

UCL Clinically Enhanced Pharmacist Independent Prescribing Course

Guidance Notes to support your application

These notes are intended to help you with the completion of the application process for the UCL Clinically Enhanced Pharmacist Independent Prescribing Course.

The purpose of the application process is for you to demonstrate that you meet the entry requirements for the course.

Pharmacists wishing to apply for the course must fulfil **ALL** of the following requirements:

1. Applicants are registered as a pharmacist with the General Pharmaceutical Council (GPhC) or, in Northern Ireland, with the Pharmaceutical Society of Northern Ireland (PSNI).
2. Applicants are in good standing with the GPhC and/or PSNI and any other healthcare regulator with which they are registered.
3. Applicants must have relevant experience in a UK pharmacy setting and be able to recognise, understand and articulate the skills and attributes required by a prescriber to act as the foundation of their prescribing practice whilst training.
4. For the purposes of developing their independent prescribing practice applicants must identify an area of clinical or therapeutic practice on which to base their learning.
5. Applicants must have a designated prescribing practitioner who has agreed to supervise their learning in practice. The applicant's designated prescribing practitioner must be a registered healthcare professional in Great Britain or Northern Ireland with legal independent prescribing rights, who is suitably experienced and qualified to carry out this supervisory role, and who has demonstrated CPD or revalidation relevant to this role. Although an applicant may be supervised by more than one person, only one prescriber must be the designated prescribing practitioner. The designated prescribing practitioner is the person who will certify that successful pharmacists are competent to practise as independent prescribers.

There are two parts to the application process. Both parts must be completed to demonstrate that you meet the entry criteria:

1. An electronic application form. The link to the application form can be found on the website with the course information. Completion of this form registers your details with the University. Applicants currently enrolled on the UCL Postgraduate Diploma in General Pharmacy Practice who will be completing CEPIP as the Foundation Stage Two part of the programme do not need to complete this form.
2. The application pack. This is where you will provide detail about your experience and evidence to demonstrate that you meet the entry criteria. The pack can be downloaded from the course information page on the website. **All applicants must complete the application pack.**

If you are already registered on the PG Diploma in General Pharmacy Practice at UCL you do not need to complete the online application form. You should complete the application pack only and email this to sop.cepip@ucl.ac.uk

We have only asked for information that is necessary and you can see our Privacy Notice on the university website:

<https://www.ucl.ac.uk/legal-services/privacy/ucl-prospective-students-enquirers-and-applicants-privacy-notice>

If you have any questions about the application process please contact sop.cepip@ucl.ac.uk

Demonstrating that you meet the entry requirements

In the application pack, we ask you to answer specific questions so that you can demonstrate that you meet the entry requirements. Please answer these questions as fully as possible. To find out more about how you can demonstrate the entry requirements please refer to the GPhC guidance <https://www.pharmacyregulation.org/sites/default/files/document/guidance-to-support-the-implementation-of-the-standards-for-the-education-and-training-of-pharmacist-independent-prescribers-october-2022.pdf>

Relevant experience in a UK pharmacy setting

Relevant experience could have been obtained, for example:

- whilst studying pharmacy, and could include experiential learning, simulation, summer placements and other relevant activities
- during your foundation training year (referred to as 'pre-registration training' prior to the 2021/22 academic year)
- whilst employed in a pharmacy setting

In addition to describing your experience in general, we will ask you to reflect on two specific examples from your practice that demonstrate your readiness to start a prescribing course. These reflections should demonstrate that you have done some preparation for starting the course, for example familiarising yourself with regulatory standards, the professional leadership body's position, employer guidance and evidence-based documents and guidance from other relevant organisations, such as NHS guidelines or journals.

The GPhC guidance document referred to above contains examples of relevant experience that you could reflect on.

Recognising, understanding and articulating the skills and attributes required by a prescriber

Before applying to the course, you should familiarise yourself with the following documents:

- The Competency Framework for All Prescribers (<https://www.rpharms.com/resources/frameworks/prescribing-competency-framework/competency-framework>). This document describes the skills, characteristics, qualities and behaviours for a safe and effective prescribing role and sets out what good prescribing looks like.
- The GPhC Standards for Pharmacy Professionals (<https://www.pharmacyregulation.org/standards/standards-for-pharmacy-professionals>)

You need to demonstrate in your application that you understand both documents. We will ask you specific questions to help you demonstrate a thorough understanding of how your personal experience has strengthened your understanding of the role of prescriber and has supported how you recognise, understand and articulate the skills of a prescriber.

Notable examples of the skills and attributes required by a prescriber may include, but are not limited to:

- demonstrating person-centred care
- applying professional judgement and professionalism
- using effective communication skills
- utilising diagnostic and consultation skills
- using wide ranging information gathering skills
- using critical appraisal, clinical reasoning, and decision-making skills
- considering prescribing governance
- cognisant of reflective practice
- collaboration, team working and multi-disciplinary engagement

Choosing a clinical or therapeutic area for the course

We will also ask you about your chosen area of clinical or therapeutic practice for the course. The identified area of clinical or therapeutic practice can be either specialist or generalist. It does not necessarily have to align to previous experience or a

specific area of competence. We will ask you questions about your chosen area for you to demonstrate that you understand the role that a pharmacist prescriber could take on in that area of practice.

Providing evidence

We will ask you specific questions in relation to the entry criteria. Your response to these questions, combined with other application documents, may provide sufficient information, but where there are gaps, you should consider providing evidence that could enhance the admissions team's understanding of your experience. Evidence could include:

- A CV
- Submission of a professional portfolio of experiential learning showing your experience in a UK pharmacy setting. This could be experience whilst studying pharmacy, including experiential learning, simulation or summer placements, or during your foundation training (referred to as pre-registration training prior to the 2021/22 academic year).
- Attendance at relevant continuing education events
- Submission of CPD or revalidation records linked demonstrating that you are able to recognise, understand and articulate the skills and attributes required by a prescriber to act as the foundation of prescribing practice whilst training
- Evidence of academic credits for relevant modules.
- A PG Certificate or PG Diploma in Pharmacy Practice, or equivalent
- Evidence of formal assessed learning in advanced history taking and/or diagnostics
- Interview with a member of the admissions team
- A letter of recommendation/supporting statement

Please clearly label any additional attachments and refer to them in your Application Pack.

Completing the online application form

These notes are intended to help with completion of your UCL Clinically Enhanced Pharmacist Independent Prescribing course online application form via UCL Select. Please read them carefully before starting your application. Where relevant, they supersede the Application Form Guidance that is shown on the Admissions pages. We recommend that you keep a copy of this document along with the application form guidance document on the Admissions pages (<https://www.ucl.ac.uk/prospectivestudents/graduate/applying-graduate-study/completing-your-application/application-formguidance>) open while completing your application.

****Please note: This guidance applies to the Online Application Form only. You are still required to provide more detailed information on your Education and Employment history and signed statements from your Designated Prescribing Practitioner and Supporting Organisation in your Application Pack even if the information appears to duplicate that included in the Online Application Form. ****

Personal Details (Section 1): Use a non-NHS email address eg. Hotmail, gmail account that you check on a regular basis (NHS email servers often reject email sent from non-NHS sources and particularly from systems such as the registration system where emails are sent automatically from central UCL Registry). Check your junk box and ensure it is not full or add ucl.ac.uk to your safe senders list.

Education History (section 3): Only your most recent relevant qualification needs to be entered. A copy of your academic transcript needs to be uploaded in order for you to progress to the next section.

Employment (section 4): Only your most recent/current employer needs to be entered. You do not need to upload a copy of your CV. You will need to enter your GPhC/PSNI number.

Other Details (section 5): For funding, you will need to select either Personal/Family Resources if you are self-funding or Employer if your trust will be paying your fees. Please leave the interview section blank.

Supporting Statement (section 6): You do not need to submit a supporting statement. Entering NA into the text box will allow you to move on to the next screen

Completing the application pack

The application pack can be downloaded from the course information page on the website. Please complete all sections of the pack electronically. Once you have completed the application pack, external applications should upload it to the UCL Select online portal before you submit the application form.

Practitioners currently enrolled on the UCL Postgraduate Diploma in General Pharmacy Practice completing CEPIP as part of FS2 should email their completed application pack and supporting documents to sop.cepip@ucl.ac.uk.

Files cannot exceed 2MB in size – larger documents will need to be split into smaller documents before uploading. Applicants are advised to complete the application pack electronically as much as possible and only upload scans of relevant signature pages where necessary to keep file sizes down.

There is no limit to the number of files that can be uploaded. Valid file extensions are: JPG, PDF, DOC, DOCX, XLS, XLSX, PNG, GIF, MSG or TXT. Please note that ZIP files cannot be uploaded.

It is essential that you complete all sections of the application pack in order to demonstrate that you meet the GPhC criteria for entry onto an Independent Prescribing Course (https://www.pharmacyregulation.org/education/education-standards#Independent_Prescriber)

The application pack contains the following sections:

1. Personal details.
2. Applicant statement
3. Scope of practice
4. Declaration from designated prescribing practitioner (DPP)
5. Employer/sponsor/supporting organisation reference
6. Declaration from organisation providing learning in practice
7. Details of funding
8. Applicant declaration
9. DPP, Supporting organisation and applicant signature

Each section contains instructions on how to complete that section. Please ensure you follow these instructions and complete all sections fully. Not providing the required information will result in a delay processing your application and could result in your not gaining a place on the course.

You will require your employing/supporting organisation and DPP to complete some sections of this pack. Please speak to them as soon as you can about your intention to apply to for this course as they will need time to complete the relevant sections of your application form.

Section 1. In the employment history section, please ensure that you include details of your patient facing experience, your clinical/therapeutic experience and any experience you have in the multi-disciplinary aspects of prescribing. You may include experiential learning during your MPharm degree, and any summer placements

Section 2. Ensure that read carefully what is required in your statement and provide the evidence requested.

Section 3. This section asks about the area of clinical practice in which you will be prescribing. You will need to talk to your employing or supporting organisation to agree the clinical area or service for which you intend to prescribe. You will also need to talk to your DPP to help you develop your plan for how you are going to develop your competence in this area. This must include a **defined scope of practice e.g. 'Hypertension in adults excluding pregnant women, ages of 50-75 years'**.

Sections 4 needs to be completed and signed by your DPP. Please ensure that your DPP has read the Guidance on the DPP role that is available on the UCL website and that they understand their role in your training. If the DPP has any questions about their role and responsibilities please direct them to sop.cepip@ucl.ac.uk

Section 5 We require a reference from your employing or supporting organisation in support of your application. If you are self-employed, this section can be completed by someone who knows your clinical work well.

Section 6. This declaration must be completed by the organisation where you will be completing your learning in practice time to confirm that they will support you and provide you with sufficient time to complete the learning in practice requirements of the course.

Section 7. Please provide details of who is paying the course fees and provide a completed sponsorship letter if your employer is paying your fees.

Section 8. If you are unable to tick that all the statements are correct please contact sop.cepip@ucl.ac.uk before submitting your application form. In particular, if you have previously enrolled on a course at another institution leading to a Practice Certificate in Independent Prescribing you will be asked to provide details of this course and the reason why you did not complete the course. The UCL course team will use the information provided to assess your suitability for the course. Decisions will be made on a case by case basis.

Please note that the attendance at the study days is compulsory. The dates are published on the course website
<https://www.ucl.ac.uk/pharmacy/study/professional-development/clinically-enhanced-pharmacist-independent-prescribing>

Please contact sop.cepip@ucl.ac.uk BEFORE submitting your application if you are unable to attend any of the study day dates.

Section 9. Please ensure you, your DPP and your employer complete this section in full and sign and date the declaration.

All additional evidence requests should be clearly labelled and should be referenced in your application pack. Please e-mail the additional evidence at the same time as the application pack.

You will be informed of the outcome of your application within 6-8 weeks of the application deadline.

If we do not have enough information in the application pack to make a decision, we will invite you for an interview. This will take place over Teams.

If we are not able to offer you a place on the course, we will provide you with a reason and feedback on what you can do to submit a successful application in the future.

Once we have made you an offer to study the Clinically Enhanced Pharmacist Independent Prescribing Course we will send you an induction pack. It contains information and actions for the Enrolment and Induction process. Please make sure you read it fully and complete the necessary steps to start the programme.

Failure to complete all stages of the application and enrolment process by the stated deadlines results in the application being invalid and will require the full application and enrolment process to be completed for entrance to the course at the next available opportunity (October and April).