



# UNIVERSITY OF PLYMOUTH

Faculty of Health

## Professional Development Unit Independent and Supplementary Non-Medical Prescribing (NMP)

### Application Form 2: To be completed by your Line Manager / Employer, DPP and Practice Supervisor

Please ensure that this form is completed by your employer, the person who has agreed to act as your Designated Prescribing Practitioner (DPP), your Practice Supervisor (if you are a nurse or a midwife), and your Trust's Non-Medical Prescribing Lead.

Once completed, please send the form to [pduadmissions@plymouth.ac.uk](mailto:pduadmissions@plymouth.ac.uk), ideally along with Form 1, which will contain your personal information.

If you are self-employed, please email [pduadmissions@plymouth.ac.uk](mailto:pduadmissions@plymouth.ac.uk) to arrange a discussion with an academic colleague on how to proceed.

**Applicant Name**

### To be completed by Line Manager / Employer

(TICK AS APPLICABLE)

Is the applicant a regulated Health Care Professional eligible to undertake NMP Preparation?	Yes	No
Does the applicant have evidence of the ability to study at degree level? (PLEASE TICK THE APPLICANT'S LEVEL OF ACADEMIC ATTAINMENT)	Yes	No
MA / MSc      Degree      Diploma		
Does the applicant have appropriate numeracy skills to undertake the drug calculations (to be further developed within the correct context of prescribing and assessed on the course)?	Yes	No
Does the applicant have a recognised qualification / experience and ability to enable them to apply non-medical prescribing skills to their intended area of prescribing practice?	Yes	No
Does the applicant have the required period of post registration clinical experience?	Yes	No
<b>If yes, please specify how long / provide further details:</b> (PLEASE NOTE, IN ADDITION TO THE MINIMUM PROFESSIONAL SPECIFIED TIME PERIOD, CANDIDATES MUST POSSESS THE COMPETENCE, EXPERIENCE AND ACADEMIC ABILITY TO STUDY AND PRACTICE AT THE LEVEL REQUIRED FOR THE PROGRAMME)	Yes	No
Does the applicant have a suitable DPP willing to supervise the student for the 12 days 'learning in practice' element of the preparation?	Yes	No

If the applicant is a nurse or midwife, do they have a named supervisor?	Yes  N/A	No
Is there a clinical need within the applicant's role to justify prescribing?	Yes	No
Has the organisation considered profession specific prescribing guidance and the ways patients may access medications in order to ensure this course is the most suitable option? <small>(FOR EXAMPLE, CONSIDERING RESTRICTIONS TO WHAT INDIVIDUAL PROFESSIONS MAY PRESCRIBE, PATIENT GROUP DIRECTIONS, PATIENT SPECIFIC DIRECTIONS, INDEPENDENT AND SUPPLEMENTARY PRESCRIBING)</small>	Yes	No
Does the applicant have the commitment of his/her employer to enable access to a prescribing budget and make other necessary arrangements for prescribing practice on successful completion of the course? <small>(THIS MIGHT INCLUDE PROFESSIONAL INDEMNITY AND CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES)</small>	Yes	No
Will the applicant be prescribing regularly from central funding in order to provide maximum benefit to patients?	Yes	No
Has the applicant an area of clinical practice in which to develop their prescribing skills?	Yes	No
Are you able to confirm that the applicant is of good character and of sufficiently good health to study on the programme / module?	Yes	No

(TICK AS APPLICABLE)

As this is a recordable qualification with a professional body, attendance at taught sessions\* and recorded achievement of all theory and practice hours is mandatory. The University will be unable to request that the student's registration with their regulatory body be amended until all learning hours are achieved.  
(DUE TO COVID 19 LOCKDOWN ARRANGEMENTS, SCHEDULED FACE TO FACE TAUGHT DAYS MAY BE TAUGHT LIVE. IT WILL THEREFORE BE EXPECTED THAT STUDENTS ARE RELEASED FROM CLINICAL PRACTICE ON THESE DAYS)

As line manager, please sign and date below, to confirm that the applicant has received an appraisal of their suitability to prescribe and to confirm full release support (which totals a minimum of 39 days equivalent, comprising 27 days of theory based work and 12 days in practice), and that the applicant will have a prescribing role on completion of the programme / module.

<b>Name</b>	
<b>Job Title</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Signed</b>	
<b>Date</b>	

**To be completed by the Designated Prescribing Practitioner (DPP)**

<b>Eligibility Criteria for Designated Prescribing Practitioners (DPPs) which includes the new RPS (2019)</b> <b><u>Competency Framework for Designated Prescribing Practitioners</u></b>	TICK AS APPLICABLE
Any prescriber taking on the DPP role must be registered with their professional regulator. Do you have the necessary annotation as a prescriber as required by your regulator?	
Do you meet all of the competencies within the <b><u>Competency Framework for all Prescribers</u></b> (RPS, 2016)?	
<p>In relation to <b>personal characteristics</b>, do you / are you?</p> <ul style="list-style-type: none"> <li>• Recognise the value and responsibility of the DPP role</li> <li>• Demonstrate clinical leadership through your practice</li> <li>• Demonstrate a commitment to support trainees</li> <li>• Display professional integrity, are objective in supervision and/or assessment</li> <li>• Open, approachable and empathetic</li> <li>• Create a positive learning culture through their practice</li> </ul>	
<p>In relation to <b>skills and knowledge</b>, do you / are you?</p> <ul style="list-style-type: none"> <li>• Work in line with legal, regulatory, professional and organisational standards</li> <li>• An experienced prescriber* in a patient facing role</li> <li>• Is an active prescriber** in a patient-facing role, with appropriate knowledge and experience relevant to the trainee's area of clinical practice</li> <li>• Have up-to-date patient-facing, clinical and diagnostic skills and evidence of demonstrating competence in an area of practice relevant to the trainee</li> <li>• Have knowledge of the scope and legal remit of non-medical prescribing for the NMP trainee's profession</li> </ul> <p style="color: red; font-size: small;">* AN EXPERIENCED PRESCRIBER IS DEFINED AS AN ACTIVE PRESCRIBER WHO WOULD NORMALLY HAVE AT LEAST 3 YEARS RECENT PRESCRIBING EXPERIENCE.</p> <p style="color: red; font-size: small;">** AN ACTIVE PRESCRIBER CONSULTS WITH PATIENTS AND MAKES PRESCRIBING DECISIONS BASED ON CLINICAL ASSESSMENT WITH SUFFICIENT FREQUENCY TO MAINTAIN COMPETENCE. REFLECTS AND AUDITS PRESCRIBING PRACTICE TO IDENTIFY DEVELOPMENTAL NEEDS.</p>	
<p>In relation to <b>teaching and training</b>, do you?</p> <ul style="list-style-type: none"> <li>• Have experience or had training in teaching and/or supervising in practice</li> <li>• Have knowledge, either experiential or through formal training, of different teaching methods to facilitate learning in practice and adapt to individual student needs</li> <li>• Articulate decision-making processes and justifies the rationale for decisions when teaching or training others</li> <li>• Have knowledge of a range of methods of assessment and experience of conducting assessment of trainees in clinical practice</li> <li>• Deliver timely and regular constructive feedback</li> <li>• Facilitate learning by encouraging critical thinking and reflection</li> </ul>	

<p>In relation to <b>partnership working</b> are you willing to?</p> <ul style="list-style-type: none"> <li>• Work with the trainee to establish their baseline knowledge and skills, and jointly create a development plan for meeting learning outcomes</li> <li>• Regularly assess the trainee at appropriate intervals to guide gradual handover of elements of the process that lead to a prescribing decision</li> <li>• Work in partnership with the trainee, other practitioners and the programme provider to confirm the competence of the trainee</li> <li>• Recognise own limits in capacity, knowledge and skills and areas of practice where other practitioners may be better placed to support learning</li> <li>• Advocate and facilitate a multidisciplinary team (MDT) approach to training by encouraging the trainee to learn from other appropriate practitioners</li> </ul>	
<p>In relation to <b>developing the role</b> are you / will you?</p> <ul style="list-style-type: none"> <li>• Open to learn and be challenged and use feedback from trainee and others, to improve their clinical and supervisory practice</li> <li>• Regularly reflect on your role as a DPP and the potential for improvement</li> <li>• Identify when help is required in DPP role and when, and where, to seek support</li> </ul> <p>Undertake and record continuing professional development (CPD) encompassing knowledge and skills that are applicable to the DPP role</p>	
<p>In relation to ensuring an appropriate <b>learning environment</b>, will you?</p> <ul style="list-style-type: none"> <li>• Negotiate sufficient time to supporting the trainee throughout their period of learning in practice</li> <li>• Encourage an environment that promotes equality, inclusivity and diversity</li> <li>• Create a safe learning culture that encourages participation and open discussion to support learning</li> </ul>	
<p>In relation to <b>governance</b>, will you?</p> <ul style="list-style-type: none"> <li>• Acknowledge your role and responsibilities within the wider governance structure, including the programme provider, employing organisation, professional regulator and others</li> <li>• Ensure familiarity with the process of escalating concerns about a trainee, and, where appropriate, engages with this process</li> <li>• Engage with the employing organisation (or equivalent) to ensure support and resources are available to undertake DPP role</li> </ul>	
<p>Are you familiar with the requirements of the programme and the need for the applicant to achieve the learning outcomes?  Open access information and training is available on the University website:  <a href="https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/poppi-health/non-medical-prescribing">https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/poppi-health/non-medical-prescribing</a></p>	
<p>As the applicant's Designated Prescribing Practitioner, I confirm I meet the above criteria.</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p>	

**Details of the Designated Prescribing Practitioner (DPP)**

<b>Name</b>	
<b>Area of Practice</b>	
<b>Title / Position</b>	
<b>Qualifications</b> (INCLUDING TEACHING)	
<b>Professional Registration Number</b> (GMC / GPhC / HCPC / NMC / PSNI)	
<b>Regulatory Body</b>	
<b>Date of First Registration</b>	
<b>Trust</b>	
<b>Work Address</b>	
<b>Telephone Number</b>	
<b>Email</b>	

**DPP Agreement**

I agree to validate 12 days (90 hours clinical practice supervision) by assessing and observing the NMP student. This may include working with / observing directly and gaining feedback from a range of prescribing supervisors.

<b>Name</b>	
<b>Signed</b>	
<b>Date</b>	
<b>Official Hospital / Practice Stamp</b>	

## Practice Placement Quality Assessment

If, for any reason, your DPP feels that the practice area does not meet any of these Standards, please ask them to complete the exception reporting comments on page 10. If additional guidance is required, ask them to email Professional Development Unit Admissions, via [pduadmissions@plymouth.ac.uk](mailto:pduadmissions@plymouth.ac.uk)

<b>Standard Statement</b>	<b>TICK AS APPLICABLE</b>
<b>1.</b> Our policies and procedures within our practice placement areas reflect health and safety legislation, employment legislation and equality of opportunity.	
<b>2.</b> Our human resources management processes reflect current good practice in relation to recruitment, retention, development of staff and equal opportunities.	
<b>3.</b> Our staff understand and manage specific risks to students and risk assessment is carried out in practice placement areas.	
<b>4.</b> We ensure that students have access to educational and IT facilities, including internet access, (where practicable) when they are in placements.	
<b>5.</b> We have mechanisms in place in placement areas to recognise early poor performance of students and for taking appropriate and prompt action.	
<b>6.</b> We provide all students with a named practice placement assessor for the duration of that placement, who is appropriately qualified and experienced and meets relevant regulatory body requirements.	
<b>7.</b> Our practice placement supervisors are aware of the student's placement outcomes so that they are able to agree with the students an individual learning contract for the placement experience.	
<b>8.</b> We provide students with scheduled appointments with their practice placement supervisors at regular intervals to discuss their progress towards meeting their learning contract.	
<b>9.</b> We take action on evaluation / feedback information that students give us on the quality of their placements and practice placement supervision received.	
<b>10.</b> We provide students with an orientation / induction to each practice placement.	
<b>11.</b> Our placement areas ensure that provision is made for students to reflect in / on practice and link practice explicitly with their theoretical underpinning.	
<b>12.</b> Our practice placements provide varied learning opportunities that enable students to achieve learning outcomes through: observing skilled professionals deliver service and care; participating, under supervision, in the delivery of treatment and care; practising in an environment that respects users' rights, privacy and dignity.	
<b>13.</b> Our staff, who act as practice placement supervisors of students, demonstrate evidence-based teaching, assessment and practice.	
<b>14.</b> We provide learning opportunities in placements that are appropriate to the level and need of the student and provide opportunities for inter-professional working.	
<b>15.</b> Our approach to assessment is that it is a continuous process with an adequate formative function that helps develop student abilities / intellectual skills and which leads to the judgement of achievement against agreed performance criteria.	
<b>16.</b> We have explicit aims, values and strategies to promote inclusion and equality for all and these are reflected in our work as placement providers within an equal opportunities policy that is periodically updated.	
<b>17.</b> We have effective measures for eliminating oppressive behaviour including all forms of harassment in our practice areas.	
<b>18.</b> The guidance and support we offer as a placement provider are sensitive to equality of opportunity.	

I confirm all the above standards can be met whilst the student undergoes prescribing supervision (please identify exceptions below).	
<b>Signed</b>	
<b>Date</b>	

<b>Exception reporting comments: practice placement</b>
Please comment here if any of the standards are at risk in the practice area. Please include in this section, if the area is new to University of Plymouth students (new areas, self-employed or other exemptions will require discussion with the Programme Lead and University audit / investigation to determine the suitability for students).

Standard No	Exception Reporting Comments

<b>Details of the Practice Supervisor (for nurses and midwives only)*</b> <small>(TO BE COMPLETED BY THE PRACTICE SUPERVISOR THEMSELVES)</small>	
<b>Name</b>	
<b>Area of Practice</b>	
<b>Title / Position</b>	
<b>Professional Body PIN</b>	<b>Regulatory Body</b>
<b>Email</b>	

<b>As Practice Supervisor, please tick to show that you agree to the following statements, which align to the NMC Standards for Prescribing Programmes Section 4 - Supervision and Assessment:</b>	TICK AS APPLICABLE
I agree to serve as a role model for safe and effective practice in line with the NMC code of conduct.	
I agree to support learning in line with my scope of practice to enable the student to meet their proficiencies and programme outcomes.	
I agree to support and supervise students, providing feedback on their progress towards, and achievement of, proficiencies and skills.	
I have current knowledge and experience of the area in which I am to provide support, supervision and feedback.	
I agree to be prepared to receive ongoing support to participate in the practice learning of students.	
I agree to contribute to the student's record of achievement by periodically recording relevant observations on the conduct, proficiency and achievement of the student I will be supervising.	
I agree to contribute to student assessments to inform decisions for progression.	
I will have sufficient opportunities to engage with practice assessors and academic assessors to share relevant observations on the conduct, proficiency and achievement of the student I will be supervising.	
I agree to appropriately raise and respond to student conduct and competence concerns.	
<b>Signed</b>	
<b>Date</b>	

\*For nurses and midwives in exceptional circumstances, the same person may fulfil the role of practice supervisor and DPP for that part of the programme where the prescribing student is undergoing training in a practice learning setting. In such instances, the student, employer and the AEI will need to evidence why it was necessary for the practice supervisor and DPP roles to be carried out by the same person. **If this is the case, please contact the Professional Development Unit Admissions Team via [pduadmissions@plymouth.ac.uk](mailto:pduadmissions@plymouth.ac.uk).**