

Application Form

Independent and Supplementary Prescribing

Nurses, Midwives and SCPHN

Standard programme (8 months or 12 months): PG Certificate Independent Prescribing –Level 7 (60 credits)

Level 6 (8 months or 12 months): Short course programme in Independent and Supplementary Prescribing – Level 6 (45 credits)

40 Credit Level 7 Module (8 months): In order to be eligible to apply for this module you will need to be a student on the MSc Advanced Clinical Practice at the University of Greenwich Department of Family Care and Mental Health (Faculty of Education and Health). You still need to complete this application form and meet the criteria in addition to the paperwork and criteria required for registration on the MSc.

The closing dates for applications for 2019/20 academic year are:

October Cohort:	Standard programme, Level 6 and 40 credit version (8 months)	19 July 2019
January Cohort	Standard programme, Level 6 and 40 credit version (8 months)	18 October 2019
June Cohort	Standard programme and Level 6 only – 12 months	20 March 2020

BEFORE YOU BEGIN: The Independent and Supplementary Prescribing programme is extremely demanding. It is important to read all the information on the form carefully. You will need to do the following before you apply.

- Where appropriate, discuss your intention to undertake the programme with your organisation Non-Medical Prescribing (NMP) lead prior to completing the application (non-medical prescribing has to be appropriate for your role and the service).
- In accordance with the NMC standards for student supervision and assessment, there should be a nominated person to actively support you and address concerns. Please discuss this with your manager/NMP Lead.
- Where appropriate, ensure that you will have agreed access to an NHS prescribing budget on qualification.
- Ensure that you fit the academic and clinical entry criteria. Please note that priority for the 8-month programme will be given to those with a clearly defined scope of practice. We reserve the right to offer only the extended 12-month programme.
- This is a distance learning programme; you must have access to a computer and the internet and be sufficiently computer-literate to navigate an online learning platform and to download and upload files.
- Ensure that consideration has been given to the impact on clinical workload during your period of study.
- Ensure agreement from a Practice Supervisor (PS)
- Ensure that you can attend all of the **compulsory** study and assessment days. The dates for the study and assessment days of upcoming cohorts are on the website under programme structure.
<http://www.msp.ac.uk/studying/postgraduate/supp-independent-prescribing/index.html>
- Ensure that you are not away from the period of learning for more than two consecutive weeks.
- Please check this information from the [NMC](#) on competencies and standards.

Guidance Notes on completing the form

This application form consists of five sections. In order to apply for a prescribing programme within this institution, we require you to complete all FIVE sections legibly.

- Section 1: Personal details and working practice
- Section 2: Declaration of support/access to a prescribing budget
- Section 3: Declaration of support from a Practice Supervisor(PS)
- Section 4: Funding statement.
- Section 5: Personal intention form.

Only legible and complete applications will be considered at the application panel.

If you would like to discuss any aspect of the application process, please telephone The Medway School of Pharmacy or the Programme Leaders for further advice on 01634 202945.

The form

- Download the form and save to your computer before using the fillable sections.
- The pages that require signatures will need to be printed out and signed manually.
- Ensure the application form is signed by applicant, manager, NMP Lead and PS.
- The statement of funding must be completed.

Further considerations

Please consider the following:

1. Places on this programme of study are sought-after. If you take up a place and then withdraw you will have prevented another student from taking part.
2. If you have taken up an NHS funded place¹ and then withdraw your organisation may become liable for the entire cost. They may expect you to bear some of that financial burden.
3. The information requested on the application form is required by the professional/regulatory bodies and the university. Please take your time to complete it carefully as any incomplete applications will have to be returned to you which may delay your application.
4. If you are self-employed / non-NHS you need to show as part of your application how you will fit the programme of study into your current practice and how you will practically prescribe once qualified. We do not generally accept students who wish to use the prescribing programme as an addition to their career or in preparation for application for a job in the future. There needs to be an identified current need for your prescribing. You need to show how you will implement it and in particular how the prescribing you undertake will be funded. If you are planning to prescribe from an NHS budget, you need to include the signature of the budget holder indicating that you have permission to prescribe from that budget once qualified. You will need to provide assurance if you are a self-employed nurse or non-NHS employed registrant, that you have the necessary governance including clinical support and access to protected time.

We look forward to processing your application in due course.

**Trudy Thomas,
Prescribing Programme Lead, Medway School of Pharmacy.**

¹ A number of funded places are available to Standard Programme applicants providing NHS services to patients within Kent, Surrey and Sussex.

SECTION 1: PERSONAL DETAILS AND WORKING PRACTICE

A. PERSONAL DETAILS

Dr Mr Mrs Ms Miss (please indicate) DOB: _____

FIRST NAME: _____

LAST NAME: _____

CURRENT JOB TITLE: _____

NMC PIN Number: _____

NAME OF EMPLOYING ORGANISATION/TRUST: _____

FULL WORK ADDRESS: _____

POSTCODE: _____ WORK TEL: _____

HOME ADDRESS: _____

POSTCODE: _____

HOME TELEPHONE NUMBER: _____

MOBILE TELEPHONE NUMBER: _____

APPLICANT EMAIL ADDRESS: _____

Which clinical/practice areas are you currently working in? For which group of patients will you prescribe? Please state disease/therapeutic area:

What specific unmet needs have you identified for these patients that you feel would be met by your ability to prescribe?

What setting? (acute/GP/community/NHS/private sector/prison service etc.)

Are you currently undertaking any other programme of study? Yes No

If yes, please state which programme and indicate when you will be completing. All University of Greenwich MSc Advanced Practice Students must complete this section

Have you commenced a Non-Medical Prescribing Programme previously? Yes No

If yes, please briefly state the Educational Institute, dates and your reason for not completing:

B. LEVEL

INDEPENDENT / SUPPLEMENTARY PRESCRIBING – NURSE

NURSE LEVEL 6

NURSE LEVEL 7

Now go to “C. START DATE” and select from “PREFERRED START DATE STANDARD PROGRAMME”

INDEPENDENT / SUPPLEMENTARY PRESCRIBING – NURSE – 40 credits as part of UoG MSc Advanced Practice

NURSE LEVEL 7

Now go to “C. START DATE” and select from “PREFERRED START DATE 40 CREDIT MODULE”

C. START DATE

PREFERRED START DATE STANDARD PROGRAMME:

January

June

October

PREFERRED START DATE 40 CREDIT MODULE:

January

October

D. QUALIFICATIONS:

The level 7 60 credit programme leads to the attainment of a Postgraduate Certificate. Students must provide evidence of having studied at or above level 6. Nurses, midwives and SCPHN who wish to study at level 6 will be required to provide evidence of studying at level 5.

Professional Healthcare Qualification: *(your registration will be checked on your professional regulator website)*

Qualification	Date Obtained

Academic qualifications e.g. Diploma, Degree or Masters (Levels 5, 6 or 7):

(You will be asked to submit copies of your certificates for registration)

Name of Course/Module	Academic Level	Date obtained	Awarding Body

E. PERSONAL STATEMENT

On the next page please write a personal statement in support of your application. This should be an academic, referenced and reflective piece of around 300-500 words detailing:

- The therapeutic area you will be prescribing in (your 'Scope of Practice') i.e. respiratory conditions within the community setting.
 - Please indicate the length of time you have been working in this area, and the number of hours per week that you work.
- Your competence and experience which will enable you to meet the requirement of the prescribing programme.
- The skills you will bring to the role including clinical/health assessment, diagnostics/care management and planning and evaluation of care, in your intended area of prescribing practice.
- Clarify the medicines and clinical governance arrangements in place to support safe and effective independent prescribing
- The benefits for the patient and (where applicable) the NHS.
- Realistic details of how Non-Medical Prescribing will fit into your practice and how it will be funded if self-employed / non-NHS.
- How you reflect on your own performance currently?
- Identified support networks accessible to you whilst undertaking the programme, including confirmation that you will have appropriate supervised practice in the clinical area in which you are expected to prescribe.

Reflective Personal Statement – Student Name:

Academic References – i.e. supportive literature cited in your Personal Statement.²

² NB This is not the same as an academic referee (i.e. a named person).

SECTION 2: DECLARATIONS OF ELIGABILITY/SUPPORT/AND ACCESS TO PRESCRIBING BUDGET

STUDENT NAME:

TO BE COMPLETED BY MANAGER OF EMPLOYING ORGANISATION³

Please indicate yes or no on all the following statements to confirm:	YES	NO
The applicant is an employee with a minimum of one years' post-registration clinical experience (or part-time equivalent) in the UK which will give them experience in the clinical area in which they intend to prescribe	<input type="checkbox"/>	<input type="checkbox"/>
The applicant will be given 9 study days to attend the university programme, 12 days' supervised practice overseen by their PS and 18 days' additional protected study time to enable the distance learning requirements of the Medway School of Pharmacy programme.	<input type="checkbox"/>	<input type="checkbox"/>
The applicant is competent to take a history, undertake clinical health assessment, diagnose, plan and evaluate care, in their area of practice.	<input type="checkbox"/>	<input type="checkbox"/>
There is clinical need for the applicant to prescribe within their current role.	<input type="checkbox"/>	<input type="checkbox"/>
HEE KSS ONLY: The applicant has undertaken and passed a numeracy screening	<input type="checkbox"/>	<input type="checkbox"/>
Non-HEE KSS: The applicant demonstrates appropriate numeracy skills. We strongly recommend that all students undertake a numeracy assessment before attending the programme.	<input type="checkbox"/>	<input type="checkbox"/>
The applicant will be supported with appropriate Continuing Professional Development once they are qualified including access to appropriate supervised practice in the clinical area in which they are expected to prescribe	<input type="checkbox"/>	<input type="checkbox"/>
Nurses, midwives and SCPHN applicants must have a Disclosure and Barring Service (formerly CRB) check that is current and satisfactory and no more than three years old. You will be required to produce evidence of this for registration.	<input type="checkbox"/>	<input type="checkbox"/>
The suitability of this application has been discussed with the NMP lead for the organisation.	<input type="checkbox"/>	<input type="checkbox"/>
The applicant has access to a computer and the internet.	<input type="checkbox"/>	<input type="checkbox"/>

AGREEMENTS

I agree that the information on page 8 (DECLARATION OF SUPPORT) is accurate and that I support the applicant for this programme of study (to be completed by manager)³.

NAME OF MANAGER:

MANAGER'S JOB TITLE:

ORGANISATION:

EMAIL ADDRESS:

TELEPHONE:

SIGNATURE:

DATE:

I agree that that the information above (DECLARATION OF SUPPORT / ACCESS TO PRESCRIBING BUDGET) is accurate, that this application is appropriate for patient services and that this practitioner will have access to the prescribing budget associated with the role identified (to be completed by NMP Lead or other budget holder who should also complete section 4). You may leave this blank if the prescribing service you will be offering will not use an NHS budget.

NAME OF NMP LEAD:

EMAIL ADDRESS:

TELEPHONE:

SIGNATURE:

DATE:

³ This section must be completed by an appropriate other if you are self-employed.

SECTION 3: DECLARATION OF SUPPORT FROM A REGISTERED PRESCRIBING PRACTICE SUPERVISOR (PS)

FULL NAME OF PS:

CONTACT ADDRESS:

POSTCODE:

EMAIL ADDRESS: TELEPHONE:

QUALIFICATIONS:

GMC/NMC/HCPC/GPhC
REGISTRATION NUMBER:

Please supply the following information to ensure the NMC criteria are met

STUDENT NAME:

Are you a registered prescriber who:

	YES	NO
1. Has had at least three years' prescribing registration, knowledge, experience and responsibility for a group of patients/clients in the scope of practice for which the applicant will prescribe?	<input type="checkbox"/>	<input type="checkbox"/>
2. And are you trained and/or experienced in supporting and supervising students, providing feedback on their progress towards, and achievement of, proficiencies and skills?	<input type="checkbox"/>	<input type="checkbox"/>
OR: A specialist registrar, clinical assistant or a consultant within an NHS Trust or other NHS employer?	<input type="checkbox"/>	<input type="checkbox"/>
3. And have you: The support of your employing organisation to act as the Practice Supervisor to provide supervision, support and opportunities to develop competence in prescribing practice?	<input type="checkbox"/>	<input type="checkbox"/>

Please briefly outline your experience of teaching, supervision and assessment of students.

.....

.....

I confirm that I have agreed to oversee learning, supervise and support the applicant for a minimum of TWELVE DAYS in the development of their prescribing role during clinical placement

SIGNATURE: DATE:

NB: the PS must disclose if they are currently under investigation by their professional regulator or have been referred to a fitness to practice panel hearing.

In order to assure professional impartiality the PS must NOT be related to the applicant or have any personal connection.

The student will be assigned to a named Practice Assessor (PA) and a named Academic Assessor (AA).

It is not envisaged that there will be an exceptional circumstance, where the same person will fulfil the role of practice supervisor and practice assessor. In such instances and in accordance with NMC Standards for student supervision and assessment, the student, PS/PA and University will need to evidence why it was necessary for the PS and PA roles to be carried out by the same person.

SECTION 4: FUNDING STATEMENT

Please state how your place on this programme will be funded.

Complete one of the five options listed:

Please ensure your name is filled in on the sheet that includes the option you have selected, and if you are employed within general practice please indicate the name of the CCG in which the practice is located, or indicate the name of the commissioning CCG.

STUDENT NAME:

CCG:

Option 1. HEALTH EDUCATION ENGLAND: Standard Programme (HEE KSS contract)

Available to staff employed to provide services to NHS patients in Health Education England Kent, Surrey and Sussex (HEE KSS) region who are applying for a place on the **STANDARD PROGRAMME**.

PLEASE NOTE: If you have taken up a HEE KSS funded place on the programme and then withdraw your organisation may become liable for the entire cost. They may expect you to bear some of that financial burden.

I SUPPORT THIS APPLICATION FOR A HEE KSS FUNDED PLACE FOR THE APPLICANT NAMED ABOVE:

NAME: DATE:

EMAIL:

I AUTHORISE HEE KSS FUNDING FOR THIS APPLICANT:

SIGNATURE: DATE:

Option 2. CPD Commissioning

Available to staff employed to provide services to NHS patients in South East London and the South East Coast. It is coordinated by the University of Greenwich who hold information on eligible organisations.

Please specify which organisation you are employed by:

Employing Organisation:

I SUPPORT THIS APPLICATION

MANAGER: DATE:

EMAIL:

I authorise funding via personal training days for this applicant:

SIGNATURE: DATE:

FUNDING STATEMENT continued.

Please ensure your name is filled in on the sheet that includes the option you have selected, and if you are employed within general practice please indicate the name of the CCG in which the practice is located, or indicate the name of the Commissioning CCG.

STUDENT NAME:

CCG:

Option 3. STUDENTS BEING FUNDED BY EMPLOYERS (NHS / NON-NHS OR PRIVATE)

Please include a statement on *headed paper* from your organisation indicating support for the above named student and details of who the university is to invoice for the programme fee (amount available from programme administrator).

NAME OF SUPPORTING ORGANISATION:

ADDRESS:

POSTCODE:

Option 4. SELF-FUNDING

I will self-fund the programme and pay via the University of Greenwich online portal during registration should I be offered a place. Non-payment of fees for self-funders will prohibit registration automatically. For more payment information please contact the programme administrator.

SIGNATURE: DATE:

Option 5. Funding has been arranged through UoG as part of MSc Advanced Practice

MSc Programme Lead:

SIGNATURE: DATE:

SECTION 5: PERSONAL INTENTION FORM

APPLICATION DECLARATION:

If successful in my application, I agree to complete the Independent/Supplementary Prescribing Programme. I further agree to utilise my prescribing skills to benefit patients and/or the NHS.

I confirm that I am working at an advanced practitioner level. I am competent to take a patient history, undertake a clinical assessment and diagnose in my area of practice.

STUDENT NAME:

SIGNATURE: DATE:

APPLICANT CHECKLIST – ALL SECTIONS MUST BE COMPLETED IN FULL

Have you:

- Completed all FIVE sections of the application form?
- Obtained the signature of
 - Your organisational line manager if appropriate?
 - The Non-Medical Prescribing Lead for your organisation if appropriate?
 - Your Practice Supervisor?
- Indicated how the programme will be funded and included a statement from your employer if invoicing is required?

Send this application form BY POST OR BY EMAIL to the contact details below.

Postgraduate Administration Team : pgtpharmadmin@kent.ac.uk

Medway School of Pharmacy
Anson Building
Central Avenue
Chatham Maritime
Kent
ME4 4TB

Tel: 01634 202945

How did you hear about us?

Word of mouth

Paper flyer

Social media

Website

Workplace

PRIVACY NOTICE

Student Applicant Privacy Notice⁴

The Medway School of Pharmacy as part of both the University of Kent and the University of Greenwich is committed to protecting the privacy and security of your personal information.

In relation to your application to the School, we process the data that you provide to us via this application form and any additional documentation which you provide to us. We may also process information relating to your application which is provided to us by third parties at your behest.

The information which we process would typically include:

- Name, title, contact details, date of birth
- Application data, including your qualifications, your previous education, employment details and funding information
- Correspondence

We process personal data about you for the following reasons:

- To determine the suitability of your application for the programme / course
- To administer your application throughout the application and admissions process
- To create a record of your application
- To provide you with information relevant to becoming a University of Greenwich student
- To compile statistics about applicants within the School of Pharmacy⁵.
- Successful applicants will go on to make an application to the University of Greenwich which has its own student applicant privacy notice⁶

We rely on the following legal bases for processing the data: public task (core or key tasks of universities), a contract with you the individual (including steps before entering into a contract), and compliance with legal obligations.

Relevant Medway School of Pharmacy employees will have access to the application data on this form. We may also share data about you or your application, in some instances, with third parties. Examples of this include:

- If we need to ascertain the authenticity or accuracy of your application (e.g. from examining or awarding bodies, regulatory bodies, NHS organisations);
- Where you have given us consent to discuss your application with a third party on your behalf;
- Where we are required by law or otherwise authorised under Data Protection legislation to share data on your application with official agencies or regulatory bodies (e.g. UK Visas and Immigration and other bodies with statutory powers or authority, and investigating authorities including the police and local authorities);

Data for applicants who do not become fully registered students at the University of Greenwich will be held for two years after the end of the current academic year when the application was made. Exceptions will be where there is an overriding requirement in law to keep certain data, or for public task reasons. Retention periods are based on our retention schedules, and you can request a copy of the relevant schedule. If you become a registered student, your data will be used to form the basis of your student record, at which point the Student Privacy Notice⁷ will apply.

You have rights as a Data Subject. You can see more information about those rights on the University of Greenwich website. Contact University of Greenwich's Data Protection Officer / University Secretary. email: compliance@gre.ac.uk.

⁴ All Health Education England applicants (KSS and LaSE) can read the HEE privacy notice here: <https://www.hee.nhs.uk/about/privacy-notice>

⁵ Anonymised to improve the programme as part of audit, or service evaluation or research.

⁶ University of Greenwich applicant privacy notice: https://docs.gre.ac.uk/data/assets/pdf_file/0007/1582441/Student-Applicant-Privacy-Notice.pdf

⁷ https://docs.gre.ac.uk/data/assets/pdf_file/0006/1577031/Student-Privacy-Notice.pdf