

## **Admissions Process for Independent and Supplementary Prescribing for AHP's courses: U46376 and P44051 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).**

It is a requirement of NHS England South that all applications to Higher Education Institutes (HEI's) are supported in their application by the Non-Medical Prescribing Lead in order to be considered for a place on the Independent and Supplementary Prescribing for AHP's at Oxford Brookes University (OBU). Please ensure you have completed your NHS Trust application process and can show support from your non-medical prescribing lead before applying to us at Oxford Brookes University.

The following information has been developed to ensure the admissions process is efficient and that applicants put forward by NHS Trusts meet the requirements for the Independent and Supplementary Prescribing for AHP's course as set by the Health and Care Professions Council (HCPC) and Department of Health (DH). The Roles and Responsibilities of the Practitioner, Line Manager, Non-Medical Prescribing Lead, Trust Education Lead and Oxford Brookes University (HEI) in this process can be found in Appendices 1 to 4 (pages 4-7).

The Independent and Supplementary Prescribing for AHP's short course at Oxford Brookes University is offered at two levels: Honours degree level (Level 6) and Masters level (Level 7). Both courses provide a programme of preparation for chiropodists / podiatrists, physiotherapists, therapeutic radiographers or paramedics to develop the knowledge and skills required in order to practice as a safe, effective and competent Independent and Supplementary Prescriber, who is able to provide a high professional standard of care and be accountable for that care. The course introduces the general principles of pharmacology relevant to prescribing practice, the professional, legal, and ethical frameworks relevant to independent and supplementary prescribing and clinical governance / quality assurance aspects of prescribing. Practitioners will also be taught how to apply these principles safely within their relevant scope of practice.

Practitioners who undertake the Independent and Supplementary Prescribing for AHP's short course at Oxford Brookes University will study alongside nurses and midwives undertaking the Non-Medical Prescribing v300 and v100 programmes to facilitate shared learning. For each profession, both the theoretical and the practice components of the course will be tailored in content to ensure the teaching and learning facilitates safe and effective practice, and is relevant to, and permitted by, the named profession. Assessment for each professional group will be against the profession-specific standards of proficiency set down by The Society of Chiropodists and Podiatrists, Chartered Society of Physiotherapy, The Society & College of Radiographers, College of Paramedics and the Health and Care Professions Council.

The Independent and Supplementary Prescribing for AHP's short course consists of **12 taught days** throughout the first semester. This is supported by a series of structured learning exercises accessed through the Virtual Learning Environment (VLE). These will take approximately **14 days** to complete and it is recommended that the practitioner plans to do this alongside the taught component of the course.

The practitioner is also required to complete **12 days (90 hours)** of educationally-led practice, supervised by a Designated Medical Practitioner. The criteria for taking on the role of the Designated Medical Practitioner can be found in Appendix 5 (page 8).

Teaching for the Independent and Supplementary Prescribing for AHP's short course takes place at our Marston Road site, Oxford in Semester 1 and 2 and is normally completed within a period of six months. The teaching, learning and assessment strategy of the course reflects its inter-professional, student-

centred, person-centred and practice-focused approach. Opportunities for sharing existing and developing skills, knowledge and experience, are maximised. In order to make the most of the range of experience, skills and knowledge within the group, a variety of teaching and learning strategies will be employed.

Applications are direct to the University via our on-line application portal <http://www.brookes.ac.uk/hls-direct-short-courses/>. All applications will be reviewed by the Course Leader to ensure all admissions criteria have been met before an offer is made.

For practitioners' interested in the Independent and Supplementary Prescribing for AHP's short course, there are significant differences between the academic requirements for the undergraduate and postgraduate levels.

Whilst all practitioners' studying the Independent and Supplementary Prescribing for AHP's short course will develop a systematic understanding of fundamental pharmacological principles and key prescribing theory and will be able to evaluate the current evidence base that supports their developing role as an Independent and Supplementary Prescriber, practitioners' studying at Masters level are expected to advance their knowledge and understanding, demonstrating critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their area of professional practice.

If the applicant has not previously studied at postgraduate level and considers themselves eligible, they would be advised to discuss their intentions with the Course Leader Angela Harper ([aharper@brookes.ac.uk](mailto:aharper@brookes.ac.uk)) before proceeding with their application. Once they have completed the application process and have been accepted onto the course, they cannot transfer to another academic level.

The following table details the current requirements for the Independent and Supplementary Prescribing for AHP's short course at Honours degree level (level 6) and Masters level (level 7) at Oxford Brookes University.

## Requirements for the Independent and Supplementary Prescribing for AHP's Short Course at Oxford Brookes University

<p style="text-align: center;"><b>Honours degree level (Level 6)</b> <b>30 CAT credits</b></p>	<p style="text-align: center;"><b>Masters level (Level 7)</b> <b>40 CATS credits</b></p>
<p>To be accepted onto the course you must:</p> <ul style="list-style-type: none"> <li>• Be a Registered Chiropodist/Podiatrist, Physiotherapist, Therapeutic Radiographer or Paramedic whose name is held on the relevant part of the Health and Care Professions Council (HCPC) registration record.</li> <li>• Be working at an advanced practitioner or equivalent level and have at least 3 years relevant post-qualification experience in the clinical area in which they will be prescribing.</li> <li>• Be professionally practising in an environment where there is an identified need for the individual to regularly use independent / supplementary prescribing.</li> <li>• Be able to demonstrate how they reflect on their own performance and take responsibility for their own Continuing Professional Development (CPD) including development of networks for support, reflection and learning.</li> <li>• Have reached agreement with a designated medical practitioner (DMP) to provide 90 hours (12 days) of supervised practice. The DMP must be recognised by the employer / commissioning organisation as having: <ul style="list-style-type: none"> <li>➢ experience in the relevant field of practice</li> <li>➢ training and experience in the supervision, support and assessment of trainees and agreed to: <ul style="list-style-type: none"> <li>▪ provide the student with opportunities to develop competence in prescribing</li> <li>▪ supervise, support and assess the student during their practice experience</li> </ul> </li> </ul> </li> <li>• Have the support of your employer / sponsor who will confirm: <ul style="list-style-type: none"> <li>➢ that your post is one in which you will have the need and opportunity to act as an independent or supplementary prescriber</li> <li>➢ the practitioner will have appropriate supervised practice in the clinical area in which they are expected to prescribe</li> <li>➢ appropriate medicines governance / clinical governance arrangements are in place to support safe and effective independent and supplementary prescribing.</li> </ul> </li> <li>• Have successfully completed a history-taking and assessment module or be deemed competent in practice to take a history and make a diagnosis for the conditions for which they will prescribe.</li> <li>• Have a current satisfactory <b>full enhanced</b> Disclosure and Barring Service (DBS) check (within the last 3 years)*</li> <li>• Be able to study at Level 6 (Honours level)</li> </ul> <p>The following requirement applies to all students:</p> <ul style="list-style-type: none"> <li>• If the normal language for a student is not English, standard Oxford Brookes University Entry Criteria will apply. i.e students will be asked to provide evidence of English achievement at British Language - IELTS band 7</li> </ul>	<p>To be accepted onto the course you must:</p> <ul style="list-style-type: none"> <li>• Be a Registered Chiropodist/Podiatrist, Physiotherapist, Therapeutic Radiographer or Paramedic whose name is held on the relevant part of the Health and Care Professions Council (HCPC) registration record.</li> <li>• Be working at an advanced practitioner or equivalent level and have at least 3 years relevant post-qualification experience in the clinical area in which they will be prescribing.</li> <li>• Be professionally practising in an environment where there is an identified need for the individual to regularly use independent / supplementary prescribing.</li> <li>• Be able to demonstrate how they reflect on their own performance and take responsibility for their own Continuing Professional Development (CPD) including development of networks for support, reflection and learning.</li> <li>• Have reached agreement with a designated medical practitioner (DMP) to provide 90 hours (12 days) of supervised practice. The DMP must be recognised by the employer / commissioning organisation as having: <ul style="list-style-type: none"> <li>➢ experience in the relevant field of practice</li> <li>➢ training and experience in the supervision, support and assessment of trainees and agreed to: <ul style="list-style-type: none"> <li>▪ provide the student with opportunities to develop competence in prescribing</li> <li>▪ supervise, support and assess the student during their practice experience</li> </ul> </li> </ul> </li> <li>• Have the support of your employer / sponsor who will confirm: <ul style="list-style-type: none"> <li>➢ that your post is one in which you will have the need and opportunity to act as an independent or supplementary prescriber</li> <li>➢ the practitioner will have appropriate supervised practice in the clinical area in which they are expected to prescribe</li> <li>➢ appropriate medicines governance / clinical governance arrangements are in place to support safe and effective independent and supplementary prescribing.</li> </ul> </li> <li>• Have successfully completed a history-taking and assessment module or be deemed competent in practice to take a history and make a diagnosis for the conditions for which they will prescribe.</li> <li>• Have a current satisfactory <b>full enhanced</b> Disclosure and Barring Service (DBS) check (within the last 3 years) *</li> <li>• Be able to study at Level 7 (Masters level)</li> </ul> <p>The following requirement applies to all students:</p> <ul style="list-style-type: none"> <li>• If the normal language for a student is not English, standard Oxford Brookes University Entry Criteria will apply. i.e students will be asked to provide evidence of English achievement at British Language - IELTS band 7</li> </ul>

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

**The following Appendices outline the selection and admissions process for the Independent and Supplementary Prescribing for AHP's Short Course at Oxford Brookes University.**

**Appendix 1**

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 PDR / appraisal process. Line Manager assesses suitability of registrant with reference to the organisational values as detailed in the NHS Constitution.

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

Practitioner and / or line manager identify an appropriate\* Designated Medical Practitioner (DMP), and informs them of the course requirements. Please see Appendix 5 for the recommended Department of Health's criteria for Medical Practitioners.

Designated Medical Practitioner agrees to support the registrant through the practice component of the course.

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

Practitioner meets with the NMP lead to:

- Ensure all course pre-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.
- Ensure Designated Medical Practitioner has been identified who is recognised by the employer / commissioning organisation as having:
  - experience in the relevant field of practice
  - training and experience in the supervision, support and assessment of trainees and agreed to:
    - provide the student with opportunities to develop competence in prescribing
    - supervise, support and assess the student during their practice experience
- Check arrangements for study time, support strategies, etc.

If application is supported, NMP Lead completes the Trust's NMP documentation and signs Managers Protocol and checklist (See Flow diagram in Appendix 2).

Practitioner applies directly to Oxford Brookes University via the online application portal <http://www.brookes.ac.uk/hls-direct-short-courses/>. The course number / name is **Module U46376: Independent and Supplementary Prescribing for AHP's (level 6) OR Module P44051: Independent and Supplementary Prescribing for AHP's (level 7)**

## Appendix 2

### Diagram outlining Practitioners/ Managers responsibilities in relation to Admissions Process for the Independent and Supplementary Prescribing for AHP's courses.

**Practitioner** reviews course information on Oxford Brookes University (OBU) website: *links to be added when confirmed.*

**Practitioner** checks they meet admissions criteria for the for the course they are applying for: **Independent and Supplementary Prescribing for AHP's** and select level of study (Honours degree level or Masters level).

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

- Copy of HCPC registration / professional qualifications
- Copy of current satisfactory full enhanced Disclosure and Barring Service (DBS) check (within last 3 years).
- Manager's Protocol and Checklist
- Learning Agreement
- Statement of Support from Designated Medical Practitioner
- UK Funding Statement signed by Trust Education Lead

#### Degree level students only:

- Provide evidence of previous degree level study\*

Or

- Write a 1,000 word essay (fully referenced using the Harvard referencing system) titled 'How becoming an Independent and Supplementary Prescriber will enhance my professional role'.

#### Masters level students only:

- Provide evidence of study at M level\*
- Or
- Have completed an honours degree or equivalent
  - An academic reference.

\*Not required if previous degree/M level study at Oxford Brookes University.

Please note: it is imperative that you have discussed your wish to do the course with your Line Manager and your local Non-Medical Prescribing (NMP) Lead, in order to gain the support and time commitment that is required to successfully complete the course.

**Immediate Line Manager** completes the **Manager's Protocol and Checklist AND Learning Agreement**. The **Non-Medical Prescribing Lead** must countersign both these forms.

When signing The **Manager's Protocol and Checklist** the **Manager** is confirming the practitioner meets the entry requirements for the course as set by the HCPC and the Department of Health. This includes:

- The practitioner has successfully completed a history-taking and assessment module or has been deemed competent in practice to take a history and make a diagnosis for the conditions for which they will prescribe\*\*
- The practitioner is professionally practising in an environment where there is an identified need for the individual to regularly use independent and/or supplementary prescribing
- The practitioner will have appropriate supervised practice in the clinical area in which they are expected to prescribe
- The practitioner has access to continuing professional development.

When signing the **Learning Agreement** the **Manager** is confirming the following:

- The employers support for the practitioner to undertake the prescribing course
- There are appropriate medicines governance / clinical governance arrangements are in place to support safe and effective independent and supplementary prescribing.

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

All applicants need to upload the **Manager's Protocol and Checklist AND Learning Agreement** to the on-line admissions portal when applying to the University.

## Appendix 3

Diagram outlining NMP Lead's/Trust Education Lead's/HEI's responsibilities in relation to the Admissions Process for the Independent and Supplementary Prescribing for AHP's Short Course when applying to Oxford Brookes University.

### Non-Medical Prescribing Lead

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

When countersigning the **Manager's Protocol and Checklist** the **NMP Lead** is confirming the practitioner meets the entry requirements for the course as set by HCPC and the Department of Health. This includes:

- The practitioner has successfully completed a history-taking and assessment module or has been deemed competent in practice to take a history and make a diagnosis for the conditions for which they will prescribe\*\*
- The practitioner is professionally practising in an environment where there is an identified need for the individual to regularly use independent and supplementary prescribing
- The practitioner will have appropriate supervised practice in the clinical area in which they are expected to prescribe
- The practitioner has access to continuing professional development.

By countersigning the Learning Agreement the **Non-Medical Prescribing Lead** is confirming the following:

- The employers support for the practitioner to undertake the prescribing course
- There are appropriate medicines governance / clinical governance arrangements in place to support safe and effective independent and supplementary prescribing.

**\*\*The practitioners immediate Line Manager, NMP Lead or appropriate practitioner is able to assess the practitioners' competence to take a history and make a diagnosis for the conditions for which they will prescribe.**

### Trust Education Lead

**Trust Education Lead** signs the **UK Funding Statement** which the practitioner needs to upload to the on-line application portal.

### Oxford Brookes University (HEI)

On receipt of the **Application Form** the **Course Leader** confirms that **all** forms have been completed correctly and signed by the appropriate **Non-Medical Prescribing Lead** and **Trust Education Lead**.

**All** applicants need to upload the following documents to the on-line application portal **when** making their application:

- Copy of HCPC Registration / professional qualifications
- Copy of satisfactory **full enhanced** Disclosure and Barring Service (DBS) check (within last 3 years)
- Manager's Protocol and Checklist
- Learning Agreement
- Statement of Support from Designated Medical Practitioner
- UK Funding Statement signed by Trust Education Lead
- Copies of academic qualifications / transcripts appropriate to level of study\*
- For M level students, that have **not** previously studied at M level, an academic reference.

**\*Not required if previous degree/M level study at Oxford Brookes University.**

**Course Leader** confirms offer of a place.

**Programme Administrator** sends out offer letter with the following forms:

- HCPC registration form
- Consent form for learning within the simulated learning environment

## Appendix 4

### Process following successful completion of the Independent and Supplementary Prescribing for AHP's course at Oxford Brookes University

Practitioner successfully completes all assessment components for the Independent and Supplementary Prescribing for AHP's course.

Oxford Brookes University (HEI) informs NMP Lead of Non-Medical Prescriber's success / qualification.

Oxford Brookes University informs the Health and Care Professions Council (HCPC) of the practitioner's success.

Practitioners' are required to inform the HCPC of their successful completion of the Independent and Supplementary Prescribing for AHP's short course.

On receipt of the above information, the HCPC register will be annotated to show the practitioner's prescribing status as an Independent and Supplementary Prescriber.

**These will be annotated on the HCPC register as two separate qualifications.**

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

- Registration with the Health and Care Professions Council (HCPC) is confirmed by Trust's NMP Administrator.
- Registration with NHS Business Services Authority (Prescription Services) initiated and order for prescription pad (if appropriate) is placed.
- Prescription pad delivered to Trust's NMP Administrator
- Trust NMP Administrator sends out to Independent / Supplementary Prescriber
- Independent / Supplementary Prescriber returns acknowledgement slip to Trust NMP Administrator

- Newly qualified Independent / Supplementary Prescriber meets with line manager and Non-Medical Prescribing Lead 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 5

### The criteria for taking on the role of Designated Medical Practitioner as recommended by the Department of Health.

**The recommended Department of Health's criteria for Medical Practitioners is outlined below:**

The Designated Medical Practitioner must be a Doctor and recognised by the employer / commissioning organisation as having:

- experience in the relevant field of practice
- training and experience in the supervision, support and assessment of trainees and agreed to:
  - provide the student with opportunities to develop competence in prescribing
  - supervise, support and assess the student during their practice experience

**Please note:** The employer/commissioning organisation and Higher Education Institute (HEI) have a shared responsibility to demonstrate that the chosen approved medical practitioner is able to provide appropriate practice supervision for the practitioner whilst undertaking the Independent and Supplementary Prescribing course.