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.
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.professionalcourses@ucl.ac.uk

You are required to complete both parts of the application process even if you are already registered as a student on the diploma course with us.

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 on-line application form	☐
Download application pack	☐
Fully complete the following sections:	
1. Personal details	☐
2. Applicant statement including gathering any additional evidence required	☐
3. Learning needs analysis	☐
4. Declaration from designated medical practitioner including obtaining DMP signature	☐
5. Declaration and reference from employer/sponsor/employing organisation including obtaining employer signature	☐
6. Source of funding	☐
7. Applicant declaration including your signature	☐
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.	☐ ☐
E-mail application pack, scanned pages with signatures and any other supporting documents to sop.professionalcourses@ucl.ac.uk	☐

Completing the 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 Diploma programme please contact the admin team.

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

If you are currently registered as a student with us on the Diploma course please provide details of the Educational Programme Director in your Trust. The Educational Programme Director is the Educational Lead for your hospital. Please make sure their email address is entered correctly

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.professionalcourses@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 e-mail us 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.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 it should be e-mailed to sop.professionalcourses@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:

1. Personal details.
2. Applicant statement
3. Learning needs analysis
4. Declaration from designated medical practitioner
5. Declaration from employer/sponsor/employing organisation
6. Source of funding
7. 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 DMP 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 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 DMP to help you develop your plan for how you are going to develop your competence in this area.

Sections 4 needs to be completed and signed by your DMP. Please ensure that your DMP has read the Guidance on the DMP role that is available on the UCL website and that they understand their

role in your training. If the DMP has any questions about their role and responsibilities please direct them to sop.professionalcourses@ucl.ac.uk

Section 5 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 DMP 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.professionalcourses@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 proper 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 e-mail, with your completed application pack to sop.professionalcourses@ucl.ac.uk

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.

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.professionalcourses@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).