 2014</td>
<td>27 Jun 2014</td>
</tr>
<tr>
<td>AiB</td>
<td>Secretary</td>
<td>03 Sep 2008</td>
<td>30 Sep 2008</td>
</tr>
</tbody>
</table>

[View](#) [View](#)
Student Placement Selection Process

• Filter options- geographic location (by county or by more precise address) & placement type

• A student must select at least one placement. Advisable express an interest in a number of placements in order to improve their chances of obtaining a placement in all rounds of this phase. Maximum of 40 selections permitted.

• Applicants can update, amend their application, selection of training establishments at any time up to the closing deadline. Scheduled deadline of 30th January 2015.
Your application status is incomplete

Placement Preferences - Phase 1

Search Criteria Used
- Practice area: Hospital

Total number of records found: 2 [Page 1 of 1]

Search results

<table>
<thead>
<tr>
<th>ID</th>
<th>Duration</th>
<th>Establishment 1</th>
<th>Establishment 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPR-183</td>
<td>1 x 12 months</td>
<td>Jennifer Hospital Hospital Paid placement 1, T</td>
<td>Jennifer Hospital Hospital Paid placement 1, T</td>
</tr>
<tr>
<td>PPR-185</td>
<td>2 x 6 months</td>
<td>Aolfe Industry Industry Paid placement 2, TT</td>
<td>Jennifer Hospital Hospital Paid placement 1, T</td>
</tr>
</tbody>
</table>

Selected preferences - Phase 1

<table>
<thead>
<tr>
<th>ID</th>
<th>Duration</th>
<th>Establishment 1</th>
<th>Establishment 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPR-183</td>
<td>1 x 12 months</td>
<td>Jennifer Hospital Hospital Paid placement 1, T</td>
<td>Jennifer Hospital Hospital Paid placement 1, T</td>
</tr>
<tr>
<td>PPR-185</td>
<td>2 x 6 months</td>
<td>Aolfe Industry Industry Paid placement 2, TT</td>
<td>Jennifer Hospital Hospital Paid placement 1, T</td>
</tr>
</tbody>
</table>

Drag here to delete

© 2014 Royal College of Surgeons in Ireland, 123 St Stephens Green, Dublin 2, Ireland. Tel: +353 1 402 2774 Email: caasp@rcsi.ie Terms & Conditions
Declaration and Application Submission

Your application status is complete.

Here are some non-mandatory recommendations to improve your application:

- You have selected 3 placement preferences out of 40. Select more to increase the chances of being selected.
- You have uploaded 1 CVs out of a total of 9. Upload more CV types to increase your chances to be selected.
- You have not uploaded a photo.

I hereby declare that:

I agree that personal information provided in the application will be shared with contact pharmacists/tutors under the NPIP only.

I declare that all of the information provided is true and accurate.

I expect to be awarded a degree in pharmacy that has been recognised and approved in accordance with Part 3 of the Pharmaceutical Society of Ireland (Education & Training) Rules 2005 and in pursual of which I have successfully completed all the necessary courses and examinations for the purpose of the award of such degree.

Date the degree will be awarded: 2014-11-27

© 2014 Royal College of Surgeons in Ireland, 123 St Stephens Green, Dublin 2, Ireland. Tel: +353 1 402 2774 Email: caasp@rcsi.ie

Terms & Conditions
Stage 3- Training Establishment Selection of Applicants for Interview (1)

• Once the deadline for student applications has passed (with their expressions of interest for TEs), those TEs selected by students will be emailed by CAASP requesting them to login and view applications of students who have selected your TE.

• TEs which have not received any student selections will also receive email informing them they did not get any student selections in this first phase. Opportunity for this to change in the second phase.

• No minimum no. of applicants specified for TEs to interview but to get an intern must interview at least one. Tutors must select a minimum of one student per placement to invite for interview (scheduled for 20th February 2015)
Stage 4 - Scheduling and Holding of Interviews (1)

- Following close of applicant selection for interview by TEs two types of email notifications will be sent from the system:
- A notification to applicants who did not receive any tutor preferences.
- A notification to applicants informing them that they have been selected by TE(s) for interview and should login to view and make arrangements to contact relevant placement supervisors directly.
- The scheduling of interviews will be a matter for the training establishments and students to arrange by mutual agreement. They will have to be held within a specified time period (Phase 1 interview period scheduled for 26th February - 20th March 2015)
Stage 4 - Scheduling and Holding of Interviews (2)

- Once interviews are complete, TEs will rank interviewed applicants in order of preference. Deadline for this shortly after end of interview period (scheduled for 23rd March 2014).

- Students which a TE does not wish to engage will remain unranked.

- Once the deadline has passed, a training establishment can no longer submit rankings.
Stage 5 –Phase 1 Offer rounds

- Phase 1 Offer rounds – scheduled to run 25\textsuperscript{th} March - 30\textsuperscript{th} April 2015 at latest

- Sufficient rounds to clear as many applicants as possible with offers out of system

- For Phase 1 Round 1 offers: applicants will have 3 working days to respond

- For all subsequent rounds: applicants will have 2 working days to respond
Stage 5 – Phase 1 Offer rounds (2)

- CAASP will notify all applicants that they have received an offer placement.
- Some applicants may receive more than one offer, some may not receive any.
- Offers not responded to within the allocated time (depending on Round #) will lapse and be deemed rejected.
- If an offer lapses/rejected, then eligible to receive offers in subsequent rounds.
- Once a student accepts a placement offer, it’s binding. TEs will be notified by the system when placement offer accepted.
- Both students who have accepted placements and their respective training establishments will be removed from subsequent rounds of offers.
Your application status is complete.

Offers - Phase: 1, Round: 1

Below you can find the list of offers which you have received. You can amend your acceptance before the 30 Oct 2014 15:41

Offers received:

<table>
<thead>
<tr>
<th>ID</th>
<th>Establishment 1</th>
<th>Establishment 2</th>
<th>Phase</th>
<th>Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 PPR-185</td>
<td>aolfe.industry Industry Paid placement 2, TT</td>
<td>jennifer.hospital Hospital Paid placement 1, T</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4 PPR-183</td>
<td>jennifer.hospital Hospital Paid placement 1, T</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

© 2014 Royal College of Surgeons in Ireland, 123 St Stephens Green, Dublin 2, Ireland. Tel: +353 1 402 2774 Email: caasp@rcsi.ie

Terms & Conditions
Confirmation dialog
Are you sure you want to accept this offer?

Offers received:

<table>
<thead>
<tr>
<th>ID</th>
<th>Establishment 1</th>
<th>Establishment 2</th>
<th>Phase</th>
<th>Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 PPR-185</td>
<td>aotive, industry</td>
<td>jennifer hospital Hospital</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Paid placement 2, TT</td>
<td>Paid placement 1, T</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

© 2014 Royal College of Surgeons in Ireland, 123 St Stephen's Green, Dublin 2, Ireland. Tel: +353 1 402 2774 Email: caasp@rcsi.ie
Terms & Conditions
You have accepted an offer, no further action required.

Offers - Phase: 1, Round: 1

Below you can find the list of offers which you have received. You can amend your acceptance before the 30 Oct 2014 15:41

Offers received:

<table>
<thead>
<tr>
<th>ID</th>
<th>Establishment 1</th>
<th>Establishment 2</th>
<th>Phase</th>
<th>Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 PPR-185</td>
<td>aofe.industry Industry</td>
<td>jennifer.hospital Hospital</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Paid placement 2, TT</td>
<td>Paid placement 1, T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 PPR-183</td>
<td>jennifer.hospital Hospital</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Phase 2

• Phase 2 will require a re-run of Stages 1-4
• This is to allow for
  – Addition of new training establishments to system, updating of existing entries
  – Once complete, students can then update their applications and amend their placement selections
  – Second round of training establishment selections, interviews, ranking of preferences
  – Training establishments then repeat selection for interview, holding of interviews and ranking of students
  – Phase offers commencing end of June with same rules applying as for Phase 1
• Scheduled Timeline for Phase 2 as an applicant is 25th May 2015 to completion (mid July 2015)
<table>
<thead>
<tr>
<th>Key Action</th>
<th>Scheduled Timeline (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAASP notification to applicants</td>
<td>16th January 2015</td>
</tr>
<tr>
<td>Training establishment listing goes live</td>
<td>21st January 2015</td>
</tr>
<tr>
<td>Applicant submission of application/CV and selection of training establishments</td>
<td>30th January 2015</td>
</tr>
<tr>
<td>Applicant details live for review by training establishments</td>
<td>4th February 2015</td>
</tr>
<tr>
<td>Training establishment review of applications and selection for interview</td>
<td>20th February 2015</td>
</tr>
<tr>
<td>Notification of applicant of interview offer or notification of no interview</td>
<td>25th February 2015</td>
</tr>
<tr>
<td>Holding of Phase 1 Interviews</td>
<td>26th February – 20th March 2015</td>
</tr>
<tr>
<td>Training establishment notification of rankings</td>
<td>23rd March 2015</td>
</tr>
<tr>
<td>Phase 1 offers (up to 10 Rounds)</td>
<td>25th March – 30th April 2015 (at the latest)</td>
</tr>
<tr>
<td>Phase 2 Updated Training establishment listing go live</td>
<td>25th May 2015</td>
</tr>
<tr>
<td>Phase 2 Applicant updating of details and training establishment selection</td>
<td>29th May 2015</td>
</tr>
<tr>
<td>Phase 2 Applicant details live for review by training establishments</td>
<td>3rd June 2015</td>
</tr>
<tr>
<td>Phase 2 Training establishment review of applications and selection for interview</td>
<td>12th June 2015</td>
</tr>
<tr>
<td>Phase 2 Notification of applicant of interview offer or notification of no interview</td>
<td>15th June 2015</td>
</tr>
<tr>
<td>Phase 2 Interview period</td>
<td>16th June - 26th June 2015</td>
</tr>
<tr>
<td>Phase 2 Training establishment notification of rankings</td>
<td>29th June 2015</td>
</tr>
<tr>
<td>Phase 2 offers</td>
<td>30th June 2015 to completion</td>
</tr>
</tbody>
</table>
CAASP success……

• CAASP is designed to introduce a structured system which benefits both interns and TEs when organising intern training placements

• It represents significant change and its success is contingent on the co-operation of all of the relevant stakeholders and their engagement with the process

• In particular its success will depend on
  – Support of TEs and applicants
  – Having sufficient number of TEs available to meet demand in all practice areas
  – Successful partnerships of clinical and non-clinical TEs being in place
  – TEs being able to align their selection processes with those of CAASP and its timelines