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. The policy includes nurse, pharmacist and optometrist independent and supplementary prescribers and community practitioner nurse prescribers only. At the time of drafting this policy no other staff groups who are eligible to become non-medical prescribers (NMPs) are employed in primary care.
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.

Currently nurses, pharmacists, optometrists, physiotherapists, chiropodists or podiatrists, radiographers and community practitioners may undertake further professional training to qualify as non-medical prescribers. Recent changes to legislation in April 2016 mean that registered dietitians are now also able to undertake training as supplementary prescribers.

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 policy includes nurse, pharmacist and optometrist independent and supplementary prescribers and community practitioner nurse prescribers only. At the time of drafting this policy no other staff groups who are eligible to become non-medical prescribers (NMPs) are employed in general practice or community services.

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.

5. Training to become a Non-Medical Prescriber

5.1 Contact details CCG NMP lead:

   East Lancashire CCG:
   Anne Bentley  annebentley@nhs.net (nmp lead)
   Lisa Prince    lisa.prince@nhs.net

   Blackburn with Darwen CCG:
   Julie Kenyon   juliekenyon@nhs.net (nmp lead)
   Catherine Lawless catherine.lawless@nhs.net

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**
@  https://www.hecooperative.co.uk/nmp-zone/e-learning/

### 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
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</table>
| **EOIs** | - CCG send annual request to practices/primary care services for NMP expressions of Interest (EOIs)  
- Information and application forms available @https://www.hecooperative.co.uk/nmp-zone/e-learning/ |
| **Apply** | - CCGs NMP lead accept initial applications emailed to:  
  - East Lancashire - annebentley@nhs.net (NMP Lead) or lisa.prince@nhs.net (NMP administrator)  
  - Blackburn with Darwen - juliekenyon@nhs.net (NMP lead) or catherine.lawless@nhs.net |
| **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 (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 service/practice manager via email that the NHS BSA form has been submitted.

6.2 Qualified NMP Newly Employed by a General Practice 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 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.adiminmmt@nhs.net
Appendix 1

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 ☐ UPDATED ☐ ANNUAL DECLARATION ☐ (please cross box as appropriate)

<table>
<thead>
<tr>
<th>Prescriber's name:</th>
<th>Title:</th>
<th>Mr / Mrs / Miss / Ms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional registration no.:</td>
<td>Community Practitioner Nurse Prescriber Formulary</td>
<td></td>
</tr>
<tr>
<td>(NMC/GPhC no. or equivalent)</td>
<td>Nurse Independent Prescriber Formulary</td>
<td>(please cross the box as appropriate)</td>
</tr>
<tr>
<td>Profession: eg Nurse / Pharmacist</td>
<td>Date of qualification as a prescriber:</td>
<td></td>
</tr>
<tr>
<td>Base/Practice:</td>
<td>Practice code:</td>
<td></td>
</tr>
<tr>
<td>Date started at current practice:</td>
<td>Tel. No:</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td>Clinical Speciality:</td>
<td></td>
</tr>
<tr>
<td>Contact email address:</td>
<td>Mentor/Lead Clinician</td>
<td>(medical practitioner)</td>
</tr>
<tr>
<td>Are you prescribing - Manually □ Electronically ☐ (Please cross × relevant boxes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you work as a prescriber in another Provider / Practice?</td>
<td>YES / NO</td>
<td>Name of Provider/CCG/Practice:</td>
</tr>
<tr>
<td>(Please cross × relevant boxes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you prescribe Schedule 2–5 Controlled Drugs?</td>
<td>YES / NO</td>
<td></td>
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<tr>
<td>YES / NO</td>
<td>Schedule 2 ☐ e.g. diamorphine, Fentanyl</td>
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<tr>
<td></td>
<td>Schedule 3 ☐ e.g. temazepam</td>
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<tr>
<td></td>
<td>Schedule 4 ☐ e.g. zopiclone, diazepam, testosterone</td>
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<tr>
<td></td>
<td>Schedule 5 ☐ e.g. Codeine based preparations, pholcodine</td>
<td></td>
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<tr>
<td>Will you prescribe for children under 12 years old?</td>
<td>YES / NO</td>
<td></td>
</tr>
</tbody>
</table>
### Table 1: Scope of Prescribing Practice

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.**

<table>
<thead>
<tr>
<th>Chapter 1: Gastro – intestinal system</th>
<th>Chapter 2: Cardiovascular system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 3: Respiratory system</td>
<td>Chapter 4: Nervous system</td>
</tr>
<tr>
<td>Chapter 5: Infections</td>
<td>Chapter 6: Endocrine system</td>
</tr>
<tr>
<td>Chapter 7: Genito-urinary system</td>
<td>Chapter 8: Malignant disease</td>
</tr>
<tr>
<td>Chapter 9: Blood and Nutrition</td>
<td>Chapter 10: Musculoskeletal system</td>
</tr>
<tr>
<td>Chapter 11: Eye</td>
<td>Chapter 12: Ear, Nose &amp; Oropharynx</td>
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<tr>
<td>Chapter 13: Skin</td>
<td>Chapter 14: Vaccines</td>
</tr>
<tr>
<td>Chapter 15: Anaesthesia</td>
<td>Other:</td>
</tr>
<tr>
<td></td>
<td>• Wound management products</td>
</tr>
<tr>
<td></td>
<td>• Elasticated garments</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescriber</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Clinician</td>
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</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Full Name</th>
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<tr>
<td>Title (eg. Mr / Mrs / Miss / Ms)</td>
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<td>Contact email address</td>
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<tr>
<td>Professional Registration No.</td>
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**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.

<table>
<thead>
<tr>
<th>Practice Name</th>
<th>Practice Address</th>
<th>Practice Code</th>
<th>NMP start date at practice (dd/mm/yy)</th>
<th>Lead clinician of practice (PRINT NAME)</th>
<th>Lead clinician of practice (Signature)</th>
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Approval to Practice form v2.0 September 2016 (Review Date: September 2018)  
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