



Employment Status Checklist

Employment status questions	Yes	No	Additional information (where required)
1. Do you work at one pharmacy?			
2. Do you work number of pharmacies?			
3. Do you have a regular fixed slot (set hours/days every week) at one or more pharmacies?			
4. Are you personally obliged to do the work?			
5. Do you provide a substitute of equivalent skills and experience?			
6. Do you regularly substitute for you?			
7. Do you only substitute when you absolutely cannot attend (e.g. when you are on annual leave or have a medical appointment etc)?			
8. Do you work in a set way and do you work under the control of the pharmacy?			
9. Do you have title or a designated role within the pharmacy?			
10. Do you have responsibility for staff within the pharmacy?			
11. Do you attend meetings as part of the management team or the team of pharmacists?			
12. Have you trained others in the pharmacy?			
13. Do you use your own equipment for the role?			
14. Are you entirely reliant on the equipment of the pharmacy?			

15. Do you wear a uniform, have a corporate badge, an email address, mobile phone)?			
16. Do you incur any costs in carrying out the role?			
17. Do you work from your own office or premises in carrying out the role?			
18. Do you profit from your work (e.g. by recharging for materials)?			
19. Do you receive a set amount of pay for the work you do?			
20. Do you receive a pay rise in line with the employees of the pharmacy?			
21. Is the work fixed term?			
22. Is there no fixed term or end date for the work?			
23. Have you worked in this role for a long period?			
24. Do you receive any employee type privileges such as bonuses, promotions, store discount, holiday pay or a pension?			
25. Are you invited to works functions, have a parking space, work key fob, part of a social club or similar work benefit?			
26. Do you have specific notice in a contract which you would have to give if you left and vice versa?			
27. Do you have a written contract?			

If you have answered YES to questions 1, 3, 4, 7-12, 14, 15, 19, 20 and 22-27, you are likely fall within the category for either worker or employee status and be covered by IR35.

If you require further advice, please email the enquiry line enquires@the-pda.org or call the PDA on 0121 694 7000 and ask to speak to one of our employment advisors.