

Non-Medical Prescribers (NMPs): Procedure to access training

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1 Purpose

Following this procedure will help the Trust to:-

- Assist in the identification of appropriate candidates to train as an NMP
- Ensure inappropriate access to training does not take place

2 Related documents

This procedure describes what you need to do to implement the NMP Framework section of the [Non-Medical Prescribing Policy](#)



The [Non-Medical Prescribing Policy](#) defines the Trust approach to informing health care professionals and patients of the process of non-medical prescribing. You must read and understand this policy before carrying out the procedures described in this document.

This procedure also refers to:-

- ✓ [NMPs: Policy & Procedure to practice](#)
- ✓ [Medicines Overarching Framework](#)

3 Who can apply to train as an NMP?

Permission to become supplementary prescribers was introduced in the UK in 2003 for nurses and pharmacists, and was extended in England in 2005 to chiropodists/podiatrists, physiotherapists, therapeutic radiographers, dieticians and optometrists and in 2018 paramedics. This is an on-going development with regular changes as to who is authorised to train as a prescriber (either supplementary or independently) – to access who may currently prescribe please go to:

<https://bnf.nice.org.uk/guidance/non-medical-prescribing.html>

Nurses, pharmacists, physiotherapists and podiatrists are permitted to become **independent** prescribers this enables them to prescribe any licensed medicine within their identified competency and scope to practice.

The selection of appropriate healthcare professionals to train will be based upon local service and patient needs. All individuals selected for prescribing training must have the opportunity to prescribe in the post they will occupy on completion of their training.

4 Selection process

The selection of appropriate healthcare professionals to train will be based upon local service, patient needs and the Trust business/service development plans. All individuals selected for prescribing training must have the opportunity to prescribe in the post they will occupy on completion of their training.



All applicants must:

- AFC band 6 or above
- Have a current and valid DBS (i.e. one within the last three years)
- Be up to date with their Medicine Management mandatory training; and
- Must have successfully completed the Trust drug calculations module.
- University maths entry assessment (dependent on University requirements)

To gain authorisation for training the individual should:

- RNs must have a minimum of one year post registration experience as per NMC guidance. Pharmacists within TEWV must also have a minimum of 1 years post registration experience.
- The individual must have been working in the field which they intend to prescribe for a minimum of a year
- Be either a 1st level Registered Nurse whose name is held on the Nursing and Midwifery Council (NMC) professional register, a practicing pharmacist whose name is held on the membership register of the General Pharmaceutical Council (GPhC) or an appropriate Allied Health Professional whose name is held on the membership register of the Health Professions Council (HPC)
- Be competent to take a history, undertake a clinical assessment and diagnose in their area of practice
- Be capable of studying at level 6/7 – degree/masters level
- Able to evidence an advanced level of clinical competence in one area of speciality practice
- Be able to evidence ongoing professional development from registration
- Be motivated to complete the training programme and be willing to undertake an extended scope of practice

| Who | When | What |
|-----------|--|--|
| Applicant | Before applying to access NMP training | Seek support from their line manager, Designated Prescribing Practitioner (DPP) and Practice Supervisor |
| Applicant | On agreement from line manager and Designated Prescribing Practitioner (DPP) | Non-Medical Prescribing Lead should be approached for authorisation to proceed with process applications |
| Applicant | Before applying to any university | Complete an application form (appendix 1) and forward to the NMP Lead |
| Applicant | On receipt of authorised application | Access the course |



The individual must inform the Trust NMP Lead as soon as they have completed the course, if they terminate the course or if they have been unsuccessful in any aspect of the course.

University Pre requirements:

| | Northumberland | Sunderland | Teesside | York (can now only accept staff who are based within the York and Humber area) |
|--|--|---|---|---|
| Math entry exam | No | Yes | Yes | No |
| Evidence of academic study | Within 5 years A short recognition of academic practice module can be accessed prior to applying. | Usually within 3 years | Within 5 years | Within 10 years Can complete a 500 word essay if out with this. |
| Completion of Clinical Skills module prior to applying | No But you must be able to evidence clinical skills i.e. mental state exam | No But you must be able to evidence clinical skills i.e. mental state exam | No But you must be able to evidence clinical skills i.e. mental state exam | No But you must be able to evidence clinical skills i.e. mental state exam |

5 Designated Prescribing Practitioner (DPP) and Practice Supervisor Roles

All applicants should ensure they have access to a Designated Prescribing Practitioner (DPP)/Practice Assessor, to ensure continual clinical support and supervision is available during their training. Details of supervision requirements following successful completion of the course are within the [policy](#).

The DPP must be a registered medical practitioner or Trust level 3 NMP who:

- Is a Consultant, Associate Specialist, Specialty Doctor, GP or level 3 NMP with a Specialist Interest working in a non-rotating role
- Has normally had at least three years medical treatment and/or prescribing responsibility for a group of patients in the relevant field of practice.
- Has the support of the Trust to act as the DPP who will provide support and opportunities to develop competence in prescribing practice.
- Has some experience or training in teaching and/or supervising in practice
- The DPP must be working in the same field of practice as the student.

It may not always be the same DPP who is involved pre and post registration.

The role of the practice supervisor is to provide additional support and supervision to the student NMP. This role is intended to compliment the role of the DPP. Practice supervisors must be registered with a professional regulator like the NMC, GMC or HCPC. Health and social care

professionals who are not registered with a professional regulator cannot be practice supervisors. The practice supervisor must be in a prescribing role.

All students applying for the NMP programme MUST have both a DPP and practice supervisor identified, in exceptional circumstances applications can be made with no practice supervisor though these will be reviewed on an individual basis by each Learning institute.

6 Definitions & abbreviations

| Term | Definition |
|---|--|
| DBS | <ul style="list-style-type: none"> • Disclosure and Barring Service |
| Independent Prescribing | <ul style="list-style-type: none"> • Prescribing by a practitioner responsible and accountable for the assessment of patients with undiagnosed and diagnosed conditions, and for decisions about the clinical management required, including prescribing. The limit for any prescribing is the scope of the prescriber's professional practice as defined by their professional registering body; the registered prescriber may only prescribe within their own level of experience, knowledge and competence; within the scope of their professional role. |
| NMP | <ul style="list-style-type: none"> • Non-medical prescribing |
| NMP Register | <ul style="list-style-type: none"> • A register will be held and managed by the NMP lead of all non-medical professionals who are involved in prescribing practice, including independent and supplementary prescribers, as part of the governance framework. |
| Patient Specific Directions | <ul style="list-style-type: none"> • A written instruction for medicines to be supplied or administered to a named patient. |
| Designated Prescribing Practitioner (DPP)/ Practice Assessor | <ul style="list-style-type: none"> • Refers to both the designated prescribing practitioner required throughout the NMP's training and the supervisor required following the NMP's registration with both the professional body and the trust. These roles can, but do not have to be, fulfilled by the same person. The DPP must work in the same field of practice as the Student. DPP's should complete the Assessors workshop prior to commencing the role. |
| Practice Supervisor | <ul style="list-style-type: none"> • For the purpose of the NMP programme the Practice supervisor must be working in a prescribing role and should support and supervise in the practice learning environment and provide feedback to the DPP. |
| Supplementary Prescribing | <ul style="list-style-type: none"> • A voluntary partnership between an independent prescriber (who must be a doctor or a dentist) and a supplementary prescriber, who has completed the necessary training, to implement an agreed patient specific clinical management plan (CMP), with the patient's agreement. It is a legal requirement for a CMP to be in place before supplementary prescribing can begin. |



It is the responsibility of the individual student to inform the Trust NMP Lead of any changes in circumstances that may be impacting on their ability to attend or complete the programme to enable us to look at extra support as soon as possible.

7 References

- Crown Report 1998 and 1999
- Extending Independent Nurse Prescribing within the NHS in England – a guide for implementation. Department of Health (2006)
- <http://www.dh.gov.uk/en/Healthcare/Medicinespharmacyandindustry/Prescriptions/TheNon-MedicalPrescribingProgramme/index.htm>
- <http://www.GPhC.org/worldofpharmacy/currentdevelopmentsinpharmacy/pharmacistprescribing/>
- Improving Mental Health Services by Extending the Role of Nurses in Prescribing and Supplying Medication: good practice guide. Produced jointly by the National Prescribing Centre, the National Institute for Mental Health in England and the Department of Health (March 2005)
- Improving Patients' Access to Medicines: A Guide to Implementing Nurse and Pharmacist Independent Prescribing Within the NHS in England. Department of Health (April 2006) Gateway ref 6429.
- Improving Patients' Access to Medicines: A Guide to Implementing Nurse and Pharmacist Independent Prescribing within the NHS in England, Department of Health, Gateway reference: 6429, April 2006
- Maintaining Competency in Prescribing: an outline framework to help nurse prescribers. National Prescribing Centre (November 2001)
- Maintaining Competency in Prescribing: an outline framework to help pharmacist prescribers. National Prescribing Centre (November 2003)
- Medicines Matters: A guide to mechanisms for the prescribing, supply and administration of medicines. Department of Health (July 2006)
- NMC What to expect from a nurse or midwife who can prescribe drugs, 2010
- [draft%20NMP%20procedure%20to%20access%20training.docx](#)
- [https://www.nmc.org.uk/Practice supervisor preparationstandards-for-education-and-training/standards-for-student-supervision-and-assessment/](https://www.nmc.org.uk/Practice%20supervisor%20preparationstandards-for-education-and-training/standards-for-student-supervision-and-assessment/)
- NMC Standards of proficiency for nurse and midwife prescribers, 2006
- Review of Prescribing, Supply and Administration of Medicines (1999)
- RPS DPP framework and Guidance www.rpharms.com/recognition/all-our-campaigns/competency-framework-for-designated-prscribing-practitioners
- Supplementary Prescribing by Nurses, Pharmacists, Chiropodists/Podiatrists, Physiotherapists and Radiographers within the NHS in England. Department of Health (May 2005). Gateway ref 4941
- Supplementary prescribing by pharmacists. Department of Health (2004)
- The Medicines Act 1968

- Training Non-Medical Prescribers in Practice: a guide to help doctors prepare for and carry out the role of designated medical practitioner. National Prescribing Centre (February 2005)

8 Document control

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|---|--|--|
| Date of approval: | 28 May 2020 | |
| Next review date: | 01 June 2023 | |
| This document replaces: | PHARM-0001-01-v3.1 | |
| Lead: | Name | Title |
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| Members of working party: | Name | Title |
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| | Kate Brown | NMP Course Lead (Sunderland University) |
| | Carol Willis | NMP Course Lead (Northumbria University) |
| | Mike Leonard | Directorate Clinical Pharmacist (AMH) |
| | Jonathan Ash | Nurse Consultant (AMH) |
| | Kathryn Currah | Associate Nurse Consultant (CYPS) |
| | Maria Mazfari | Associate Nurse Consultant (AMH) |
| | Alex Major | Clinical Lead (AMH) |
| | Grace Wood | Advanced Practitioner (MHSOP) |
| This document has been agreed and accepted by: (Director) | Name | Title |
| | Ruth Hill | Chief Operating Officer |
| This document was approved by: | Name of committee/group | Date |
| | Drugs and Therapeutics Committee | 28 May 2020 |
| An equality analysis was completed on this document on: | This policy is covered by the Pharmacy overarching equality analysis | |

Change record

| Version | Date | Amendment details | Status |
|---------|-------------|---|------------|
| 3 | 18 Jul 2019 | Full review to incorporate changes to NMP programmes, pre requisites and change of role of the DMP to DPP and practice assessor | Superseded |
| 3.1 | 18 Dec 2019 | Minor amendments to role of the DPP/practice assessor and practice supervisor roles. | Superseded |

| | | | |
|---|-------------|---|----------|
| 4 | 28 May 2020 | Amendment to band of practitioner applying and restrictions for applying to York university | Approved |
|---|-------------|---|----------|

9 Appendix 1: Individual Practitioner's application to undertake training in Non-Medical Prescribing

| | |
|-------------------------------|-----------------------|
| Full Name: | Job Title: |
| Professional Registration No. | Locality/Directorate: |
| Address: | |
| Work no. | Mobile no. |
| Email address: | |

Please tick to evidence that you are a 1st level registered nurse, registered pharmacist or registered AHP with:

| | |
|---|--------------------------|
| The capability to study at Level 6/7 – Degree Level. | <input type="checkbox"/> |
| An advanced level of clinical competence in your own area of speciality practice. | <input type="checkbox"/> |
| Evidence of on-going professional development | <input type="checkbox"/> |
| A minimum of One year's post registration experience. | <input type="checkbox"/> |
| An agreed personal development plan that covers non-medical prescribing | <input type="checkbox"/> |
| The motivation to complete the training programme and willingness to undertake extended scope of practice | <input type="checkbox"/> |

Details of preferred University:

| | | |
|--------------------------------------|---------------------------------|---|
| Teesside <input type="checkbox"/> | York <input type="checkbox"/> | Sunderland (Pharmacists) <input type="checkbox"/> |
| Northumbria <input type="checkbox"/> | Other (<i>Please Specify</i>) | |

Who is your Designated Prescribing Practitioner (DPP)?

| |
|-------------------------------|
| Name: (<i>Please print</i>) |
|-------------------------------|

| | |
|-------------------------|-------|
| Signature of Applicant: | Date: |
|-------------------------|-------|

For completion by the line/service manager:

| | |
|------------|----------------|
| Full Name: | Job Title: |
| Address: | |
| Work no. | Email address: |

Please tick to evidence that:

| | |
|---|--------------------------|
| The applicant meets the entry requirements outlined in the procedure | <input type="checkbox"/> |
| The applicant has the necessary professional registration | <input type="checkbox"/> |
| The individual has the capability to study at Level 6/7 – Degree Level | <input type="checkbox"/> |
| The individual has advanced level of clinical competence in their own area of speciality practice. | <input type="checkbox"/> |
| The individual has on-going evidence of professional development | <input type="checkbox"/> |
| The individual has one year's post registration experience | <input type="checkbox"/> |
| The individual must have been working in the field which they intend to prescribe for a minimum of a year | <input type="checkbox"/> |
| The individual has an agreed personal development plan that covers non-medical prescribing which can be audited via the appraisal system | <input type="checkbox"/> |
| There is an identified and appropriate Designated Prescribing Practitioner (DPP) in place. | <input type="checkbox"/> |
| There is an identified budget from where the practitioner will prescribe from, and if this is from an extended organisation that there is agreement in writing to prescribe from their budgets. | <input type="checkbox"/> |
| The individual will be given the required amount of study time out with university days (up to 90 additional hours) to complete their practice learning with both their practice assessor and supervisor. Please consider the potential impact that this may have on your service. | |
| The applicant is clear that they will be expected to partake in audit and information sharing in relation to their prescribing practice | <input type="checkbox"/> |
| The service will allow the individual to participate in ongoing professional development in their area of non-medical prescribing | <input type="checkbox"/> |
| On completion of the course the individual will have a job plan to support the use of prescribing | <input type="checkbox"/> |

Identify the service benefits and the reason(s) this application is being supported:

(How will this training enhance clinical practice, improve quality, impact on cost efficiencies?)

If the line manager does not have a clinical background then an appropriate senior clinician MUST confirm that the applicant has been assessed in practice and has clinical competence to undertake the prescribing role

Signature of Line Manager:

Date:

For completion by the Designated Prescribing Practitioner (DPP)/Practice Assessor:

| | |
|------------|----------------|
| Full Name: | Job Title: |
| Address: | |
| Work no. | Email address: |

Please tick to evidence that you are a registered medical practitioner/Level 3 NMP and:

| | |
|---|--------------------------|
| You have experience or training in teaching, assessing and supervising in practice | <input type="checkbox"/> |
| You have prescribing experience and responsibility for a group of patients in the same field of practice and directorate as the NMP trainee | <input type="checkbox"/> |
| You will provide support and opportunities to develop competence in prescribing practice to the NMP trainee | <input type="checkbox"/> |
| You will be responsible for assessing whether learning outcomes have been met and competencies acquired by the NMP trainee | <input type="checkbox"/> |
| You will be directed and guided by the advice offered within the National Prescribing Centre's document Training non-medical prescribers in practice: <i>A guide to help doctors prepare for and carry out the role of designated prescriber practitioner</i> (www.rpharms.com/recognition/all-our-campaigns/competency-framework-for-designated-prscribing-practitioners). | <input type="checkbox"/> |
| The applicant is competent to take a history, undertake a clinical assessment and diagnose in their area practise | <input type="checkbox"/> |

Only non-rotational staff at Consultant, Associate Specialist, Specialty Doctor or GP with specialist interest and Trust level 3 NMP's may be the Practice Assessor. Specialist Registrars may support supervision of non-medical prescribers under Consultant direction.

| | |
|---|-------|
| Signature of Designated Prescribing Practitioner (DPP): | Date: |
|---|-------|

For completion by the practice Supervisor:

| | |
|------------|----------------|
| Full Name: | Job Title: |
| Address: | |
| Work no. | Email address: |

| | |
|--|--------------------------|
| You have experience or training in teaching, assessing and supervising in practice | <input type="checkbox"/> |
| You are currently in a prescribing role | <input type="checkbox"/> |
| You will provide support and opportunities to develop competence in prescribing practice to the NMP trainee | <input type="checkbox"/> |
| You will be responsible in conjunction with the DPP for assessing whether learning outcomes have been met and competencies acquired by the NMP trainee | <input type="checkbox"/> |

| | |
|-----------------------------------|-------|
| Signature of Practice Supervisor: | Date: |
|-----------------------------------|-------|

For completion by the Head of Service or Clinical Director:

| | |
|------------|----------------|
| Full Name: | Job Title: |
| Address: | |
| Work no. | Email address: |

Please sign to ensure that:

The non-medical prescriber post is aligned to the business plans for service delivery

The role and function of the non-medical prescriber fits with care pathway delivery

There is sufficient capacity to sustain supervision requirements

The added value from undertaking the non-medical prescribing qualification (enhancing clinical practice, improving quality, financial benefits) is clearly provided by the line/service manager

| | |
|---|-------|
| Signature of Head of Service/Clinical Director: | Date: |
|---|-------|

10 Appendix 2: Student Declaration

Continuing Workforce Development (CWD) in non-medical education Study Bond for TEWV Students

Investment in Education

Continuing Workforce Development funding is made available to NHS staff via employer workforce intelligence and is used to commission service led provision. All NHS staff can apply for funding via their Training/Education department once they have successfully completed their probationary period.

Employees can apply for funding to support workforce development following a successful appraisal or PDP meeting regarding service or role development that they are required to complete. The requirement for CWD is driven by role development, service changes or responding to skills shortages.

Health Education England funds the CWD provision, which is not free at the point of application or study. Please complete this form with your Trust Study Leave application.

Candidate and Line Manager Commitment

Line Manager

I agree that I have discussed the module of study with the applicant and we both understand the course objectives and benefits to the department and delivery of patient care

I have updated operational plans/rotas and I can release the applicant as agreed without any foreseeable impact on service delivery or patient care.

I agree to release the applicant to attend the agreed module of study. I agree that they are available to attend the dates listed and I fully support this. I understand that if I do not support this release at a later date, it will impact on their course of study, future workforce ability to meet service need and may impact on future funding allocation from HEE and my budget may be charged.

I have discussed *non-attendance with the applicant and highlighted the bonding clause within the study leave policy.

*Non-attendance = DNA, short-term cancellation within 6 weeks, discontinuation

Learner

Prior to applying for a module, I will ensure that I am available to attend and my line manager can release me on the agreed dates. If, I cannot attend on the dates provided, I will seek re-approval

for an alternative module and I understand that I will have to regain line manager approval before applying to the HEI.

I will confirm/decline any offered place within 3 weeks of receiving a letter, I understand that if I do not do this, the place will be withdrawn by the HEI and offered to another student. I understand that I will have to re-apply gaining re-approval from my line-manager.

I understand that my employer is investing in my role development to support service delivery and that I must discuss with my line manager any concerns I have regarding the module and only withdraw once I have spoken to my line manager. If I do decide to withdraw, I must inform the HEI immediately outlining the reason for the decision. I understand that I may be liable for any costs incurred and that future funding applications may be refused.

Line Manager Signature

Name

Department/Directorate

Date

Learner Signature

Name

Department/Directorate

Date

Place on personal file (this may be audited)

I confirm that in applying for a module or masterclass funded by Health Education England (HEE) I understand and accept:

- This course is not free and has been paid for by HEE.
- I have shared with my line manager all required course dates and have their approval to attend.
- I have duly completed all my organisation's study leave processes, if not I may be liable for the cost of the course.

- If I do not respond to an offer of a place on my chosen course/module within three week the offer will be retracted, I will lose the place and I will have to restart the process of applying for study leave.
- I may be liable for the cost of the course (£350 per 10 credits or £100 per day's masterclass) if I:
 - cancel my place within six weeks of the course start date;
 - fail to attend;
 - fail to complete;
 - fail to submit any required assignment within the agreed timescales.
- If I fail the course more than once I will not be eligible to retake the course via HEE's contract and will have to seek alternative funding.
- Personal data that I provide to the university and information around my academic achievements will be disclosed to HEE as education commissioner and my employer. This will be used to monitor course completions, success and withdrawal rates and to inform how courses are commissioned in the future. All data is treated as confidential and is held and transferred securely.