

Independent prescribing (short course) nomination pack

Overview

Please note that this course is only accredited for nurses/midwives and pharmacists.

Degree awarded: PG Credit (30 credits at FHEQ level 7)

Duration: 4 months

Entry requirements: We require a relevant Lower Second honours degree or above. See the Professional entry qualification section for further professional requirements.

Number of places: 40

Intakes: the course runs over four months and usually has two intakes each year. Please refer to the course webpage for details of study days, assessments and application submission deadlines.

Course options

Part-time, blended study.

Course overview

- Supports pharmacists and NMC registrants to take on the role of an independent prescriber in their area of practice.
- Learn from a multi-disciplinary team from a range of backgrounds.
- Discover how to apply core prescribing skills including history taking, clinical assessment and diagnostic reasoning.
- With our blended learning model, most of your studies fit around you.
- Study at a university ranked 3rd in the UK for Nursing and for Pharmacy ([QS World University Rankings 2024](#)).

Open days

Attending an open day is a great way to find out what studying at Manchester is like. Find out about our upcoming [open days](#).

Fees

Please see the [course webpage](#) for details of the current course fee and funded training places.

Policy on additional costs

All students should normally be able to complete their programme of study without incurring additional study costs over and above the tuition fee for that programme. Any unavoidable additional compulsory costs totalling more than 1% of the annual home undergraduate fee per annum, regardless of whether the programme in question is undergraduate or postgraduate taught, will be made clear to you at the point of application. Further information can be found in the University's [Policy on additional costs incurred by students on undergraduate and postgraduate taught programmes](#).

Entry requirements

Academic entry qualification overview

This is an accelerated course that is assessed only at master's level (FHEQ7), so we require a relevant Lower Second honours degree or above. Evidence of at least 60 credits at level 7 may also be accepted.

English language

International students must demonstrate English proficiency through a secure and approved testing system. We ask for English language proof from applicants from countries that are not majority English-speaking countries (a list of majority English-speaking countries, as defined by the UK Home Office, can be found [here](#)).

- IELTS 7.0 overall with 7.0 in reading and writing specifically
- TOEFL minimum of 100 (Internet-based test)

See further information about [requirements for your country](#).

English language test validity

Some English Language test results are only valid for two years. Your English Language test report must be valid on the course's start date.

Professional entry qualification

Pharmacists must have the following in addition to meeting our academic entry requirements:

- Registered with the General Pharmaceutical Council (GPhC) or, in Northern Ireland, the Pharmaceutical Society of Northern Ireland (PSNI).
- In good standing with the GPhC and/or PSNI and any other healthcare regulator with which you are registered.
- Relevant experience in a UK pharmacy setting and an ability to recognise, understand and articulate the skills and attributes required by a prescriber to act as the foundation of your prescribing practice while training.
- An identified area of clinical or therapeutic practice on which to base your learning and up-to-date clinical, pharmacological and pharmaceutical knowledge relevant to this area.
- A designated prescribing practitioner (DPP) who has agreed to supervise your learning in practice. The proposed DPP 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 you may be supervised by more than one person, only one prescriber must be the DPP. The DPP is the person who will certify that successful pharmacists are competent to practise as independent prescribers.

You must clearly explain in your personal statement (section 1 of the Independent Prescribing additional application form) how you meet these criteria. You should start by reading the GPhC publication [Education and training of pharmacist independent prescribers: guidance to support the introduction of the revised entry requirements](#) which offers clear guidance on the types of experience a pharmacist must have to access prescribing training (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).

Your experience could have been obtained:

- whilst studying pharmacy, and could include experiential learning, simulation, summer placements and other relevant activities
- during your pre-registration/foundation training year
- whilst employed in a pharmacy setting

The types of clinical experiences you might describe in your personal statement include:

- Working clinically in a patient-facing role
- Ability to undertake medication reviews
- An ability to consult with service users and consider their needs

- Having an area of intended prescribing practice and clinical experience in this area of practice
- Evidence of your engagement with CPD in the last 12 months or since registration/revalidation
- Your ability to use reflection for learning and development
- An awareness of your own abilities, limitations and professional codes of conduct
- The ability to communicate with a wide range of healthcare professionals

NMC registrants must have the following in addition to meeting our academic entry requirements:

- First-level registration with the Nursing & Midwifery Council (for nurses and midwives).
- At least one year of post-registration patient-focused experience.
- An identified area of clinical practice in which to develop your prescribing skills and one year's post-registration clinical experience in this area.
- Agreements with two experienced independent prescribers to act as your Practice Assessor and Practice Supervisor during the 90 hours of learning in practice; these two roles should not be undertaken by the same person.
- You must be capable of safe and effective practice in clinical/health assessment, diagnostics/care management, planning and evaluation of care in your identified area of prescribing practice.

This course is accredited by the General Pharmaceutical Council and the Nursing & Midwifery Council, so we accept applications from pharmacists, nurses and midwives. We cannot accept applications from practitioners registered with other regulatory bodies.

Other entry requirements

You must have access to a computer with a fast and reliable internet connection. There is a minimum level of computer skills required, including the ability to:

- navigate the Blackboard® virtual learning environment to locate teaching and learning materials and to access and submit assessments (with initial basic training)
- communicate by email
- work efficiently with Microsoft Word or similar word-processing software
- use the internet to search websites
- scan documents for uploading to the e-portfolio
- navigate e-learning programs
- participate in online conferencing (webinars).

Please see section 3 of the Independent Prescribing additional application form for details of the eligibility criteria for your:

- Designated Prescribing Practitioner (DPP) - pharmacist applicants
- Practice Assessor (PA) and Practice Supervisor (PS) – NMC registrant applicants

Please note that DPPs/PAs/PSs must not receive any payment for supervising your practice.

Further information regarding your mentorship arrangement can be found in:

- [Guidance on securing a Designated Prescribing Practitioner](#) (DPP) – pharmacists
- [Guidance on securing a Practice Assessor \(PA\) and Practice Supervisor \(PS\)](#) – NMC registrants

Application and selection

How to apply

Following the guidance in this document will help you to submit a complete application and avoid delays in your application being considered.

You must upload your completed Independent Prescribing application form when you complete the online application. You can download the current template from the [How to apply](#) section of the course webpage.

Please observe [application deadlines](#) to ensure consideration for your preferred cohort. Applications will only be considered if they are complete and include details of a valid enhanced DBS disclosure (or equivalent).

Disclosure and Barring Service (DBS)

As part of your application, you (and your employer) must confirm that you have had a satisfactory enhanced criminal convictions check within three years before the start date of the course:

- Disclosure and Barring Service (DBS) in England/Wales
- AccessNI check (in Northern Ireland)

If you are an independent practitioner, you must apply for and supply an enhanced DBS disclosure. The University cannot complete this on your behalf and we cannot consider your application without it. You should refer to the UK Government website for guidance.

Applicants from Scotland must be current members of the Protection of Vulnerable Groups (PVG) scheme.

If you are convicted of a criminal offence after you have applied for the course, you must tell the University. If you have subscribed to the update service, you must be able to provide the original disclosure as well. We will only consider applications after these deadlines if we have places remaining after processing complete applications received before the deadline.

The course has been accredited under the 2022 GPhC standards and the 2019 NMC standards so we can only accept applications that use the March 2023 Independent Prescribing application form.

Advice to applicants

To apply for a course, you must complete and/or submit:

- the University [online application form](#) AND
- the *Independent Prescribing application form*, which you can download from the course webpage and must be completed in full by:
 1. you
 2. your line manager
 3. your Designated Prescribing Practitioner **or** your Practice Assessor and Practice Supervisor
 4. your Non-Medical Prescribing Lead (or equivalent prescribing governance lead).

Wet signatures are required on the application form; we cannot accept inserted images or electronically signed documents.

Please see our [Guidance for completing the independent prescribing application form](#) which is particularly important if you are self-funding the course or applying as an independent practitioner.

References

Your choice of a referee is important because they must confirm your ability to study at master's level and your aptitude to practise as a prescriber. You should have worked/studied with your referees within the last three years and they must be registered healthcare professionals with an understanding of the prescribing process or academic staff on programmes at degree level or higher.

Interview requirements

All applicants who have submitted complete applications and who meet all of the eligibility criteria will be offered an online interview. Places are allocated on the basis of a successful interview.

Re-applications

If you applied in a previous year and your application was not successful you may apply again. Your application will be considered against the standard course entry criteria for that year of entry. In your new application, you must demonstrate how your application has improved. We may draw upon all information from your previous applications or any previous registrations at the University as a student when assessing your suitability for your chosen course.

Course details

Course description

Our Independent Prescribing short course will enable healthcare professionals to take on the role of independent prescriber in their area of practice.

Pharmacists, nurses and midwives are taught together to facilitate multidisciplinary learning and working. This 30-credit course is available for study at level 7 (master's level). The course runs over four months and usually has two intakes each year (September and March). A large proportion of the learning will be delivered online, providing a flexible approach to learning by allowing students the benefit of studying this in their own time.

The course includes a series of mandatory workshops and you must undertake 90 hours of learning in practice with your Designated Prescribing Practitioner or Practice Assessor/Practice Supervisor. See [Appendix A](#) or [Appendix B](#) (respectively) for details of roles and responsibilities.

Successful completion of an accredited course is not a guarantee of annotation or future employment as an independent prescriber.

You can view accreditation reports on the [General Pharmaceutical Council](#) website and the [Nursing and Midwifery Council](#) website.

Please check online for course dates. Provisional dates are usually published in June for the next academic year. The dates are usually confirmed around the end of July. If there are no dates for your preferred cohort after this time, please email pgtaught.pharmacy@manchester.ac.uk. Attendance at all workshops and assessments is mandatory, so you must confirm that you are able to attend them all before you apply.

Aims

The course aims to use your current experiences of practice and encourage the development and application of new knowledge and skills to practice.

We aim to:

- enable you to successfully meet the standards set out by the General Pharmaceutical Council (GPhC) and the Nursing and Midwifery Council (NMC), allowing you to request annotation as an independent prescriber;
- produce competent non-medical prescribers who can provide safe, effective and evidence-based prescribing to address the needs of patients in practice;
- enable pharmacists, nurses and midwives to develop the knowledge, skills and behaviours required for safe and effective prescribing practice;
- help you to develop a systematic, evidence-based and reflective approach to independent prescribing practice;
- support you to identify your own learning needs, develop as a critically reflective practitioner and advance your own learning to sustain continuing professional development, and work at the forefront of your profession.

Special features

Pharmacists can undertake the Independent Prescribing course as part of the [PGDip/MSc Clinical Pharmacy](#).

NMC registrants may be able to use Independent Prescribing credits towards a larger award such as the [MSc Advanced Clinical Practice](#).

Additional course information

See *Frequently asked questions* ([Appendix D](#)).

Teaching and learning

A range of teaching methods is used to develop the knowledge and understanding, practical skills, intellectual skills and personal qualities required to become a competent prescriber.

Our blended approach to learning and assessment involves a series of mandatory study days on campus, self-directed learning via the Blackboard virtual learning environment and supervised practice.

Online material can be studied in your own time and will involve directed reading, online discussion and directed activities during supervised practice. As such, you must be self-motivated to learn in your own time and have a good level of IT skills to navigate Blackboard and the electronic portfolio.

A minimum of 90 hours of learning in practice under the supervision of a Designated Prescribing Practitioner or Practice Assessor/Practice Supervisor must be carried out during the four-month course. During this time, you will complete a reflective practice portfolio to document and reflect on your learning, and to evidence your development of the prescribing competencies.

This is an accelerated course that covers a large amount of learning in a short space of time. You must be prepared to engage fully with the course and commit to 14 hours of self-directed study and one full day of learning in practice each week of the course.

Please refer to the course webpage for details of mandatory workshops.

Coursework and assessment

We use the following assessment methods:

- observed structured clinical examination (OSCE)
- case presentation
- online exam
- reflective practice portfolio.

You can find details of assessment dates on the course webpage.

Course unit details

The course will cover the competencies detailed in [A competency framework for all prescribers](#) and the GPhC [Standards for the education and training for pharmacist independent prescribers](#).

Disability support

Practical support and advice for current students and applicants are available from the [Disability Advisory and Support Service](#) (DASS). We encourage any student with a disability or long-term condition that might affect their ability to study or undertake assessments to register with DASS as soon as they have registered for the course.

Career opportunities

After completing this course, you are eligible to request annotation as an independent prescriber with either the GPhC (if you are a pharmacist) or NMC (if you are a nurse, midwife or health visitor). This course is the same as a V300 course.

Contact details

Refer to the [course webpage](#) for current contact details.

Appendix A: Guidance for pharmacists on choosing a Designated Prescribing Practitioner

A Designated Prescribing Practitioner (DPP) is an experienced independent prescriber who supports and supervises a trainee pharmacist prescriber's period of learning in practice. They are also responsible for assessing whether the learning outcomes have been met and whether the trainee has acquired the prescribing competencies.

Eligibility criteria: DPP

The DPP must be a registered independent prescriber who has at least three years of recent prescribing experience within the field that the pharmacist is intending to prescribe. This means that, rather than having to be a doctor, the DPP could be a pharmacist, nurse or any other independent prescriber with at least three years of active prescribing experience.

There are a number of other requirements as well, including that they must be familiar with and able to demonstrate all of the competencies in [A competency framework for all prescribers](#), which is the syllabus for your training, and [A competency framework for designated prescribing practitioners](#).

You can find the detailed eligibility criteria in section 3a of the application form (which you can download from the [course webpage](#)), which should be self-explanatory. The important thing to remember is that the university doesn't have a lot of discretion because these eligibility criteria are set by the regulators.

The role of the DPP

One of the criteria in section 3a is:

“Agrees to retain the primary responsibility for the overall supervision and assessment of the applicant as a prescriber in training while working in collaboration with academic and workplace partners during the applicant's period of learning in practice.”

This means that the DPP doesn't need to provide all 90 hours of supervised practice but universities often stipulate a minimum number of hours. At Manchester, we require that the named DPP supervises at least 30 hours. You should spend the rest of the time with a range of prescribers, ideally from different professions, so that you see different approaches to similar tasks.

The DPP has a crucial role in supporting trainee pharmacist prescribers, which involves:

- agreeing on a learning contract with the trainee prescriber
- planning a programme of learning in practice that will provide the opportunity for the trainee prescriber to meet their development needs and gain competency in prescribing
- facilitating learning by encouraging critical thinking and reflection
- providing dedicated time and opportunities for the trainee prescriber to observe how they conduct consultations with patients and their carers and the development of management plans
- allowing the trainee prescriber to carry out consultations, suggest management and prescribing options and plan follow-up
- helping the trainee prescriber to integrate theory with practice
- encouraging in-depth analysis of diagnostic and management approaches through case-based discussion
- providing timely feedback on highlights in performance and areas for improvement
- assessing progress and verifying that, by the end of the course, the trainee prescriber is competent to assume the prescribing role
- taking responsibility for signing off competencies
- working in collaboration with peers and the Academic Supervisor to support the trainee prescriber.

During the application process, the DPP must also complete and sign section 3b of the application form to confirm that the practice learning environments are suitable.

What counts as supervised practice?

It's a dynamic process that generally follows a series of stages:

The trainee prescriber directly observes an experienced prescriber. This should focus on a particular aspect of practice rather than the whole consultation, eg, history-taking or physical examination.

The trainee prescriber undertakes the task under direct supervision. The experienced prescriber is in close proximity and in a position to guide, support or intervene if necessary.

The trainee prescriber undertakes the task under indirect supervision. The supervising prescriber is available if needed and to discuss the case before the plan is finalised with the patient.

The trainee prescriber undertakes whole consultations in certain circumstances. The supervising prescriber is still in a position to intervene and take responsibility for the prescribing.

The DPP is ready to complete the sign-off declaration, but the trainee prescriber does not prescribe until they are registered as an independent prescriber with the GPhC.

Case-based discussion and multi-disciplinary team meetings can count towards the period of learning in practice as long as they contribute to addressing a development need identified in the learning contract or demonstrating a prescribing competency. However, neither should constitute a large proportion of the total supervised practice.

The DPP will also contribute to two supervision meetings with the student and their Academic Supervisor; one at the start of the course and the second around two-thirds of the way through. These are online meetings of around 20 minutes and offer an opportunity for the DPP to confirm their understanding of their role in supervision and assessment, and to verify the trainee prescriber's progress towards their development goals. Meetings are scheduled at a mutually convenient time once the pharmacist has registered for the course.

What's in it for the DPP?

You can see that there is quite a lot of time and responsibility in being a DPP and it's essential that a potential DPP understands what's required before they agree. There's also a great deal to be gained from being a DPP because it helps you to validate and develop your own practice when you're supporting someone else's development. And the DPP would usually benefit from you being a prescriber in the end so it's time invested.

What do you need?

Your DPP should be someone you can work with, someone you trust to encourage and challenge you, and someone who will make time for you. There is an eligibility criterion about usually working with the applicant and that's because you need to know that you can work with them. This is one of the few courses where you are dependent on someone else putting effort in for your development.

You're asking someone to do a whole lot of work for no immediate gain. Make sure there's a clear return for their investment and that you're honest about what you expect. Try to be flexible and make the most of every opportunity and, if you can present them with a fully formed plan, it's much more likely to work than simply saying, "Will you be my DPP?"

Further guidance

The University cannot provide a DPP and does not keep a register of people who may be prepared to act in that role. However, the [Centre for Pharmacy Postgraduate Education](#) (CPPE) and the [Royal Pharmaceutical Society](#) offer guidance on approaches to securing this essential support.

Appendix B: Guidance for NMC registrants on choosing a Practice Assessor and Practice Supervisor

The Nursing and Midwifery Council has taken a significant step in the way it has re-designed the mentorship arrangement for NMC registrants training to be prescribers. Not only can non-medics undertake the role but there are two named people involved.

The Practice Assessor (PA) is an experienced independent prescriber who undertakes the assessment aspect of the period of learning in practice. That's the initial assessment of development needs, the final sign-off of competence and at least one other progress review part-way through the course. The Practice Assessor must spend about one-third of the period of learning in practice supporting the trainee prescriber's development.

The Practice Supervisor (PS) is an experienced nurse independent prescriber who is responsible for supporting the development of prescribing competencies through practice-based learning activities.

These two practitioners must work together with the Academic Supervisor to ensure that the trainee prescriber is supported to develop and meet the prescribing competencies.

Eligibility criteria: Practice Assessor

The PA must be a registered independent prescriber who has at least three years' recent prescribing experience within the field that the NMC registrant is intending to prescribe. This means that, rather than having to be a doctor, the PA could be a nurse, midwife, pharmacist or any other independent prescriber with at least three years' active prescribing experience.

There are a number of other requirements as well, including that they must be familiar with and able to demonstrate all of the competencies in [A competency framework for all prescribers](#), which is the syllabus for your training, and [A competency framework for designated prescribing practitioners](#).

You can find the detailed eligibility criteria in section 3a of the application form (which you can download from the [course webpage](#)), which should be self-explanatory. The important thing to remember is that the university doesn't have a lot of discretion because these eligibility criteria are set by the regulators.

The role of the Practice Assessor

Two of the criteria in section 3a are:

"Agrees to retain the primary responsibility for the overall supervision and assessment of the applicant as a prescriber in training while working in collaboration with academic and workplace partners during the applicant's period of learning in practice."

"Agrees to work in partnership with the nominated Academic Assessor to evaluate and recommend the student for progression in line with programme standards."

This means that the PA doesn't provide all 90 hours of supervised practice, but universities often stipulate a minimum number of hours. At Manchester, we require that the PA supervises 15-30 hours and the Practice Supervisor supervises at least 30 hours. You should spend the rest of the time with a range of prescribers, ideally from different professions, so that you see different approaches to similar tasks.

The PA has a crucial role in the assessment of trainee prescribers, which involves:

- agreeing a learning contract with the trainee prescriber and Practice Supervisor
- planning a programme of learning in practice that will provide the opportunity for the trainee prescriber to meet their development needs and gain competency in prescribing
- facilitating learning by encouraging critical thinking and reflection
- providing dedicated time to observe and provide feedback to the trainee prescriber on highlights in performance and areas for improvement
- encouraging in-depth analysis of diagnostic and management approaches through case-based discussion
- assessing progress and verifying that, by the end of the course, the trainee prescriber is competent to assume the prescribing role

- taking responsibility for signing off competencies
- working in collaboration with the Practice Supervisor and the Academic Supervisor to support the trainee prescriber.

During the application process, the PA must also complete and sign section 3b of the application form to confirm that the practice learning environments are suitable.

Eligibility criteria: Practice Supervisor

The PS must be a registered independent prescriber who is an active prescriber with current clinical and prescribing experience in the area in that the trainee prescriber requires support, supervision and feedback. This means that the PS could be a nurse, midwife, pharmacist or any other independent prescriber working in the same field of practice.

There are a number of other requirements as well, including that they must be familiar with and able to demonstrate all of the competencies in [A competency framework for all prescribers](#), which is the syllabus for your training, and that they must be familiar with and working towards achieving competencies in [A competency framework for designated prescribing practitioners](#).

You can find the detailed eligibility criteria in section 3c of the application form.

The role of the Practice Supervisor

The PS has a crucial role in supporting and supervising trainee prescribers that includes:

- agreeing a learning contract with the trainee prescriber and Practice Assessor
- planning a programme of learning in practice that will provide the opportunity for the trainee prescriber to meet their development needs and gain competency in prescribing
- facilitating learning by encouraging critical thinking and reflection
- providing dedicated time and opportunities for the trainee prescriber to observe how they conduct consultations patients and their carers and the development of management plans
- allowing the trainee prescriber to carry out consultations, suggest management and prescribing options and plan follow-up
- helping the trainee prescriber to integrate theory with practice
- encouraging in-depth analysis of diagnostic and management approaches through case-based discussion
- providing timely feedback on highlights in performance and areas for improvement
- working in collaboration with peers and the Practice Assessor and Academic Supervisor to support the trainee prescriber.

What counts as supervised practice?

It's a dynamic process that generally follows a series of stages (see below). The Practice Assessor and Practice Supervisor must work together with the trainee prescriber to agree on development goals on which the PS and student will concentrate in advance of formative and summative assessment by the Practice Assessor.

The trainee prescriber directly observes an experienced prescriber. This should focus on a particular aspect of practice rather than the whole consultation, eg, history-taking or physical examination.

The trainee prescriber undertakes the task under direct supervision. The experienced prescriber is in close proximity and in a position to guide, support or intervene if necessary.

The trainee prescriber undertakes the task under indirect supervision. The supervising prescriber is available if needed and to discuss the case before the plan is finalised with the patient.

The trainee prescriber undertakes whole consultations in certain circumstances. The supervising prescriber is still in a position to intervene and take responsibility for the prescribing.

The DPP is ready to complete the sign-off declaration, but the trainee prescriber does not prescribe until they are registered as an independent prescriber with the GPhC.

Case-based discussion and multi-disciplinary team meetings can count towards the period of learning in practice as long as they contribute to addressing a development need identified in the learning contract or demonstrating a prescribing competency. However, neither should constitute a large proportion of the total supervised practice.

The Practice Assessor and Practice Supervisor will also contribute to two supervision meetings with the student and their Academic Supervisor; one at the start of the course and the second around two-thirds of the way through. These are online meetings of around 20 minutes and offer an opportunity for the PA and PS to confirm their understanding of their role in supervision and assessment (respectively), and to verify the trainee prescriber's progress towards their development goals. Meetings are scheduled at a mutually convenient time once the pharmacist has registered for the course.

What's in it for the PA/PS?

You can see that there is quite a lot of time and responsibility in being a PA/PS and it's essential that they understand what's required before they agree. There's also a great deal to be gained from being a PA/PS because it helps you to validate and develop your own practice when you're supporting someone else's development. And the PA/PS would usually benefit from you being a prescriber in the end so it is time invested. Being a PS might also be a steppingstone to be a PA, allowing some experience and learning from PA as well as making use of prescribing skills and experience.

What do you need?

Your PA and PS should be people that you can work with, that you trust to be encouraging and to challenge you, and who will make time for you. There are eligibility criteria about usually working with the applicant and that's because you need to know that you can work with them. This is one of the few courses where you are dependent on someone else putting effort in for your development.

You're asking someone to do a whole lot of work for no immediate gain. Make sure there's a clear return for their investment and that you're honest about what you expect. Try to be flexible and make the most of every opportunity and, if you can present them with a fully formed plan, it's much more likely to work than simply saying, "Will you be my PA/PS?"

Further guidance

The University cannot provide a Practice Assessor/Supervisor and does not keep a register of people who may be prepared to act in that role. However, the [Centre for Pharmacy Postgraduate Education](#) (CPPE) offers guidance on approaches to securing this essential support that is relevant to applicants from all professions.

Appendix C: Guidance on completing the Independent prescribing application form

There are guidance notes on the first and last pages of the application form, which will help you to avoid delays in the progress of your application and missing out on your preferred cohort.

Guidance notes at the beginning of each section/subsection of the application form help you to understand what information is required and who must complete the section.

Please also make sure that your name is on every page so that we can match up the pages.

If you are unsure about any section of the application form, please check before submission by emailing pgtaught.pharmacy@manchester.ac.uk

This guidance has been prepared to support the use of the March 2023 version of the application form.

All signatures must be handwritten (wet) onto the form. Once the form is completed in full, you should scan and upload it with your online application. The signatures are kept on file and used for verification of assessment submissions during the programme. We cannot accept typed or electronic signatures or images inserted into the document. If you don't have access to a scanner, you may find the free [Adobe Scan](#) app helpful.

Section 1

You complete this section.

We have only asked for information that is necessary and is often driven by the regulators. You can see our Privacy Notice on the university website: www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices

The personal statement is how we assess whether you have the experience in your clinical area, knowledge, skill and understanding to become a prescriber, please cover the areas asked for within the instructions and consider the following points. You must demonstrate that you:

- are working clinically in a patient-facing role
- are able to undertake medication reviews
- have the ability to consider the needs of service users
- have the ability to consult with service users
- have an area of intended prescribing practice
- have clinical experience in that area of intended prescribing practice
- have engaged in continuing professional development within the last 12 months
- reflect on your practice as a means of learning
- have an awareness of your own limitations and professional codes of conduct
- are able to communicate with a wide range of healthcare professionals.

Section 2

If you are employed, your line manager should complete this section.

If you are self-funding but completing your learning within your employing organisation, your line manager should complete this.

If you are self-employed, this part is a self-declaration and you must complete and sign it.

Section 3

Your designated prescribing practitioner (DPP, which we use as an umbrella term for Practice Assessor, Practice Supervisor, Practice Educator and Designated Prescribing Practitioner), is the health care professional identified on your application form, the signature of the DPP must match the documents undertaken throughout the programme.

Ninety (90) hours is generally the minimum amount to be spent in supervised clinical practice. Please see above for the profession-specific breakdown of hours required and activities that count.

Section 4

All applicants must have at least one part of section 4 completed. However, the combination depends on where you are employed and where you plan to undertake supervised practice:

- 4a – all applications must have this section completed by the person responsible for NMP or prescribing governance within the organisation where you are currently employed.
- 4b – need only be completed if you are planning to undertake the majority of supervised practice in an organisation that you are not employed by. This part of section 4 should be completed by the person responsible for NMP or prescribing governance in the organisation where you plan to undertake supervised practice. This should be a different person to your DPP.
- 4c - need only be completed by applicants employed in NHS organisations within the North West of England.

Required experience

We are keen to ensure that you have an appropriate amount and range of experience as a practitioner so that you bring plenty of transferable skills to the course. That means that you must have experience in undertaking consultations with patients, a sound understanding of the condition/s within your planned scope of practice, familiarity with the medicines and non-pharmacological management options and some experience in recommending changes to medicines for clinical reasons.

You should also have a good working relationship with your DPP or PA/PS. Knowing the practice setting and staff will mean you have good support to help develop your new skills.

Self-employed/self-funding applicants

Please pay particular attention to the following points if you are self-employed or self-funded:

- we require sight of your enhanced DBS disclosure as well as the details you provide on the application form. We cannot facilitate the DBS application for you but you may find the information on the UK Government website: www.gov.uk/government/collections/dbs-checking-service-guidance--2
- please ensure that your personal statement addresses the additional information requested in section 1 of the Independent Prescribing application form
- if you do not have a line manager, you must complete section 2 yourself or ask your DPP/PA to complete it. If you self-declare, you must be open and honest about each criterion.
- we will require two references in addition to the other application documents:
 - one of these referees must be an experienced prescriber with whom you have worked in your professional capacities in the last three years and who can confirm that you are of good health and character to enable safe and effective practice as a prescriber
 - the other should be someone who has either been your line manager or an academic tutor in the last six years.

Relatives, course friends and staff that you manage are not appropriate referees. If you are unable to identify a suitable person for either role, please contact the admissions team to discuss options.

- section 4 must be completed. If the organisation in which you are planning to undertake supervised practice does not have a Non-Medical Prescribing Lead, you must ask the person responsible for prescribing governance to complete it. If your DPP/PA/PS holds that role, another senior person should complete section 4.
- the numeracy assessment is not required if you are self-funding.

Appendix D: Frequently asked questions (FAQs)

What is the content of the Independent Prescribing course?

The course content covers the General Pharmaceutical Council (GPhC) and Nursing and Midwifery Council (NMC) standards for accredited prescribing courses. The content is mapped to [A competency framework for all prescribers](#), which will provide a guide to the topics we include.

Prescribing courses teach the prescribing process and do not usually teach the clinical aspects of prescribing in any one condition. We expect that you will bring a good amount of experience and transferable skills from your existing role as a healthcare professional, combine that with teaching and self-directed learning and work with your DPP or PA/PS to apply the knowledge and skills in your area of practice.

We adopt a blended approach with six face-to-face study days and 150 hours of self-directed learning from online resources. The study days include history taking, consultation skills and physical examination as well as a range of opportunities to discuss law, ethics and governance topics.

Can I apply for the Practice Certificate in Independent Prescribing if I have not previously completed a Postgraduate Diploma/MSc?

You must have a strong clinical background and be able to evidence this through your application and interview. A postgraduate diploma/MSc in a relevant subject is very helpful in this respect but it is not a requirement.

How long does it take to qualify?

The course is four months from the first taught day until the last submission. There is a period of about eight weeks after your final submission until the Exam Board ratifies results, which means that students who are successful in the first attempt at all of the assessments may be able to register with their regulator around six months after starting the course.

Anyone who isn't successful in the first attempt of any of the assessments will join the next cohort for their second attempt.

In extenuating circumstances, extensions and interruptions may be required. However, students must complete the course within two years of their registration date.

Do I need to attend all the taught sessions and assessments?

Yes. All workshops are mandatory, and you will not be permitted to attempt any assessments until you have achieved full attendance.

Each assessment must be passed in its own right to gain the qualification. You must complete all learning and assessments within two years of starting the course.

How do I decide on a scope of practice?

Your scope of practice during the course should be a clinical area where you have extensive clinical experience and the opportunity to start prescribing on completion of the course. It should be narrow enough to make the workload manageable and that you have ready access to patients at a time that your DPP or PA/PS can provide supervision.

<p>Will the course teach me clinical knowledge within my scope of practice?</p> <p>What if I do not have a scope of practice?</p> <p>After gaining my independent prescriber qualification, can I choose to prescribe outside of my scope of practice?</p> <p>Is this course the same as a V300?</p> <p>Is an accelerated programme right for me?</p> <p>Is a blended learning programme right for me?</p> <p>Do I need an NMP lead signature on my application form?</p> <p>If I am self-funding ...</p> <p>What am I eligible to do after completing the course?</p> <p>How do I find a DPP?</p>	<p>No. Prescribing courses accommodate students from a wide range of backgrounds, so we teach the prescribing process in generic terms and then support you to contextualise the learning within your scope of practice during the supervised practice element of the course. You must bring a good level of clinical experience within your scope of practice.</p> <p>It is essential that you define your scope of practice before applying for the course because we assess your clinical experience in that scope during the application and selection process. You may find it helpful to discuss your plans with your line manager, service lead, DPP or PA/PS to ensure that you have a plan in mind and that you can demonstrate your experience in that area.</p> <p>Prescribing permissions are linked to a self-assessment of competence in managing the conditions for which you plan to prescribe. As part of the course, we teach you how to undertake this self-assessment and create a development plan. You can then use these skills to develop your competence after you have qualified and expand your scope of practice.</p> <p>Yes. V300 is the NMC code for this course.</p> <p>This accelerated course covers a large amount of learning in a very short space of time. You must engage fully with the programme and be prepared to commit to an average of 15 hours of study and 7.5 hours of supervised practice per week for the duration of the course. Only you can decide whether this approach works for you.</p> <p>A blended learning approach offers a high degree of flexibility with a minimum number of contact days. It also means that you need to be self-motivated to learn in your own time. You must have a good level of IT skills because self-directed learning requires you to navigate Blackboard® and an electronic portfolio. The skills required to navigate the application process are a good example of the skills required to study the course so that might give you a sense of whether this is the right course for you.</p> <p>Yes. All applicants must have section 4 completed by either the NMP Lead or an equivalent person with a lead role in prescribing governance within the organisation in which they plan to prescribe.</p> <p>Please see the guidance in Appendix C for details of extra requirements for self-funding applicants, which should cover most FAQs.</p> <p>You are eligible to request annotation as an Independent Prescriber with your regulator. They will undertake a series of checks so completing the course is not a guarantee of registration, but it is a pre-requisite.</p> <p>Consider how you plan to work as a prescriber, including how you will access a prescribing budget and manage the separation of prescribing and dispensing/administration. If you plan to support a surgery by running clinics for them, one of the GPs with whom you have an existing professional relationship, may best see the benefits of investing in your development.</p>
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<p>What does a level 7 course mean and are the credits transferable?</p>	<p>Level 7 study is master's level, which means that you must have an undergraduate degree to undertake this programme. Assessment at level 7 requires a deeper level of criticality and synthesis in the reflection than degree level. The University of Manchester Independent Prescribing course is only assessed at level 7.</p> <p>The course offers 30 level-7 credits, which may be transferable to other programmes. You should check with the team that runs the programme for which you want to use the credits in the first instance.</p>
<p>Do DPPs or PA/PSs get paid?</p>	<p>No. There is no payment for overseeing the period of learning in practice. It is expected that the DPP or PA/PS will benefit from you being a prescriber, so they are investing time in your development.</p>
<p>What is required of my DPP or PA/PS?</p>	<p>See appendix A (pharmacist applicants) or appendix B (NMC registrant applicants).</p>
<p>Can I pay the course fees in instalments?</p>	<p>No. University regulations require that the course fees are paid in full prior to commencing the course.</p>