Admissions Process for Independent/Supplementary Prescribing for AHPs (CPD7009) at Oxford Brookes University for NHS Trusts.

Roles and Responsibilities of the Practitioner, Line Manager, Non-Medical Prescribing Lead, Trust Education Lead and Oxford Brookes University (HEI).

The following information has been developed to ensure the admissions process is efficient and that applicants meet the requirements for the Independent/Supplementary Prescribing module as set by the Health and Care Professionals Council (HCPC). This document outlines the roles and responsibilities of the Practitioner, Line Manager, Non-Medical Prescribing Lead, Trust Education Lead (if appropriate) and Oxford Brookes University (HEI) in this admissions process.

The Independent/Supplementary Prescribing module consists of **10 taught days** throughout the first semester. This is supported by a series of structured learning exercises accessed through the Virtual Learning Environment. The **expected amount of hours** to be completed over the six months course length is **400 hours**. This is inclusive of taught sessions, exams, educationally-led/direct supervised practice and independent study.

The practitioner is required to complete **80 hours** of educationally-led direct supervised practice, overseen by a Practice Educator. A minimum of **40 hours** must be with the Practice Educator. The criteria for undertaking the role of Practice Educator can be found in Appendix 1.

Current entry requirements:

The requirements needed to undertake this course are set by the HCPC and Oxford Brookes University:

To be accepted onto the course you must:

- Be an HCPC registrant who meets the requirements of their governing body to undertake Independent/ Supplementary Prescribing as part of their advanced practice role, and whose name is held on the relevant part of the HCPC register.
- Have at least three year's post-registration experience and be deemed competent by your employer to undertake the course.
- Have successfully completed a history-taking and assessment module
- Have a current satisfactory full enhanced Disclosure and Barring Service (DBS) check (within the last 3 years) or be in the process of applying for one
- Have an Honours degree or higher, or be able to provide evidence of your potential to study at Level 7 (Masters level)**
- Have reached agreement with an appropriate Practice Educator, who is a registered health professional and an experienced Prescriber, to provide 80 hours of direct practice supervision.
- Have the support of your employer who will confirm that your post is one in which you will have the need and opportunity to act as an independent/supplementary prescriber

The following requirement applies to all students:

- If English is not your first language, standard Oxford Brookes University Entry Criteria will apply. British Council IELTS: 6.0-7.0 overall with 6.0 in reading and writing, 5.5 in listening and speaking or equivalent.

**If the applicant has not previously studied at level 6 or 7 and considers themselves eligible, they need to discuss their intentions with the Module Leader (prescribing@brookes.ac.uk) before proceeding with their application.

Application:

Practitioner checks they meet admissions criteria for the Independent/Supplementary Prescribing module, and applies directly to Oxford Brookes University via the online application portal http://www.brookes.ac.uk/hls-direct-short-courses/. You, the applicant, will need to register for the portal prior to proceeding with your application. The module number / name is **Module CPD7009: Independent/Supplementary Prescribing for AHPs**.

All applicants need to upload the following documents to the on-line application portal when applying to the University.

- Copy of HCPC / professional qualifications
- Manager's Checklist and Learning Agreement
- Statement of Support from Practice Educator
- Evidence/statement of funding source
- Evidence of having completed an honours degree or equivalent
- Evidence of having passed a history taking and assessment module

Applicants will need to present an original satisfactory **full enhanced** Disclosure and Barring Service DBS check (within last 3 years) prior to the completion of the course.

Practitioner's responsibilities:

Practitioner identifies how being an Independent/Supplementary prescriber will enhance patient care and service delivery and / or line manager identifies service need and appropriate practitioner through appraisal process. Line Manager assesses suitability of registrant with reference to the organisational values.

Practitioner and line manager discuss the concepts of Independent and Supplementary Prescribing and agree the need and appropriateness for undertaking the Independent/Supplementary Prescribing module in preference to other options (e.g Patient Group Directions).

Practitioner and / or line manager identify an appropriate Practice Educator, and informs them of the course requirements. Please see appendix 1 and 2 for the roles and responsibilities of the Practice Educator. Further information can be found in the Health and Care Professionals Council (HCPC) (2019) Standards for Prescribing https://www.hcpc-uk.org/standards/standards-relevant-to-education-and-training/standards-for-prescribing/

Designated Practice Educator agrees to support the learner through the practice component of the course.

Practitioner discusses their wish to take the Independent/Supplementary Prescribing module with their Non-Medical Prescribing (NMP) Lead and completes their Trust's/ local Non-Medical Prescriber / Learning and Development application process as required.

Practitioner with / without line manager meets with the NMP lead to:

- Ensure the registrant has the personal values and behaviours that support the organisational values.
- Ensure all course requisites can be met.
- Ensure that there is a suitable prescribing strategy in place for when the practitioner completes the course.
- Identify changes required: prescribing budget / possible service improvements / re-engineering.
- Ensures appropriate Practice Educator has been identified.
- Check arrangements for study time, support strategies, etc.

If application is supported, NMP Lead completes the Trust's NMP documentation and signs Manager's checklist and learning agreement.

Practitioner applies directly to Oxford Brookes University via the online application portal http://www.brookes.ac.uk/hls-direct-short-courses/. You will need to register for the portal prior to proceeding with your application. The module number / name is **Module CPD7009: Independent/Supplementary Prescribing for AHPs.**

Line Manager's responsibilities:

Immediate Line Manager completes the ***Manager's Checklist and Learning Agreement***. The **Non-Medical Prescribing Lead** must countersign this form.

When signing The ***Manager's Checklist and Learning Agreement*** the **Manager** is confirming the practitioner meets the entry requirements for the course:

- The post is one in which the practitioner will have the need and opportunity to act as an Independent / Supplementary Prescriber and meets the governing body requirements for Advanced Practice.
- The practitioner has successfully completed a history-taking and assessment module
- The practitioner has sufficient knowledge to apply prescribing principles (capable of being mapped to the RPS Competency Framework for all Prescribers), taught on the Prescribing course to their own clinical area and field of practice

And the following is in place:

- Support for the practitioner to undertake the prescribing course (including clinical support, supervision and assessment of the student, and access to protected learning time)
- An appropriate clinical governance structure in place to support independent/supplementary prescribing.
- A Practice Educator, who is a registered health professional and an experienced Prescriber, who has agreed to support the student to achieve competence in prescribing and who can provide 80 hours of direct practice supervision. They must evidence meeting the requirements of the HCPC Standards for Prescribing (2019) and RPS (2019) Standards for Designated Prescribing Practitioners.

NMP Lead responsibilities:

The **Non-Medical Prescribing Lead** is required to countersign the ***Manager's Checklist and Learning Agreement.***

When countersigning the ***Manager's Checklist and Learning Agreement*** the **Non-Medical Prescribing Lead** is confirming the practitioner meets the entry requirements for the course:

- The post is one in which the practitioner will have the need and opportunity to act as an Independent / Supplementary Prescriber
- The practitioner has successfully completed a history-taking and assessment module
- The practitioner has sufficient knowledge to apply prescribing principles (capable of being mapped to the RPS Competency Framework for all Prescribers), taught on the Prescribing course to their own clinical area and field of practice

And the following is in place:

- Support for the practitioner to undertake the prescribing course (including clinical support, supervision and assessment of the student, and access to protected learning time)
- An appropriate clinical governance structure is in place to support independent/supplementary prescribing.
- A Practice Educator, who is a registered health professional and an experienced Prescriber, who has agreed to support the student to achieve competence in prescribing and who can provide ten days (80 hours) of practice supervision. They must evidence meeting the requirements of the HCPC Standards for Prescribing (2019) and RPS (2020) Standards for Designated Prescribing Practitioners.

*****The practitioner's immediate Line Manager, NMP Lead or appropriate practitioner is able to assess the practitioner's competence to take a history, undertake a clinical assessment and diagnose for the conditions for which they will prescribe.**

Trust Education Leads (if applicable) responsibilities:

Trust Education Lead authorises funding via the application portal.

HEI's responsibilities:

On receipt of the ***On-line Application*** the **Programme Administrator** confirms that **all** forms have been completed correctly and signed.

Module Leader must ensure that the applicant meets all entry requirements

Module Leader must ensure that support and supervision for learning and assessment is in place (that complies with the HCPC (2019) Standards for Prescribing and and RPS (2019) Standards for Designated Prescribing Practitioners).

Module Leader must ensure the student is assigned to a practice assessor who is a registered healthcare professional and an experienced prescriber with suitable equivalent qualifications and they meet the requirements of the HCPC (2019) Standards for Prescribing and RPS (2019) A competency framework for designated prescribing practitioners

Module Leader confirms offer of a place.

Programme Administrator sends out an offer letter.

Module Leader provides Practice Educator with an invite to an introductory session at Oxford Brookes. This will outline the regulations and requirements that govern the programme of study; explains the role of the Practice Educator; and sets out the necessary requirements in order for the student to achieve the Independent/Supplementary Prescribing award.

Process following successful completion of the Independent/Supplementary Prescribing module:

Oxford Brookes University informs the Health and Care Professionals Council (HCPC) of the registrant's eligibility to be recorded as a prescriber, who will contact the practitioner to request completion of HCPC amendment form and payment of registration fee

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Registrant completes relevant documentation and returns this to the HCPC

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On receipt of confirmation of amendment to registration details and admission to the register from the Health and Care Professionals Council (HCPC) the registrant informs their manager and Non-Medical Prescribing Lead.

Note: The registrant may only prescribe once their prescribing qualification has been annotated on the HCPC register. They may only prescribe from the formulary they are qualified to prescribe from and within their competence and scope of practice.

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Newly qualified Independent / Supplementary Prescriber meets with line manager and Non-Medical Prescribing Lead (if appropriate) to review / discuss the following:

- Review job description to ensure prescribing role is incorporated and to confirm readiness to prescribe.
- Discuss support strategy:
  - ☐ CPD framework
  - ☐ multi-professional network

Appendix 1: The Role of the Practice Educator

The HCPC Standards for Prescribing (Sept 2019) and and RPS (2020) Standards for Designated Prescribing Practitioners set out expectations for the learning, support and supervision of students in the practice environment, this enables students to learn and safely achieve proficiency and autonomy in their professional role. The standards describe roles that must be in place for education institutions and practice learning partners to meet our standards.

Practice educator role and responsibilities:

- practice educators conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning, addressing all areas necessary to meet the RPS competencies
- practice educators make and record objective, evidenced-based assessments on conduct, proficiency and achievement, drawing on student records, direct observations, student self-reflection, and other resources.
- practice educators assess the student's suitability for award based on the successful completion of a period of practice-based learning relevant to their field of prescribing practice
- practice educators maintain current knowledge and expertise relevant for the proficiencies and programme outcomes they are assessing
- practice educators have an understanding of the student's learning and achievement in theory
- practice educators support learning in line with the HCPC Standards for prescribing.
- Practice educators support learning in line with the Royal Pharmaceutical Society (2019) A Competency Frameworks for Designated Prescribing Practitioners

The Practice Educator for students undertaking the Independent/Supplementary Prescribing module will be a registered healthcare professional and an experienced prescriber with suitable equivalent qualifications for the Independent / Supplementary Prescribing module the student is undertaking. They will have experience or training in teaching and /or assessing in practice. They will have undertaken the required training to comply with the HCPC Standards for Prescribing (2019) and RPS (2019) Standards for Designated Prescribing Practitioners, or demonstrate previous experience and learning to demonstrate achievement of outcomes.
See examples below:

- Medical Practitioner (specialist registrar, clinical assistant or a consultant) within a NHS Trust or other NHS employer
- GP who has the support of the employing organisation or GP practice to provide supervision, support and opportunities to develop competence in prescribing practice.
- NMC registered nurse or midwife whose name is annotated on the Nursing and Midwifery Council (NMC) register as an Independent / Supplementary Prescriber
- Pharmacist whose name is annotated on the General Pharmaceutical Council (GPhC) register as an Independent and / or Supplementary Prescriber
- HCPC (Health and Care Professionals Council) registered health care professional whose name is annotated on the HCPC register as an Independent and / or Supplementary Prescriber.

Please note: The Higher Education Institute (HEI) and Practice Learning Partner have a shared responsibility to demonstrate that the chosen approved Practice Educator can provide appropriate practice supervision for the learner whilst undertaking the Independent/Supplementary Prescribing course.