**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.

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. 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 part.
2. The application pack. This can be downloaded from the course information page on the website.

If you have any questions about the application process, please contact [sop.cepip@ucl.ac.uk](mailto:sop.cepip@ucl.ac.uk)

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** |
| Complete online application form (non - UCL Diploma applicants only) |  |
| Download application pack |  |
| Fully complete the following sections: |  |
| 1. Personal details |  |
| 1. Applicant statement including gathering any additional evidence required |  |
| 1. Learning needs analysis |  |
| 1. Declaration from designated medical practitioner including obtaining DPP signature |  |
| 1. Declaration and reference from employer/sponsor/employing organisation including obtaining employer signature |  |
| 1. Source of funding |  |
| 1. Applicant declaration including your signature |  |
| 1. DPP has provided CV. (For non-medical prescribers, include a copy of their IP certificate) |  |
| Supporting evidence:   * Course certificates for courses you have attended relating to your proposed clinical area of prescribing practice (where possible) * Two CPD records relating to your proposed area of prescribing practice (required). Please note one should relate to the evidence base for the drugs you are likely to prescribe and one to the pharmacology of the drugs you are likely to prescribe. |  |
| Upload application pack, scanned pages with signatures and any other supporting documents to Portico online portal once invited to do so received. |  |
| DPP IP certificate |  |

**Completing the 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. We recommended that you keep a copy of this document along with the application form guidance document on the Admissions pages (<https://www.ucl.ac.uk/prospective-students/graduate/applying-graduate-study/completing-your-application/application-form-guidance>) 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 Medical 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 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

**References (section 7):** Your referees must be the following:

One must be the Lizzie Mills, the Programme Lead for the CEPIP programme using the following details:

*Name:* Lizzie Mills

*Position:* Programme Lead

*Address Line 1:* UCL School of Pharmacy

*Telephone:* 0207 753 5566

*Email:* l.mills@ucl.ac.uk

The other must be the Professional Programmes admin team using the following details:

*Name:* SOP Professional Programmes Team

*Position:* Programme Administrators

*Address Line 1:* UCL School of Pharmacy

*Telephone:* 0207 753 5566

*Email:* [sop.professionalcourses@ucl.ac.uk](mailto:sop.professionalcourses@ucl.ac.uk)

**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 Portico online portal once you have received an invitation to do so.

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.

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](mailto:sop.cepip@ucl.ac.uk).

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. These are described in section 2 of the following document:

<https://www.pharmacyregulation.org/sites/default/files/document/accreditation_criteria_learning_outcomes_and_indicative_content_full_programme_2018-19.pdf>

The application pack contains the following sections:

Personal details.

1. Applicant statement
2. Learning needs analysis
3. Declaration from designated medical practitioner
4. Declaration from employer/sponsor/employing organisation
5. Source of funding
6. Applicant declaration

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 and any experience you have in the multi-disciplinary aspects of prescribing.

**Section 2.** Ensure that read carefully what is required in your statement and provide the evidence requested. Please note that you are required to submit two CPD records from your GPhC revalidation record related to your proposed clinical area of prescribing practice. One of these must relate to the evidence base for the drugs you are likely to be prescribing, and the other must relate to the pharmacology of the drugs you are likely to prescribe (for example you may decide to revise the pharmacokinetics or the pharmacodynamics of the drugs you are likely to prescribe).

**Section 2.** 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.

**Sections 3.** 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](mailto:sop.cepip@ucl.ac.uk)

**Section 4** needs to be completed by your employing or supporting organisation. We require a reference from your employing or supporting organisation and they will also need to complete and sign the declaration form. If you are self-employed, this section needs to be completed by the organisation supporting you to develop your skills as an independent prescriber. This could be the practice where your DPP works and in which you will be undertaking your 90 hours of learning in practice time.

**Section 6.** 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 7.** Please ensure you complete this section in full and sign and date the declaration. If you are unable to tick that all the statements are correct please contact [sop.cepip@ucl.ac.uk](mailto: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.

Some sections require a signature. This must be a physical signature, not an electronic signature. Please complete the pack electronically, print the page that requires a signature and, once the signature has been obtained, scan a copy of the page and submit it as a separate document.

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

**What happens next?**

We will inform you of the outcome of you application by the deadline stated on the website. If you have not heard from us by that date, please contact [sop.cepip@ucl.ac.uk](mailto: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).