

Admissions Process for Independent and Supplementary Prescribing for AHP's courses: U46376 and P44051 at Oxford Brookes University for Non-NHS Persons.

The following information has been developed to ensure applicants wishing to undertake the Independent and Supplementary Prescribing for AHP's course at Oxford Brookes University meet the requirements for Independent Prescribing as set by the Health and Care Professions Council (HCPC) and Department of Health (DH). The Roles and Responsibilities of the Practitioner, Manager, Designated Medical Practitioner 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, Royal 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) 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 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 Courses at Oxford Brookes University

Honours degree level (Level 6) 30 CAT credits	Masters level (Level 7) 40 CATS credits
<p>To be accepted onto the course you must:</p> <ul style="list-style-type: none"> • 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. • 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. • Be professionally practising in an environment where there is an identified need for the individual to regularly use independent / supplementary prescribing. <ul style="list-style-type: none"> • 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. • 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"> ➢ experience in the relevant field of practice ➢ training and experience in the supervision, support and assessment of trainees and agreed to: <ul style="list-style-type: none"> ▪ provide the student with opportunities to develop competence in prescribing ▪ supervise, support and assess the student during their practice experience • Have the support of your employer / sponsor who will confirm: <ul style="list-style-type: none"> ➢ that your post is one in which you will have the need and opportunity to act as an independent or supplementary prescriber ➢ the practitioner will have appropriate supervised practice in the clinical area in which they are expected to prescribe ➢ appropriate medicines governance / clinical governance arrangements are in place to support safe and effective independent and supplementary prescribing. • 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. • Have a current satisfactory full enhanced Disclosure and Barring Service (DBS) check (within the last 3 years)* • Be able to study at Level 6 (Honours level) <p>The following requirement applies to all students:</p> <ul style="list-style-type: none"> • 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 	<p>To be accepted onto the course you must:</p> <ul style="list-style-type: none"> • Be a Registered Chiropodist/Podiatrist, Physiotherapist or Therapeutic Radiographer or Paramedic whose name is held on the relevant part of the Health and Care Professions Council (HCPC) registration record. <ul style="list-style-type: none"> • 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. • Be professionally practising in an environment where there is an identified need for the individual to regularly use independent / supplementary prescribing. <ul style="list-style-type: none"> • 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. • 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"> ➢ experience in the relevant field of practice ➢ training and experience in the supervision, support and assessment of trainees and agreed to: <ul style="list-style-type: none"> ▪ provide the student with opportunities to develop competence in prescribing ▪ supervise, support and assess the student during their practice experience • Have the support of your employer / sponsor who will confirm: <ul style="list-style-type: none"> ➢ that your post is one in which you will have the need and opportunity to act as an independent or supplementary prescriber ➢ The practitioner will have appropriate supervised practice in the clinical area in which they are expected to prescribe ➢ Appropriate medicines governance / clinical governance arrangements are in place to support safe and effective independent and supplementary prescribing. • 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. • Have a current satisfactory full enhanced Disclosure and Barring Service (DBS) check (within the last 3 years)* • Be able to study at Level 7 (Masters level) <p>The following requirement applies to all students:</p> <ul style="list-style-type: none"> • 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

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

Appendix 1

Diagram outlining practitioner's responsibilities in relation to the admissions process for the Independent and Supplementary Prescribing for AHP's Short Course at OBU for Non-NHS Persons.

Practitioner / Manager identifies how being an Independent / Supplementary Non-Medical Prescriber (NMP) will enhance patient care and service delivery.

Practitioner / Manager identifies there is a suitable prescribing strategy in place for when they complete the course.

Practitioner / Manager identifies an appropriate* Designated Medical Practitioner (DMP), who has:

- experience in the relevant field of practice
- training and experience in the supervision, support and assessment of trainees and who has agreed to supervise, support and assess the practitioner during their practice experience

Practitioner checks they meet requirements for the for the course they are applying for and selects level of study (Honours degree level or Masters level).

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** or **P44051: Independent and Supplementary Prescribing for AHP's**

Practitioner completes the application process via the on-line application portal. **All** applicants need to upload the following documents **with** their application:

- 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 (self-certification is accepted if self-employed)
- Statement of Support from Designated Medical Practitioner
- Letter confirming payment of course fee / invoice details

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.**

Appendix 2

Diagram outlining the Manager's responsibilities in relation to the admissions process for the Independent and Supplementary Prescribing for AHP's Short Course at OBU for Non-NHS Persons.

Line Manager completes the *Manager's Protocol and Checklist*. 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.

****The practitioner's immediate Line Manager 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.**

Line Manager completes the *Learning Agreement*. 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 in place to support safe and effective independent and supplementary prescribing.

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

If you are self-employed, you will need to self-certify the *Manager's Protocol and Checklist AND Learning Agreement* and provide evidence that you meet the admissions criteria. The University can assist with a Disclosure and Barring Service (DBS) check and IELTS testing, although there is an expectation that any costs incurred will be met by the student.

You may be working in a setting where a responsible colleague of appropriate standing has access to the required information and is willing to complete the forms. If you or your colleague cannot provide the required evidence, please indicate that this is the case and the Subject Co-ordinator will follow this up with you.

Appendix 3

Diagram outlining HEI's responsibilities in relation to the Application Process for the Independent and Supplementary Prescribing for AHP's courses at OBU.

On receipt of the **Application Form** the **Course Leader** confirms that **all** forms have been completed correctly and signed in the appropriate place by the **Practitioner / Manager / Designated Medical Practitioner**.

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 (self-certification is accepted if self-employed)
- Statement of Support from Designated Medical Practitioner
- Letter confirming payment of course fee / invoice details
- 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.**



On receipt of the **Application Form** the **Course Lead** checks the following:

- The practitioner meets the entry requirements for the Independent and Supplementary Prescribing for AHP's course
- The practitioner meets the entry requirements for the chosen level of study
- The chosen Medical Practitioner meets the criteria for taking on the role of Designated Medical Practitioner and is able to provide appropriate practice supervision for the practitioner whilst undertaking the Independent and Supplementary Prescribing course.
- **All** forms have been completed correctly and signed by the practitioner / manager (self-certification is accepted if self-employed)

Once the **Course Leader** is satisfied all course requirements have been met then an offer is made.



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 short course for Non-NHS Persons'.

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



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 needs to register with NHS Business Services Authority (Prescription Services) and an order for prescription pad (if appropriate) is placed.



Newly qualified Independent and Supplementary Non-Medical Prescriber / Manger identifies support strategy:

- Indemnity Insurance
- 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 Higher Education Institute (HEI) has a 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.