

Non-Medical Prescribing

Registration Policy

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9/11/2016

Review Date: Jan 2023
Version 8
updated Jan 2022 v 8.5

This policy outlines the CCG authorisation process required to add and maintain a non-medical prescriber employed in primary care to the appropriate NHS Business Services Authority (BSA) cost centre.

1. Introduction

The development of non-medical prescribing within the health service enables suitably trained healthcare professionals to enhance their roles and effectively use their skills and competencies to improve patient care.

Staff currently employed in primary care who may undertake further professional training to qualify as non-medical prescribers (NMPs) include: nurses, pharmacists, physiotherapists, optometrists, podiatrists, paramedics, dieticians and community practitioners.

Purpose

This policy outlines the CCG authorisation process required to add and maintain a non-medical prescriber employed in primary care to the appropriate NHS Business Services Authority (BSA) cost centre.

2. Scope

The department of Health specify which registered professionals can become non-medical prescribers. At present the included professionals are:

Independent and supplementary prescribers

- Nurses/Midwives
- Pharmacists
- Physiotherapists
- Podiatrist
- Paramedics
- Optometrists
- Therapeutic Radiographers

Supplementary prescribers only

- Diagnostic Radiographers
- Dieticians

Community Practitioner Prescribers

- Nurses (Health Visitors and District Nurses)

3. Definitions

Three types of non-medical prescribing

Independent prescribing

Independent prescribers are responsible and accountable for the assessment of patients with undiagnosed and diagnosed conditions and for decisions about the clinical management required, including prescribing. Nurse and pharmacist independent prescribers are able to prescribe any medicine for any medical condition within their competence, including any controlled drug in Schedule 2, 3, 4 or 5 of the MDR 2002 Regulations, as amended.

Supplementary prescribing

Supplementary prescribers may prescribe any medicine (including controlled drugs), within the framework of a patient-specific clinical management plan (CMP), which has been agreed with a doctor. It is a legal requirement for a CMP to be in place before supplementary prescribing can begin.

Nurses and pharmacists may train and register as a supplementary prescriber

Prescribing by Community Practitioners from the Nurse Prescribers' Formulary for Community Practitioners

Community practitioners, formerly known as District Nurses and Health Visitors, are able to prescribe independently from a limited formulary comprising a limited range of medicines, dressings and appliances suitable for use in community settings. The Nurse Prescribers' Formulary for Community Practitioners can be found in the British National Formulary (BNF).

4. Regulatory Bodies

- The Nursing and Midwifery Council (NMC) regulates nurses and midwives
- The General Pharmaceutical Council (GPhC) regulates pharmacists and pharmaceutical technicians
- The General Optical Council regulates optometrists.
- The Health & Care Professions Council (HCPC) regulates dieticians, paramedics and physiotherapists

5. Training to become a Non- Medical Prescriber

5.1 Contact details CCG NMP lead:

East Lancashire + BwD CCGs:

Lisa Rogan	lisa.rogan3@nhs.net	(nmp lead)
John Vaughan	john.vaughan4@nhs.net	(co-nmp lead)
Lisa Prince	lisa.prince1@nhs.net	(nmp administrator)

5.2 The following is a checklist for health professionals wishing to become Non-Medical Prescribers.

- Do you understand the differing prescribing mechanisms?
- Do you need to be a prescriber to provide care in your area of practice?
- Do you meet the basic requirements to become a Non-Medical Prescriber?
- Are you registered with the GPhC, NMC or GOC?
- Do you have three years' post-registration experience?
- Does the sponsoring organisation see a need for this extended role?
- Have you approached your local healthcare Non-Medical Prescribing Lead?
- Are you competent in the clinical field in which you intend to prescribe before entering the programme?
- Are you able to consult, undertake a thorough history, assess and diagnose patients / clients prior to prescribing?
- Will your employer confirm your competence?
- Are you fully aware of the training requirements?
- Do you know where local training is held?
- Do you know how your training will be funded?
- Is your employing organisation willing to provide the required study release time (26

theory and 12 practice days)?

- Are you able to study at a minimum of Level 6 (previously known also as Level 3)?
- Will the undertaking of this role bring benefits to patients?
- How will you monitor safety?
- How will you monitor success?
- Have you considered the practical requirements?
- Have you identified a mentor (Designated Medical Practitioner)?
- How will you gain access to patients' notes?
- Where will you practise?
- How will you obtain prescription pads or access to electronic prescribing systems?
- How will your competency be maintained?
- Have you thought about CPD?
- Do you require additional training in consultation, examination and therapeutics?

Potential applicants should refer to the following webpage:

Course Requirements, Application Forms and How to Apply

@ [Non-Medical Prescribing Courses - Health & Education Cooperative](http://hecooperative.co.uk)
(hecooperative.co.uk)

5.3 Online Numeracy Assessment

Successful completion of online numeracy assessment is required before applications for NMP study may be considered. Applicants should contact NMP lead for nomination for online numeracy assessment.

5.4 Funding

HEE(NW) Workforce Transformation provides funding for non-medical prescribing courses for applicants working in priority areas. Applicants should contact NMP lead for information on how to access funding.

Summary of Application Process

EOIs

- CCG send annual request to practices/primary care services for NMP expressions of Interest (EOIs)
- Information and application forms available @ [Non-Medical Prescribing Courses - Health & Education Cooperative \(hecooperative.co.uk\)](#)

Apply

- East Lancashire CCGs and Blackburn with Darwen NMP lead accept initial applications emailed to:
- lisa.rogan3@nhs.net (NMP Lead), john.vaughan4@nhs.net (Co-NMP lead) or lisa.prince1@nhs.net (NMP administrator)

Checks

- NMP lead checks the application form and ensures the applicant meets the required criteria
- NMP leads nominates for assessing numeracy @SNAP (log in required)

Hub

- CCG NMP lead liases with locality training hub leads to ensure suitability of application and allocation of NMP place
- NMP Lead forwards completed application forms to locality training hub if appropriate
- Pennine Locality Training Hub email pauline.aspinall@nhs.net or ann.neville1@nhs.net

Funding

- L&SC Training Hub devolve allocation of places to the locality training hubs
- Pharmacists employed by PCNs as part of the DES reimbursement route can apply for funding through the Pharmacy integration fund
- Locality training hubs support and progress final applications to HEIs based on funding devolved from the L&SC Training Hub and HEI negotiated places

Uptake

- A monthly update report will be received by the L&SC training hub from the locality hub leads
- The L&SC training hub will report to the L&SC PCN Collaborative, HEE and NHS England Workforce Steering Group allocation and uptake of NMP places

6 Business Service Authority Registration Process

6.1 Newly Qualified NMP

Following successful completion of a NMP course, receipt of notification from the relevant regulatory body and once the information has been updated on the professional register, the following must occur before the individual undertakes prescribing.

Service/Practice manager must inform the CCG Non-Medical Prescribing Lead that the individual has successfully completed the course.

In order to become registered with the Business Service Authority and have prescribing data assigned to a particular practice / cost centre, the following process must occur:

- a. The service/practice manager must complete and send a Midlands and Lancashire Commissioning Support Unit (MLCSU) Non-Medical Prescribing Register Application Form (Appendix1) to mlcsu.nmpregister@nhs.net
- b. The MLCSU will forward a completed Non-Medical Prescriber Joining a GP practice or Cost Centre form to NHS BSA. The BSA takes 3 to 4 working days to process requests.
- c. MLCSU will inform the service/practice manager via email that the NHS BSA form has been submitted.

6.2 Qualified NMP Newly Employed by a General Practice, GP Federation or Community Service

The following process is required to ensure that newly appointed NMPs are registered with the NHS Business Service Authority (NHS BSA) and have prescribing data assigned to a particular practice / cost centre.

- a. The service/practice manager must complete and send a Midlands and Lancashire Commissioning Support Unit (MLCSU) Non-Medical Prescribing Register Application Form (Appendix 1) to mlcsu.nmpregister@nhs.net
- b. The MLCSU will forward a completed Non-Medical Prescriber Joining a GP Practice or Cost Centre form to NHS BSA. The BSA takes 3 to 4 working days to process requests.
- c. MLCSU will inform the practice manager via email that the NHS BSA form has been submitted.

6.3 NMP Leaving Employment with a General Practice, GP Federation or Community Service

The following process is required to ensure that the NHS Business Service Authority is notified when a NMP leaves employment with a General Practice.

- a. The service/ practice manager must complete and send a Midlands and Lancashire Commissioning Support Unit (MLCSU) Non-Medical Prescribing Register Application Form (Appendix 1) to mlcsu.nmpregister@nhs.net
- b. The MLCSU will forward a completed Non-Medical Prescriber Leaving a GP Practice or Cost Centre form to NHS BSA. The BSA takes 3 to 4 working days to process requests.
- c. MLCSU will inform the service/practice manager via email that the NHS BSA form has been submitted.

6.4 Qualified NMP Change of Details

The following process is required when a NMP employed in General Practice or Community Service changes their details including:

- NMP Code e.g. NMC PIN / Regulatory Body Code
 - Surname
 - Title e.g. Mrs / Ms
 - Qualification (nurse prescribers only)
- a. The service/practice manager must complete and send a Midlands and Lancashire Commissioning Support Unit (MLCSU) Non-Medical Prescribing Register Application Form (Appendix 1) to mlcsu.nmpregister@nhs.net
 - b. The MLCSU will forward a completed Change of Non-Medical Prescriber Details form to NHS BSA. The BSA takes 3 to 4 working days to process requests.
 - c. MLCSU will inform the service/practice manager via email that the NHS BSA form has been submitted.

6.5 Annual Declaration

When requested, the service/practice manager **must complete and return** an Annual Declaration form for each of the non-medical prescribers employed by the practice or community service. This request will come from MLCSU.

6.6 Governance and Prescription Monitoring

The employer and NMP (via revalidation) are responsible for demonstrating and monitoring prescribing competences.

Quarterly Prescribing Reports are available on secure NMP webpage

@ <http://www.elmmb.nhs.uk/resource-centre/non-medical-prescribing/non-medical-prescriber-prescribing-reports/> (NB only accessible via individual login)

The employer and NMP should email to register for access log in to view to NMP Reports @ elccg.adminmmt@nhs.net

Non-Medical Prescribers - Approval to Practice form/Annual Declaration

This form **must** be returned before the non-medical prescriber can be registered with the NHSBSA and prescribe in the practice.
It must be updated **annually** and before any changes are made to prescribing practice.

DECLARATION: NEW APPLICATION <input type="checkbox"/> UPDATED <input type="checkbox"/> ANNUAL DECLARATION <input type="checkbox"/> (please cross box as appropriate)			
Prescriber's name:		Title:	Mr / Mrs / Miss / Ms
Professional registration no.: (NMC/GPhC no. or equivalent)		Community Practitioner Nurse Prescriber Formulary	<input type="checkbox"/>
		Nurse Independent Prescriber Formulary	<input type="checkbox"/>
		(please cross the box as appropriate)	
Profession: eg Nurse / Pharmacist		Date of qualification as a prescriber:	
Base/Practice:		Practice code:	
Date started at current practice:		Tel. No:	
Job Title:		Clinical Speciality:	
Contact email address:		Mentor/Lead Clinician (medical practitioner)	
Are you prescribing - Manually <input type="checkbox"/> Electronically <input type="checkbox"/> (Please cross <input checked="" type="checkbox"/> relevant boxes)			
Do you work as a prescriber in another Provider / Practice?	YES / NO	Name of Provider/CCG/Practice:	
Will you prescribe Schedule 2-5 Controlled Drugs? YES / NO	(Please cross <input checked="" type="checkbox"/> relevant boxes)		
	Schedule 2 <input type="checkbox"/> e.g. diamorphine, Fentanyl		
	Schedule 3 <input type="checkbox"/> e.g. temazepam		
	Schedule 4 <input type="checkbox"/> e.g. zopiclone, diazepam, testosterone		
	Schedule 5 <input type="checkbox"/> e.g. Codeine based preparations, pholcodine		
Will you prescribe for children under 12 years old? YES / NO			

Table 1: Scope of Prescribing Practice

<i>The following areas of practice have been identified as appropriate for nurse prescribing, in line with the British National Formulary categories. Please cross each box (☒) as appropriate.</i>			
Chapter 1: Gastro – intestinal system	<input type="checkbox"/>	Chapter 2: Cardiovascular system	<input type="checkbox"/>
Chapter 3: Respiratory system	<input type="checkbox"/>	Chapter 4: Nervous system	<input type="checkbox"/>
Chapter 5: Infections	<input type="checkbox"/>	Chapter 6: Endocrine system	<input type="checkbox"/>
Chapter 7: Genito-urinary system	<input type="checkbox"/>	Chapter 8: Malignant disease	<input type="checkbox"/>
Chapter 9: Blood and Nutrition	<input type="checkbox"/>	Chapter 10: Musculoskeletal system	<input type="checkbox"/>
Chapter 11: Eye	<input type="checkbox"/>	Chapter 12: Ear, Nose & Oropharynx	<input type="checkbox"/>
Chapter 13: Skin	<input type="checkbox"/>	Chapter 14: Vaccines	<input type="checkbox"/>
Chapter 15: Anaesthesia	<input type="checkbox"/>	Other: <ul style="list-style-type: none"> • Wound management products • Elasticated garments 	<input type="checkbox"/> <input type="checkbox"/>

In line with the Policy for Non-Medical Prescribing, Administration and Practice, I have discussed and agreed my areas of practice and competence with my GP mentor and they confirm that I am competent to take a patient history, undertake a clinical assessment and diagnose within the area and field of practice identified.

The GP mentor is responsible for providing support and mentorship and for monitoring competencies, prescribing and the prescriber's CPD portfolio at agreed intervals (minimum once per year)

Signing this form provides an assurance regarding its review

	NAME	SIGNATURE	DATE
Prescriber
Lead Clinician

The prescriber's scope of practice must be reviewed and this form amended and approved before any additions in prescribing practice. This form will need to be submitted annually.

Please email completed forms to: mlcsu.nmpregister@nhs.net

Alternatively please post completed and signed forms to: Medicines Management team, Midlands and Lancashire Commissioning Support Unit, Jubilee House, Lancashire Business Park, Centurion Way, Leyland, PR26 6TR.

PLEASE ENSURE THAT YOU INFORM US PROMPTLY IF THE NMP LEAVES THE EMPLOYMENT OF THIS PRACTICE SO THAT THEY CAN BE DE-REGISTERED WITH NHSBSA

SUPPLEMENTARY FORM FOR COMPLETION BY NMPs WORKING ACROSS MULTIPLE PRACTICES

NMP Details

Full Name	
Title (eg. Mr / Mrs / Miss / Ms)	
Contact email address	
Professional Registration No.	

To be completed by the Lead Clinician of hosting practice / employing organisation

I can confirm as Lead Clinician of the applicant's hosting practice that I take responsibility for the oversight of the applicant's prescribing competencies working across all the practices they are registered with.

Lead Clinician's Signature: Name (**PLEASE PRINT**):

Date: Lead Clinician contact details:

To be completed by the Lead Clinician of each additional practice where the NMP will prescribe

By signing this form, practices are authorising the MLCSU to register the NMP with the NHS Business Services Authority as a prescriber for the practices below. Oversight of prescribing will rest with the Lead Clinician of the hosting employer/employing organisation as above.

Practice Name	Practice Address	Practice Code	NMP start date at practice (dd/mm/yy)	Lead clinician of practice (PRINT NAME)	Lead clinician of practice (Signature)