

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.

There are two parts to the application process:

1. An electronic application form. The link to the application form can be found on the website with the course information. (<https://www.ucl.ac.uk/pharmacy/study/clinically-enhanced-pharmacist-independent-prescribing>)
2. The CEPIP Application Pack. This can be downloaded from the course information page on the website. (<https://www.ucl.ac.uk/pharmacy/study/clinically-enhanced-pharmacist-independent-prescribing>)

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

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.

Please use this checklist to ensure that you have completed and submitted all the required information and documents contained within this pack.

Required documents	Check once completed
Download application pack	<input type="checkbox"/>
Fully complete the following sections:	
1. Personal details	<input type="checkbox"/>
2. Applicant statement including gathering any additional evidence required	<input type="checkbox"/>
3. Learning needs analysis	<input type="checkbox"/>
4. Declaration from designated prescribing practitioner including gathering of any additional evidence required	<input type="checkbox"/>
5. Reference from employer/sponsor/employing organisation	<input type="checkbox"/>
6. Declaration from organisation providing learning in practice	
7. Details of funding	<input type="checkbox"/>
8. Applicant declaration	<input type="checkbox"/>
9. DPP, supporting organisation and applicant signature	
Supporting evidence: <ul style="list-style-type: none"> • Please refer to this guidance, and to the DPP guidance for details of the supporting evidence that might be required 	<input type="checkbox"/>

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<p>FOR DIPLOMA STUDENTS ONLY: E-mail application pack, scanned pages with signatures and any other supporting documents to sop.cepip@ucl.ac.uk</p>	<input type="checkbox"/>
<p>FOR ALL OTHER APPLICANTS: Open and complete the electronic application form.</p> <p>Upload your application pack into the online application form, under the 'Upload Additional Information' section. You must do this before you submit the application form.</p> <p>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.</p>	<input type="checkbox"/> <input type="checkbox"/>

Completing the online application form

Email: 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.

Disability: This information is collected to allow UCL Admissions to identify students who may need additional access needs or reasonable adjustments during the enrolment and induction process. It is also used by the School of Pharmacy to identify practitioners who may need to apply for Special Exam Arrangements (SEAs). Your information will be treated with the strictest confidence.

Unspent Criminal convictions: If you have unspent convictions please contact the admin team. This information will be handled with the strictest confidence.

Completing other forms of higher education: If you will be participating in another higher education course when you start the course please contact the admin team on sop.cepip@ucl.ac.uk

GPhC/PSNI registration details. Please provide your name as it appears on the GPhC/PSNI register.

If you are not currently registered as a student with us please provide details of your employing organisation. If you are a self-employed locum please supply details of the organisation supporting you to undertake this course.

A confirmation email will be sent to you within 10 minutes of receipt of a completed form. Make sure you have received this email and contact sop.cepip@ucl.ac.uk **immediately** if you do not. **If you do not receive a confirmation email we will not have received your application form. Once you have completed the application form, don't forget to upload your completed application pack. We will not consider your application until we have received both the application form and the application pack.**

If you have any further questions or problems please contact sop.cepip@ucl.ac.uk.

Clinically Enhanced Pharmacist Independent Prescribing Course 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 it should be uploaded onto UCLSelect under the 'Upload Additional Information' section. You must do this before you submit the application form.

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 entry requirements for the Independent Prescribing Course.

The entry requirements for the course are stipulated by the GPhC. Pharmacists wishing to apply for this course must fulfil **all** of the following requirements:

1. Be a pharmacist registered with the GPhC or the Pharmaceutical Society of Northern Ireland (PSNI)
2. Be in good standing with the GPhC and/or PSNI and any other healthcare regulator with which they are registered
3. Have at least two years' appropriate patient-orientated experience post-registration in a relevant UK practice setting
4. Have identified an area of clinical or therapeutic practice in which to develop independent prescribing practice.
5. Have relevant clinical or therapeutic experience in their chosen area, which is suitable to act as the foundation of their prescribing practice training
6. Have a designated prescribing practitioner (DPP) who has agreed to supervise their learning in practice and who meets the criteria for acting as a DPP

The application pack contains the following sections:

1. Personal details.
2. Applicant statement
3. Learning needs analysis
4. Declaration from designated prescribing practitioner
5. Employer/sponsor/supporting organisation reference
6. Declaration from organisation providing learning in practice
7. Source of funding
8. Applicant declaration
9. DPP, supporting organisation and applicant signatures

Table 1 shows how the criteria should be evidenced through the completion of the online UCL application form and the CEPIP application pack. The applicant may be called for an interview to provide further evidence that they meet the entry requirements.

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Please read the instructions for how to complete each section carefully. 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.

Table 1 Evidence to Meet the Entrance Criteria

Criteria	Evidence (Section of Application pack)
Be a pharmacist registered with the GPhC or the Pharmaceutical Society of Northern Ireland (PSNI)	Provision of GPhC or PSNI registration number (Section 1) Admissions Tutor confirms on GPhC/PSNI website
Be in good standing with the GPhC and/or PSNI and any other healthcare regulator with which they are registered	GPhC or PSNI registration number. Applicant declaration (Section 7) Admissions Tutor confirms on GPhC/PSNI website
Have at least two years' appropriate patient-orientated experience post-registration in a relevant UK practice setting	Date of first registration with the GPhC or PSNI (Section 1) Employment history with description of the patient facing aspects of the role (Section 1) Applicant statement (Section 2) Applicant declaration (Section 7) Interview where required
Have identified an area of clinical or therapeutic practice in which to develop independent prescribing practice	Applicant statement (Section 2) Interview where required
Have relevant clinical or therapeutic experience in their chosen area, which is suitable to act as the foundation of their prescribing practice training	Previous qualifications (University Application form) Employment history (Section 1) Applicant statement (Section 2) Employer reference and declaration (Section 5) Applicant declaration (Section 7) Interview where required
Have a designated prescribing practitioner (DPP) who has agreed to supervise their learning in practice	DPP Declaration (Section 4) Interview where required
DPP meets the criteria for acting as a DPP	DPP Declaration (Section 4) Interview where required

Section 1 Personal Details

In the employment history section, please ensure that you include details of your patient facing experience and any experience you have in the multi-disciplinary aspects of prescribing.

Section 2 Applicant Statement

This is where the majority of your evidence that you meet the entry requirements should be provided (See table 1). Ensure that you read carefully what is required in your statement and provide the evidence requested. You may write as much as you need in the response to each questions, but you must provide evidence of meeting the criteria.

Why you want to undertake the Course

You should describe clear motivations for undertaking the course that relate the NHS priorities or service need, with a clear plan of how you will use your prescribing qualification.

Evidence of at least two years' appropriate patient-orientated post-registration experience in a relevant UK practice setting

Please provide details of your experience in patient consultations and describe how your experience supports your future prescribing role.

Area of clinical or therapeutic practice

Please ensure that you have discussed the clinical or therapeutic practice in which you intend to develop your independent prescribing practice with your DPP. It must be an area that is suitable for the development of independent prescribing practice. The scope should be defined and well described, for example **'Hypertension in adults excluding pregnant women, ages of 50-75 years'**.

Please also ensure that you describe the setting (e.g. outpatient clinic, GP practice) and the multidisciplinary team that you will be working with during your Learning in Practice time.

Evidence of relevant clinical or therapeutic experience in your chosen area

Applicants must have relevant clinical and/or therapeutic experience in their intended scope of practice, which is suitable to act as the foundation of their prescribing practice while training. Your applicant statement 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:

- Evidence of academic credits for a module focused on your proposed scope of practice (e.g., a short-course module including learning outcomes focused on your proposed scope of practice).
- A PG Certificate or PG Diploma in Pharmacy Practice, or equivalent, which includes evidence of a focus during the learning on your proposed scope of practice
- Evidence of formal assessed learning in advanced history taking and/or diagnostics
- Submission of a professional portfolio of experiential learning showing proficiency in your intended scope of practice
- Attendance at continuing education events linked to your intended scope of practice

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- Submission of CPD or revalidation records linked to your intended scope of practice

Please clearly label any additional attachments and refer to them in your statement. Additional attachments should be submitted in one file with your statement.

Reflection on two professional experiences

Please ensure that your reflections relate to your chosen scope of practice. You must chose TWO of the following experiences for your reflections:

- Patient facing experience
- Clinical prescribing experience
- Participation in clinical interventions and medicines optimisation
- Experience in multi-disciplinary aspects of prescribing

The reflection should detail:

- Your level of participation in the experience (i.e. were you an passive observer or actively participating)
- What you learnt from the experience
- What learning needs you identified and your subsequent action plan to meet those learning needs

Section 3 Learning Needs Analysis

This section asks about the area of clinical practice in which you will be prescribing. You will need to demonstrate an understating of the clinical and diagnostic skills specific to your chosen area and your learning needs in relation to these. You should also provide a plan for how you will develop your competence in these clinical and diagnostic skills. You need to provide sufficient detail in this plan to demonstrate that you have an achievable plan for developing your competence.

You are also asked to describe how you will develop your own professional networks to support your development. You application should show that you have clearly defined networks for support, or that you have achievable plans to develop these.

You should complete Section 3 in discussion with your DPP.

Sections 4 Declaration from Designated Prescribing Practitioner

This section needs to be completed and signed by your DPP. Please ensure that your DPP has read the DPP Guidance that is available on the UCL website. This provides details about the DPP role, and information on how to complete this section of the application form. If the DPP has any questions about their role and responsibilities, or the application form please direct them to

sop.cepip@ucl.ac.uk

The DPP also needs to sign the declaration in Section 9.

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Section 5 Employer/sponsor/supporting organisation reference

This should be submitted in the form of a letter on appropriately headed paper. Please ensure that the reference is signed and that the particulars of the referee are clearly provided.

Ideally the reference should be from your employer. If you are self-employed, the reference can be from a recent employer, sponsor or supporting organisation. It must be someone who knows you in your professional pharmacy role and can comment on your suitability to train as a prescriber.

Section 6 Declaration from organisation providing learning in practice time

The following person should complete this form as a representative from the organisation supporting the Learning in Practice time:

- NMP Lead (Mandatory for NHS Trusts) or lead for education and training where the NMP lead role does not exist
- In a GP practice setting this could be the practice manager

The person completing this form should not be the proposed DPP.

The person completing this form also needs to sign the declaration in Section 9.

Section 7 Details of funding source

Please provide details of who is paying the course fees. Remember to indicate on this form if you are studying the course as part of your Diploma in General Pharmacy Practice with UCL. Please note that you must already be registered on the Diploma in General Pharmacy Practice in order to complete this module as part of the Diploma.

Section 8 Applicant Declaration

Please read each statement carefully before completing this form. 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.

Section 9 DPP, Supporting Organisation and Applicant Signatures

Please ensure you, your DPP and the representative from the supporting organisation who completed section 6, complete this section in full and sign and date the declaration.

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What happens next?

We will inform you of the outcome of your application within 6-8 weeks of the application deadline. If you have not heard from us within 8 weeks, please contact sop.cepip@ucl.ac.uk.

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).