

Welcome to our second update. In our [first email](#), you learnt that:

- during your internship you will be working to refine your practical skills and developing your competence so you can practice as a pharmacist
- from 29 November 2021 you will be able to apply online for registration as an intern pharmacist
- when you have successfully submitted your application, you can begin working as an intern pharmacist
- when your registration is approved you will be able to enrol in the EVOLVE intern programme which begins on 1 February 2022.

In this email, you will learn about the documents which you need to upload to support your application to register as an intern pharmacist.

**Please start preparing these documents now and follow the instructions carefully, otherwise there could be a delay in processing your application.**

## Identity Verification

Two separate forms of identity are required, and both will be retained on your Pharmacy Council file. These documents are essential for your formal entry to the Register of pharmacists, so it is important that when scanned (in pdf format) they are clear and legible.

### 1. Identification document (ID)

You must submit **one** certified copy of an identification (ID) document as part of your application. Acceptable ID documents are:

- birth certificate
- NZ driver licence
- details page of your passport
- citizenship certificate

Please ask one of the following people to certify your ID document:

- Justice of the Peace
- Solicitor
- Notary Public
- Court Registrar or Deputy Registrar

The person who certifies your ID (certifier) must ensure the photocopy is an exact copy of your original document, and write on it:

**'Certified true copy of the original document sighted by me'**  
or words to the same effect.

The certifier must also sign and date it and include their official stamp, or contact details.

Please scan and save the certified copy of your ID as '[your Surname]\_ID' in a pdf format (eg Smith\_ID.pdf).

If your name has changed from that on your ID, you will also need to take your formal name change document (eg marriage certificate) to the same person, to be certified as above.

Scan and save your certified name change document as '[your Surname]\_namechange' in a pdf format (eg Smith\_namechange.pdf).

## 2. Photograph

You must submit a verified passport sized photo. We do not accept selfies so please use an official photo, which you can have taken at a local pharmacy, post shop, etc.

Please [download our template](#) for your photo verification and carefully follow these instructions:

- Insert your photo on the template
- Find someone who has known you for 12 months or more (**not** a family member or your partner, or someone with the same surname as you) to complete the verification, as stated on the template
- They must write their own full (legal) name and your full (legal) name on the verification. (NB: including any middle names)

Scan and save your verified photo document as '[your Surname]\_photo' in a pdf format (eg Smith\_photo.pdf).

## Police Check

Please request a [criminal record history](#) from the Ministry of Justice (MOJ) as soon as possible. There is no cost, but it will take at least 20 working days for it to be sent to you. (NB: *There are third party providers who can arrange your MOJ check quickly - but expect to pay a fee!*)

Scan and save your criminal record history as '[your Surname]\_police check' in a pdf format (eg Smith\_policecheck.pdf).

If you have previously lived overseas and your criminal history has not already been checked by NZ Immigration, you will also need to provide a criminal conviction history from each country you have resided in.

Please note that under the Criminal Records (Clean Slate) Act 2004 you are not required to disclose any convictions or offence that occurred seven or more years ago where no re-offending has occurred, and/or any conviction or offence that was not a specified offence and did not result in imprisonment or corrective training.

**We recommend you start now.**  
**By arranging your identity documents and police check**  
**you will have everything organised by the time applications for registration open.**

## Career Story - Meet Maryam



I'm Maryam Behayaa, a locum community pharmacist and part time pharmacist at WDHB.

### **If you could go back in time to when you were an intern, what would you remind yourself?**

I was under the impression that it was mainly community and hospital pharmacists. However, I found that there are other specialities within pharmacy: pharmacy business and management, pharmaceutical companies (manufacturing or representing), IT in pharmacy, teaching and research to name a few. So, explore and try to find your happy place and strive to achieve it!

### **What's your top tip for becoming an intern pharmacist?**

I have two! When working with clients/patients/customers it's always about the client not the medication or the condition. So, take the time to talk to your clients, acknowledge their needs and in turn they will value your advice.

Also, being organised and prioritising are vital in a high pace pharmacy environment. These are skills that develop with time, but try and start now.

### **What do you enjoy and value in your role?**

I enjoy working in committed multi-disciplinary teams (GP, specialists, nurses, keyworkers, social workers). We strive to achieve the best possible outcomes for our patients. There is mutual respect within the team and the pharmacist role is valued and appreciated.

Like any job, pharmacy has administrative and repetitive tasks, which may not always be fulfilling. I try not to let these tasks define my pharmacy practice. I endeavour to look for the part of pharmacy that is rewarding to me and celebrate small successes.

---