

Admissions Process for Independent/Supplementary Prescribing (CPD7008) 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 Nursing and Midwifery Council (NMC). 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 practice. The learner in partnership with their line manager and NMP Lead will also need to identify a Practice Assessor; a minimum of **40 hours** of direct supervised practice (out of the 80 hours) must be undertaken with the Practice Assessor; the remainder can be with the Practice Assessor or Practice Supervisor. The criteria for undertaking the role of Practice Supervisor and Practice Assessor and their role and responsibilities can be found in Appendix 1 and 2. **Please note: In exceptional circumstances the Practice Supervisor and Practice Assessor may be the same person, however robust and comprehensive evidence is required as to why this is the case.**

Current entry requirements:

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

To be accepted onto the course you must:

- Be a Registered Nurse (level 1), Registered Midwife or Specialist Community Public Health Nurse whose name is held on the relevant part of the Nursing and Midwifery Council (NMC) register.
- Have at least one year's post-registration experience (under the NMC (2018) standards of proficiency for registered nurses) and be deemed competent by your employer to undertake the course.
- Have successfully completed a history-taking and assessment module (evidence needs to be submitted including the module learning outcomes).
- Have a current satisfactory full enhanced Disclosure and Barring Service (DBS) check (within the last 3 years)*
- 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 Supervisor to provide direct practice supervision to aid in achieving the required practice hours.
- Have identified an appropriate Practice Assessor who is a registered health professional and an experienced Prescriber who will undertake a minimum of 40 hours (of the 80 hours required) of direct supervised practice.
- 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.

***All applicants will need to provide a copy of their enhanced DBS check before an offer can be made.**

****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 CPD7008: Independent/Supplementary Prescribing for Nurses & Midwives.**

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

- Copy of NMC / professional qualifications
- Manager's Checklist and Learning Agreement
- Statement of Support from Practice Assessor and Practice Supervisor
- 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 (NMP) 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 Supervisor and Practice Assessor, and informs them of the course requirements. Please see appendix 1 and 2 for the roles and responsibilities of the Practice Supervisor and Practice Assessor. Further information can be found in the Nursing and Midwifery Council (2023) Standards for Student Supervision and Assessment www.nmc.org.uk/standards/standards-for-post-registration/

Designated Practice Supervisor and Practice Assessor agree 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 Supervisor and Practice Assessor have 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 **CPD7008: Independent/Supplementary Prescribing for Nurses & Midwives.**

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
- 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 Assessor, who is a registered health professional and an experienced Prescriber, who has agreed to support the student to achieve competence in prescribing. They must evidence meeting the requirements of the NMC Standards for student supervision and assessment (2023) and RPS (2019) Standards for Designated Prescribing Practitioners
- A Practice Supervisor, who is another independent prescriber, or with prescribing experience, who can provide 80 hours of practice supervision. They must meet the requirements of the NMC Standards for student supervision and assessment (2023).

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 and has the evidence to demonstrate this
- 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 Assessor, who is a registered health professional and an experienced Prescriber, who has agreed to support the student to achieve competence in prescribing. They must evidence meeting the requirements of the NMC Standards for student supervision and assessment (2023)
- A Practice Supervisor, who is another independent/ supplementary prescriber, or with prescribing experience, who can support 80 hours of practice supervision. They must evidence meeting the requirements of the NMC Standards for student supervision and assessment (2023).

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 NMC Standards framework for nursing and midwifery education and Standards for student supervision and assessment).

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 NMC Standards for student supervision and assessment (2023) and RPS (2019) A competency framework for designated prescribing practitioners

Module Leader assigns an academic assessor*, who is a registered healthcare professional with appropriate knowledge, skills and experience to confirm achievement of proficiencies at each part of the programme. Module leader informs student of their academic assessor.

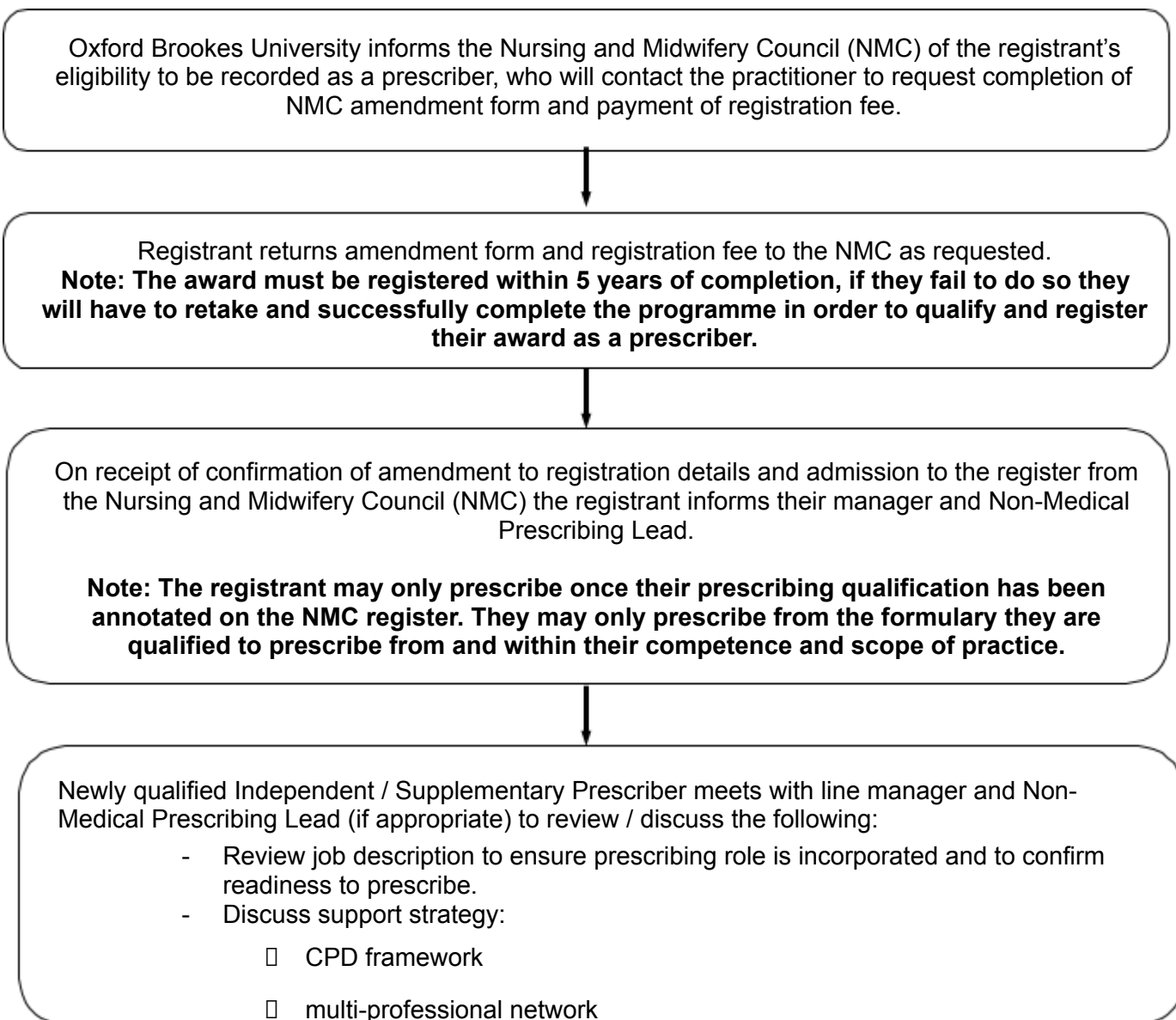
Module Leader confirms offer of a place.

Programme Administrator sends out an offer letter.

Module Leader provides both supervisors and assessors with invites to an introductory session at Oxford Brookes. This will outline the regulations and requirements that govern the programme of study; explains the roles of Practice Supervisor, Practice Assessor and Academic Assessor; and sets out the necessary requirements in order for the student to achieve the Independent/Supplementary Prescribing award.

***The programme lead is responsible for ensuring that the allocation and monitoring of academic assessors is compliant with the NMC (2023) standards for supervision and assessment of students**

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



Appendix 1: The role of the Practice Supervisor

The NMC Standards for Student Supervision and Assessment (May 2018) 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 these standards.

Practice supervisor role and responsibilities

- serve as role models for safe and effective practice in line with their code of conduct
- support learning in line with their scope of practice to enable the student to meet their proficiencies and programme outcomes, addressing all areas necessary to meet the RPS competencies
- support and supervise students, providing feedback on their progress towards, and achievement of, proficiencies and skills for meeting the RPS competencies and programme outcomes
- have current knowledge and experience of the area in which they are providing support, supervision and feedback
- receive ongoing support to participate in the practice learning of students.

Contribution to assessment

- contribute to the student's record of achievement by periodically recording relevant observations on the conduct, proficiency and achievement of the students they are supervising
- contribute to student assessments, assessing the student's suitability for the award based on the successful completion of a period of practice-based learning relevant to their field of prescribing practice
- have sufficient opportunities to communicate and collaborate with practice assessors and academic assessors to share relevant observations on the conduct, proficiency and achievement of the students they are supervising
- are expected to appropriately raise and respond to student conduct and competence concerns and are supported in doing so

The Practice Supervisor for students undertaking the Independent/Supplementary Prescribing module would normally be another independent/supplementary prescriber, or an individual with prescribing experience. They will have experience or training in teaching and /or supervising in practice, and meet the standards as set out in section 5 of the Standards for student supervision and assessment (NMC 2018). See examples below:

- Medical Practitioner (specialist registrar, clinical assistant or a consultant) within an 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 who is an Independent/Supplementary Prescriber, or who has prescribing experience.
- Pharmacist who is an Independent /Supplementary Prescriber, or who has prescribing experience.
- Podiatrist/Chiropodist, Physiotherapist, Therapeutic or Diagnostic Radiographer, Dietician or Paramedic who is as Independent /Supplementary Prescriber, or who has prescribing experience.

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

Appendix 2: The Role of the Practice Assessor

The NMC Standards for Student Supervision and Assessment (May 2023) 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 assessor role and responsibilities:

- practice assessors conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning, addressing all areas necessary to meet the RPS competencies
- assessment decisions by practice assessors are informed by feedback sought and received from practice supervisors
- practice assessors 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 assessors 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 assessors maintain current knowledge and expertise relevant for the proficiencies and programme outcomes they are assessing
- a nominated practice assessor works in partnership with the nominated academic assessor to evaluate and recommend the student for progression in line with programme standards and local and national policies
- there are sufficient opportunities for the practice assessor to periodically observe the student across environments in order to inform decisions for assessment
- there are sufficient opportunities for the practice assessor to gather and coordinate feedback from practice supervisors, any other practice assessors, and relevant people, in order to be assured about their decisions for assessment
- practice assessors have an understanding of the student's learning and achievement in theory
- practice assessors support learning in line with the NMC Standards for prescribing programmes.
- practice assessors support learning in line with the Royal Pharmaceutical Society (2019) [Competency Frameworks for Designated Prescribing Practitioners](#)

The Practice Assessor for students undertaking the Independent/Supplementary Prescribing module would normally 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 NMC Standards for student supervision and assessment (2023) and RPS (2019) Standards for Designated Prescribing Practitioners, or demonstrate previous experience and learning to demonstrate achievement of outcomes as set out in section 8.1 of the standards.

See examples below:

- Medical Practitioner (specialist registrar, clinical assistant or a consultant) within an 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.