

# Non-Medical Prescriber Registration Policy



**With you.  
For you.**

<b>VERSION</b>	V2
<b>APPROVING COMMITTEE &amp; DATE</b>	Clinical Executive Committee – 20 <sup>th</sup> April 2021 – reviewed and no amendments required.
<b>REVIEW DUE DATE</b>	March 2022



## 1. Introduction

Non-medical prescribing is prescribing by specially trained nurses, optometrists, pharmacists, physiotherapists, podiatrists and radiographers working within their clinical competence as either independent or supplementary prescribers.

Under current legislation nurses, pharmacists and optometrists, physiotherapists and podiatrists or chiropodists can all undertake a qualification to allow them to become independent and/or supplementary prescribers. Nurses can also train to become community practitioner nurse prescribers.

Nurses, pharmacists, physiotherapists, chiropodists or podiatrists, radiographers and optometrists may train and register as a supplementary prescriber.

### Purpose

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

## 2. Scope

This policy includes nurse and pharmacist 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 within general practice.

## 3. Definitions

### 3.1 Independent prescribing

Independent prescribing is prescribing by a practitioner (e.g. doctor, dentist, nurse, pharmacist or optometrist) responsible and accountable for the assessment of patients with undiagnosed or diagnosed conditions and for decisions about the clinical management required, including prescribing.

There are two distinct forms of independent non-medical prescribing:

An **independent prescriber** may currently be a specially trained nurse, pharmacist or optometrist who can prescribe any licensed medicine within their clinical competence. Nurse and pharmacist independent prescribers can also prescribe unlicensed medicines. There are however some restrictions on the prescribing of controlled drugs.

A **community practitioner nurse prescriber** (previously known as district nurse / health visitor prescribers), for example a specially trained district nurse, health visitor or school nurse, can independently prescribe from a limited formulary called the Nurse Prescribers' Formulary for Community Practitioners which can be found in the British National Formulary (BNF).

### 3.2 Supplementary prescribing

Supplementary prescribing is a voluntary partnership between a doctor or dentist and a supplementary prescriber to implement an agreed patient-specific clinical management plan with the patient's agreement.

A supplementary prescriber may currently be a specially trained nurse, optometrist, pharmacist, physiotherapist, podiatrist or radiographer who can prescribe any

medicines within their clinical competence, according to a patient specific clinical management plan (CMP) agreed with a doctor or dentist and the patient. It is a legal requirement for a CMP to be in place before supplementary prescribing can begin.

#### **4. Regulatory Bodies**

- The Nursing and Midwifery Council (NMC) regulate nurses and midwives
- The General Pharmaceutical Council (GPhC) regulates pharmacists and pharmaceutical technicians

#### **5. Business Service Authority Registration Process**

##### **5.1 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.

5.1.1 Practice manager must inform the CCG Head of Medicines Optimisation that the individual has successfully completed the course. Contact details:

Nicola Baxter      [Nicola.baxter1@nhs.net](mailto:Nicola.baxter1@nhs.net)

5.1.2 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 practice manager must complete and send a Lancashire Commissioning Support Unit (LCSU) Approval to Practice form/Annual Declaration (Appendix 1) to [MLCSU.nmpregister@nhs.net](mailto:MLCSU.nmpregister@nhs.net)
- b. The LCSU 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. LCSU will inform the practice manager via email that the NHS BSA form has been submitted.

##### **5.2 Qualified NMP Newly Employed by a General Practice**

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 practice manager must complete and send a Lancashire Commissioning Support Unit (LCSU) Approval to Practice form/Annual Declaration (Appendix 1) to [MLCSU.nmpregister@nhs.net](mailto:MLCSU.nmpregister@nhs.net)
- b. The LCSU 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. LCSU will inform the practice manager via email that the NHS BSA form has been submitted.

### 5.3 NMP Leaving Employment with a General Practice

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 practice manager must complete and send a Lancashire Commissioning Support Unit (LCSU) Approval to Practice form/Annual Declaration (Appendix 1) to [MLCSU.nmpregister@nhs.net](mailto:MLCSU.nmpregister@nhs.net)
- b. The LCSU 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. LCSU will inform the practice manager via email that the NHS BSA form has been submitted.

### 5.4 Qualified NMP Change of Details

The following process is required when a NMP employed in General Practice 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 practice manager must complete and send a Lancashire Commissioning Support Unit (LCSU) Approval to Practice form/Annual Declaration (Appendix 1) to [MLCSU.nmpregister@nhs.net](mailto:MLCSU.nmpregister@nhs.net)
  - b. The LCSU 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. LCSU will inform the practice manager via email that the NHS BSA form has been submitted.

### 5.5 Annual Declaration

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

### 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.

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

	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Prescriber</b>	.....	.....	.....
<b>Lead Clinician</b>	.....	.....	.....

**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](mailto: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**

