Non medical prescribing in Wales

A guide for implementation

January 2011
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The Welsh Assembly Government would like to thank the Department of Health (England) for the use of their original material, The Nursing and Midwifery Council and Royal Pharmaceutical Society of Great Britain for information regarding professional issues and members of the Independent Prescribing Task and Finish Group and Sub Groups in Wales for their helpful contributions.
Introduction

Scope of this guidance

This document provides guidance for the implementation of prescribing by non-medical practitioners. The guidance aims to cover supplementary and independent prescribing by non-medical prescribers in Wales. The document has been written in a generic form to take into account the range of healthcare professionals that will have extension in the form of prescribing to their roles in the future.

The introduction of non-medical prescribing in Wales is a dynamic process and this document will only reflect the current guidance available on its date of publication. At the time of publication only nurses and pharmacists can train and therefore practise as non-medical independent prescribers in Wales.

This document sets out the administrative and procedural steps needed to enable the following healthcare professionals to act as supplementary prescribers:

- Registered nurses; registered midwives; registered specialist community public health nurses.
- Registered pharmacists.
- Registered chiropodists and podiatrists.
- Registered physiotherapists.
- Registered radiographers, diagnostic or therapeutic.
- Registered optometrists.
- Registered nurses; registered midwives; registered specialist community public health nurses.
- Registered pharmacists.
- Registered optometrists.

Note: Nurse prescribers:

Where the term ‘nurse’ is used in this document it refers to registered Nurses (first level), registered Midwives and registered Specialist Community Public Health Nurses. This guide is not directly applicable to nurses who have completed training permitting them to independently prescribe from the Nurse.

Prescribers Formulary for Community Practitioners although reference is made throughout the guidance to this category of nurse prescribers.

Work is underway to consider enabling registered chiropodists and podiatrists and registered physiotherapists to be able to practise as independent prescribers.

This guidance provides information and advice to promote good practice for non-medical prescribers in Wales and applies to all the non-medical professions.

Medicines legislation permits the introduction of supplementary and non-medical independent prescribing in the UK, but it is for England and the devolved administrations in Wales, Scotland and Northern Ireland to decide whether and how it is implemented in the NHS in each of their countries.

The National Health Service (Miscellaneous Amendments Concerning independent nurse prescribers, supplementary prescribers, nurse independent prescribers and pharmacist independent prescribers) (Wales) Regulations 2007 (SI 2007/205 (W.19) sets out the definition of supplementary prescriber, nurse independent prescriber and pharmacist independent prescriber. The definitions were amended in July 2010 in respect of Wales by The National Health Service (Miscellaneous Amendments relating to Independent Prescribing) (Wales) Regulation 2010. This latest change clarifies that the term ‘independent nurse prescriber’ refers to those nurses and midwives approved by the Nursing and Midwifery Council able to prescribe drugs, medicines and appliances as a ‘community practitioner nurse prescriber’.

Updates and future extension to professional roles and the range of medicines that can be prescribed will be available via the All Wales Medicines Strategy Group website:

Background to non-medical prescribing in Wales

Brief history of non-medical prescribing in Wales


Limited independent prescribing by District Nurses and Heath Visitors was first piloted in England in 1994 and followed shortly afterwards by its introduction in the other UK countries.

District Nursing/Heath Visitor prescribing was introduced in Wales in 2000 enabling District Nurses and Health Visitors to undertake a course of preparation approved by the Welsh National Board for Nursing, Midwifery and Health Visiting to qualify to independently prescribe a limited list of items from the Nurse Prescribers Formulary for Community Practitioners (in Wales District Nurses & Health Visitors).

In 2005, the Nursing and Midwifery Council made recommendations that:

- training be extended to all nurses taking Community Specialist Practice qualifications (approved course V100); and
- further extended in 2007 so that any nurse, who meets the entry criteria, may be trained to independently prescribe from this limited formulary (approved course V150). In Wales, secondary legislation to support this extension was enacted in July 2010 with the passing of the National Health Service (Miscellaneous Amendments relating to Independent Prescribing) (Wales) Regulation 2010.

Extended Formulary Nurse Prescribing

Following a 3-month consultation with nursing, medical and pharmacy professional organisations from October 2000, UK Ministers announced in May 2001 that the limited independent nurse prescribing by District Nurses and Health Visitors could be extended to include more nurses, and to a wider range of medicines. This became known as Extended Formulary Nurse Prescribing. It was left to the devolved administrations to decide whether and how this would be implemented.

A policy decision was made in Wales at the time not to introduce Extended Formulary Nurse Prescribing in advance of supplementary and (full) independent prescribing.

Supplementary prescribing

The Health and Social Care Act 2001 enables the Government to extend prescribing responsibilities to health professionals other than doctors and dentists. This provides the primary legislation to implement the recommendations contained in the

This legislation includes extending the legal authority to prescribe to include new professional groups, and introduces the concept of a supplementary prescriber.

In May 2002, MLX 284, proposals for supplementary prescribing by nurses and pharmacists and proposed amendments to the prescription only medicines (human use) order 1997 was circulated. Following evaluation of the responses the Welsh Health and Social Services Minister announced her intention to support the introduction of supplementary prescribing in Wales.

In October 2003, the NHS regulations (Wales) (SI 2003/2624 (W. 252) were amended to allow supplementary prescribers to prescribe within the NHS at NHS expense. The Welsh Assembly Government sponsored a total of 250 nurses and pharmacists to undertake training to qualify to become the first supplementary prescribers in Wales (2004).

In February 2007, NHS regulations (Wales) (SI 2007/205 (W.19) were amended to allow registered chiropodists and podiatrists; physiotherapists; radiographers, diagnostic or therapeutic and optometrists to practise as supplementary prescribers once qualified as a supplementary prescriber.

**Independent prescribing**

A joint Department of Health/Medicines and Healthcare Products Regulatory Agency consultation from February to May 2005 examined the options for the future of independent nurse prescribing. At the same time, a similar consultation examined options for the introduction of independent prescribing by pharmacists. These proposals aimed to benefit patients by providing greater access and faster and more accessible services.

The responses to both consultations were considered by the Committee on Safety of Medicines in November 2005 and recommendations were made to Ministers that suitably trained and qualified nurses and pharmacists should be able to prescribe licensed medicines (including a small range of Controlled Drugs by nurses only) for any medical condition within their competence. These recommendations were agreed by UK Ministers and announced in a press release on 10 November 2005.

The Medicines and Human Use (Prescribing) (Miscellaneous Amendments) Order of May 2006 and associated medicines regulations enable nurses who train and qualify as ‘nurse independent prescribers’, to prescribe licensed medicines, (i.e. products with a valid marketing authorisation (licence) in the UK) including some Controlled Drugs, for any medical condition they are competent to treat.

Independent prescribing for pharmacists was introduced on the same basis – the only difference being that pharmacist independent prescribers will not, at the time of publishing this guidance, be able to prescribe any Controlled Drugs (community pharmacists can sell Schedule 5 Controlled Drugs).
Changes to National Health Service (Miscellaneous Amendments Concerning independent nurse prescribers, supplementary prescribers, nurse independent prescribers and pharmacist independent prescribers) (Wales) Regulations 2007 (SI 2007/205 (W.19)) put these changes into effect in Wales from 1 February 2007.

The key legislation that enables optometrists to prescribe as a supplementary or independent prescriber is the Medicines for Human Use (Prescribing) (Miscellaneous Amendments) Order 2008, the Medicines (Sale or Supply) (Miscellaneous Amendment) Regulations 2008, and the General Optical Council (Therapeutics and Contact Lens Specialities) Rules Order of Council 2008.
Aims of supplementary and independent prescribing

The extension of prescribing responsibilities to non-medical professions was introduced in Wales to support implementation of ‘Designed for Life – Creating World Class Health and Social Care for Wales in the 21st Century, May 2005’. It continues to support the modernisation agenda described within the 5 Year Service, Workforce and Financial Framework (2010-2015).

Introducing non-medical prescribing in Wales enables the following:

- Increased patient choice in accessing medicines.
- Improved access to advice & services.
- Appropriate use of skilled healthcare workforce.
- Contribution to the introduction of more flexible team working across the NHS.
- Increased capacity to meet demand of new ways of working.
- Improvement in patient care without compromising patient safety.
Different categories of non-medical prescriber in Wales

Independent nurse prescriber (limited)

Originally this category of nurses in Wales represent District Nurse and Health Visitors able to prescribe independently from a limited formulary known as the Nurse Prescribers Formulary for Community Practitioners.

This became known as ‘District Nurse/Health Visitor prescribing’ or ‘First Phase nurse prescribing’. The Nursing and Midwifery Council successively changed its rules to eventually allow any registered nurse to prescribe from the limited formulary. Registrants must complete the V100 programme to become Community Nurse Prescribers. Legislation in Wales has clarified that the term independent nurse prescriber should be used for this category of prescriber.

Supplementary prescriber

Supplementary prescribers can only prescribe in partnership with a doctor or dentist. All supplementary prescribers may prescribe:

- for any medical condition, provided they are acting in accordance with an agreed individual patient’s Clinical Management Plan (CMP);
- can prescribe any medicine (licensed or unlicensed) including Controlled Drugs.

The doctor, or dentist, is responsible for the diagnosis and setting the parameters of the CMP.

The following professionals can practise as supplementary prescribers providing they have qualified and registered to do so:

- Registered nurses; registered midwives, registered specialist community public health nurses.
- Registered pharmacists.
- Registered chiropodists and podiatrists.
- Registered physiotherapists.
- Registered radiographers, diagnostic or therapeutic.
- Registered optometrists.

Independent prescriber

Independent prescribers (currently nurse/pharmacist/optometrist independent prescribers) may prescribe for any medical condition within their area of competence (competence is further discussed on Page 18, ‘Prescribing within competence’).

Independent prescribers can only prescribe medicines that are licensed.
At time of publication of this guidance nurse independent prescribers can prescribe a limited range of controlled drugs listed in Part XVII B(ii) Drug Tariff. Pharmacists and Optometrist independent prescribers cannot prescribe Controlled Drugs (although Community Pharmacists may sell Schedule 5 Controlled Drugs).
**Supplementary prescribing**

**What is supplementary prescribing?**

Supplementary prescribing is defined as:

‘a voluntary prescribing partnership between an independent prescriber (doctor or dentist) and a supplementary prescriber, to implement an agreed patient-specific clinical management plan with the patient’s agreement’.

**Medicines that can be prescribed by a supplementary prescriber**

A supplementary prescriber is not restricted to a limited list and may prescribe any medicine that can be prescribed by a doctor at NHS expense, provided it has been included in the patient’s clinical management plan. This includes:

- All ‘General Sales List’ medicines, ‘Pharmacy’ medicines, appliances and devices, foods and other borderline substances approved by the Advisory Committee on Borderline Substances.
- All ‘Prescription Only Medicines’ including controlled drugs (except those listed in Schedule 1 of ‘The Misuse of Drugs Regulations 2001’ – that are not intended for medicinal use).
- Medicines for use outside of their licensed indications (i.e. ‘off label’ prescribing), ‘black triangle’ drugs, and drugs marked ‘less suitable for prescribing’ in the British National Formulary (BNF).

It is good practice that unlicensed drugs are not prescribed unless they are part of a clinical trial that has a clinical trial certificate or exemption.

A supplementary prescriber should not prescribe any medicine that he/she does not feel competent to prescribe. Supplementary prescribers should not prescribe for themselves.

Supplementary prescribing is primarily intended for managing chronic medical conditions; however acute episodes occurring within chronic conditions may be treated, provided they are included in the CMP.

**The Clinical Management Plan (CMP)**

Before supplementary prescribing can take place, it is obligatory for an agreed CMP to be in place (written or electronic) relating to a named patient and to that patient’s specific condition(s) to be managed by the supplementary prescriber. This should be included in the patient record.

The plan must include:

- The name of the patient to whom the plan relates.
• The illness or conditions which may be treated by the supplementary prescriber.
• The date on which the plan is to take effect, and when it is to be reviewed by the doctor or dentist who is party to the plan.
• Reference to the class or description of medicines or types of appliances which may be prescribed or administered under the plan.
• Any restrictions or limitations as to the strength or dose of any medicine which may be prescribed or administered under the plan, and any period of administration or use of any medicine or appliance which may be prescribed or administered under the plan.
• Relevant warnings about known sensitivities of the patient.
• The arrangements for notification of adverse drug reactions.
• The circumstances in which the supplementary prescriber should refer to, or seek the advice of, the doctor or dentist who is party to the plan.

The CMP should be kept as simple as possible. It may refer to national or local evidence based guidelines to identify the medicines that are to be prescribed, or circumstances in which dosage, frequency or formulation should be changed. There is no need to repeat the advice in these guidelines in the body of the CMP itself, nor need the CMP repeat detailed information that is contained in the patient’s record shared by both prescribers, unless such information is essential for clarity and patient safety.

The CMP must be reviewed at least every 12 months.

Following diagnosis by the doctor/dentist independent prescriber, the independent and supplementary prescriber will probably need to discuss the CMP before the document itself is prepared.

Either the independent or supplementary prescriber may draft the CMP, however, both must formally agree to the CMP before supplementary prescribing can begin.

It must be recorded that the patient has given their consent to being part of a supplementary prescribing partnership.

It is for the independent prescriber to determine the extent of the responsibility he or she wishes to give to the supplementary prescriber under the CMP.

The CMP comes to an end:
• at any time at the discretion of the independent prescriber;
• at the request of the supplementary prescriber or the patient;
• at the time specified for the review of the patient (unless it is renewed by both prescribers at that time).
Where there is a sole independent prescriber and he or she is replaced for whatever reason, the CMP must be reviewed and agreed by the successor before the supplementary prescriber can continue treating and prescribing for the patient.

Template CMPs taken from the Department of Health website www.dh.gov.uk can be found overleaf.
**CLINICAL MANAGEMENT PLAN TEMPLATE** (Blank):
For teams that have full co-terminus access to patient records

<table>
<thead>
<tr>
<th>Name of Patient:</th>
<th>Patient medication sensitivities/allergies:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Patient identification e.g. ID number, date of birth:</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Prescriber(s):</th>
<th>Supplementary Prescriber(s)</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Condition(s) to be treated</th>
<th>Aim of treatment</th>
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</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Medicines that may be prescribed by SP:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparation</th>
<th>Indication</th>
<th>Dose schedule</th>
<th>Specific indications for referral back to the IP</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Guidelines or protocols supporting Clinical Management Plan:</th>
</tr>
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<table>
<thead>
<tr>
<th>Frequency of review and monitoring by:</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplementary prescriber</th>
<th>Supplementary prescriber and independent prescriber</th>
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<table>
<thead>
<tr>
<th>Process for reporting ADRs:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Shared record to be used by IP and SP:</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreed by independent prescriber(s)</th>
<th>Date</th>
<th>Agreed by supplementary prescriber(s)</th>
<th>Date</th>
<th>Date agreed with patient/carer</th>
</tr>
</thead>
<tbody>
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</table>

12
**CLINICAL MANAGEMENT PLAN TEMPLATE (Blank):**
For teams where the SP does not have co-terminus access to the medical record

<table>
<thead>
<tr>
<th>Name of Patient:</th>
<th>Patient medication sensitivities/allergies:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Patient identification e.g. ID number, date of birth:</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current medication:</th>
<th>Medical history:</th>
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</table>

<table>
<thead>
<tr>
<th>Independent Prescriber(s):</th>
<th>Supplementary prescriber(s):</th>
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<td></td>
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<table>
<thead>
<tr>
<th>Contact details: [tel/email/address]</th>
<th>Contact details: [tel/email/address]</th>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition(s) to be treated:</th>
<th>Aim of treatment:</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Medicines that my be prescribed by SP:**

<table>
<thead>
<tr>
<th>Preparation</th>
<th>Indication</th>
<th>Dose schedule</th>
<th>Specific indications for referral back to the IP</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

**Guidelines or protocols supporting Clinical Management Plan:**

**Frequency of review and monitoring by:**

<table>
<thead>
<tr>
<th>Supplementary prescriber</th>
<th>Supplementary prescriber and independent prescriber</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Process for reporting ADRs:**

**Shared record to be used by IP and SP:**

<table>
<thead>
<tr>
<th>Agreed by independent prescriber(s):</th>
<th>Date</th>
<th>Agreed by supplementary prescriber(s):</th>
<th>Date</th>
<th>Date agreed with patient/carer</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

13
The patient review

The patient review must take place after the interval stated in the CMP. This may be a joint review by both prescribers seeing the patient together. Where this is not possible, the doctor/dentist independent prescriber should review the patient, and subsequently discuss future management of the patient’s condition(s) with the supplementary prescriber.

Both prescribers must record their agreement to the continuing or amended CMP, and the patient’s agreement to the continuation of the supplementary prescribing arrangement, in order for the CMP to remain valid. They should then set a new date for review.

Prescribing by the supplementary prescriber after the date of review, and without recorded agreement to the next phase of the CMP, should not continue.

Supplementary prescribers must ensure that patients are aware of the scope and limitations of supplementary prescribing and how the patient or client can obtain other items necessary for their care.
Independent prescribing

What is independent prescribing?

Independent prescribing is defined as:

‘prescribing by a practitioner (e.g. doctor, dentist, nurse, pharmacist, optometrist) responsible and accountable for the assessment of patients with undiagnosed or diagnosed conditions and for decisions about the clinical management required, including prescribing’. 2

At the time of publication of this guidance, legislation allows only nurses, pharmacists and optometrists of the non-medical professions to qualify and practise as independent prescribers.

Prescribing within competence

Nurse independent prescribers may prescribe any licensed medicine (i.e. products with a UK marketing authorisation) for any medical condition, within their therapeutic area of competence, including some Controlled Drugs.

Pharmacist independent prescribers may prescribe any licensed medicine (i.e. products with a UK marketing authorisation) for any medical condition, within their therapeutic area of competence. At the time of publication of this guidance, current legislation does not permit pharmacist independent prescribers to prescribe Controlled Drugs. This does not affect community pharmacists’ ability to sell some Controlled Drugs.

Optometrist independent prescribers must only prescribe for conditions of the eye and surrounding tissues.

All non-medical independent prescribers must work within their own level of professional competence and expertise, and should seek advice and make appropriate referrals to other professionals with for therapeutic areas outside of their expertise. Nurses, pharmacists and optometrists are accountable for their own actions, and must be aware of the limitations of their skills, knowledge and competence. Nurses must act within the NMC (2004) ‘Code of professional conduct: standards for conduct, performance and ethics’.

Pharmacists must act within the Royal Pharmaceutical Society of Great Britain ‘Code of Ethics and Standards’. Optometrists must act in accordance with the College of Optometrists’ Code of Ethics and Guidelines for Professional Conduct.

Competency frameworks have been integrated into the NMC, RPSGB and GOC Standards. Alternative competency guidance and frameworks are available from a range of sources, for example, The National Prescribing Centre (NPC) Competency frameworks for nurses and pharmacists:

http://www.npc.co.uk/non_medical/competency_frameworks.htm.
Medicines that can be prescribed by a nurse/pharmacist independent prescriber

**Controlled Drugs**

At time of publication of this guidance:

- pharmacist independent prescribers are not permitted to prescribe Controlled Drugs;
- nurse independent prescribers may prescribe a limited list of Controlled Drugs solely for the medical conditions indicated in the table below:

<table>
<thead>
<tr>
<th>Substance</th>
<th>Route of administration</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buprenorphine</td>
<td>Transdermal</td>
<td>Palliative care</td>
</tr>
<tr>
<td>Chlordiazepoxide hydrochloride</td>
<td>Oral</td>
<td>Alcohol withdrawal symptoms (initial or acute)</td>
</tr>
<tr>
<td>Diamorphine hydrochloride</td>
<td>Oral or parenteral</td>
<td>Palliative care</td>
</tr>
<tr>
<td>Fentanyl</td>
<td>Transdermal</td>
<td>Palliative care</td>
</tr>
<tr>
<td>Morphine sulphate</td>
<td>Oral, parenteral or rectal</td>
<td>*Pain relief</td>
</tr>
<tr>
<td>Morphine hydrochloride</td>
<td>Rectal</td>
<td>Palliative care</td>
</tr>
<tr>
<td>Oxycodone hydrochloride</td>
<td>Oral &amp; parenteral</td>
<td>Palliative care</td>
</tr>
<tr>
<td>Diazepam</td>
<td>Oral, parenteral or rectal</td>
<td>Palliative care</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alcohol withdrawal symptoms (initial or acute)</td>
</tr>
<tr>
<td>Lorazepam</td>
<td>Oral or parenteral</td>
<td>Palliative care</td>
</tr>
<tr>
<td>Midazolam</td>
<td>Parenteral or buccal</td>
<td>Palliative care</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tonic-clonic seizures</td>
</tr>
<tr>
<td>Codeine phosphate</td>
<td>Oral</td>
<td>Palliative care</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tonic-clonic seizures</td>
</tr>
<tr>
<td>Dihydrocodeine tartrate</td>
<td>Oral</td>
<td></td>
</tr>
<tr>
<td>Co-phenotrope</td>
<td>Oral</td>
<td></td>
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</tbody>
</table>

*Pain relief in respect of suspected myocardial infarction, or for relief of acute or severe pain after trauma including in either case post-operative pain relief.*

N.B. Supplementary prescribers can prescribe any CD that is included in a patient's clinical management plan and agreed by a doctor/dentist.

Drug Tariff (part XVIIB) and British National Formulary, Sept 2006 edition (and beyond) list the Controlled Drugs prescribable by non-medical prescribers.
Unlicensed medicines

Unlicensed medicines are described as products without a UK marketing authorisation.

Nurse, pharmacist and optometrist independent prescribers are not permitted to prescribe unlicensed medicines.

Off label medicines

‘Off-label’ medicines are described as licensed medicines for unlicensed uses.

Nurse, pharmacist and optometrist independent prescribers may prescribe medicines independently for uses outside their licensed indications/UK marketing authorisation (so called ‘off-licence’ or ‘off-label’). They must however, accept professional, clinical and legal responsibility for that prescribing, and should only prescribe ‘off-label’ where it is accepted clinical practice.

The prescriber should explain the situation to the patient/guardian, where possible, but where a patient is unable to agree to such treatment, the prescriber should act in accordance with best practice in the given situation and within the policy of the employing organisation.

Borderline substances

All NHS prescribers will need to abide by any NHS terms of service under which they operate. For example, if operating under new GMS, borderline substances may be prescribed but the prescription will need to be marked ‘ACBS’.

A list of Advisory Committee of Borderline Substances (ACBS) approved products and the circumstances under which they can be prescribed, can be found in Part XV of the Drug Tariff. Although this is a non-mandatory list, non-medical independent prescribers should normally restrict their prescribing of borderline substances to items on the ACBS approved list. They should also work within the guidance of their employing organisation.

Appliances and dressings

Nurse and pharmacist independent prescribers may prescribe any appliance and dressing listed in Part IX of the Drug Tariff.

Nurses and pharmacists prescribing in secondary care are not restricted to prescribing appliances/dressings from Part IX of the Drug Tariff, but should take into account local formulary policies and the implications for primary care.

N.B. The Drug Tariff restrictions only apply to prescribing in primary care or community care (if employed by a Local Health Board or Trust) when NHS WP10 prescriptions are written.
Education preparation for non-medical prescribing

What training is required to become a supplementary/independent prescriber?

Note; optometrists are currently allowed to prescribe a restricted lists of drugs as part of their clinical work. They only need further training for independent prescribing. Currently in Wales the following training courses are available:

- Supplementary prescribing course – stand alone multi-disciplinary course to train and qualify as a supplementary prescriber, open to chiropodists and podiatrists, radiographers, physiotherapists.
- Independent prescribing conversion course – an interim arrangement to enable qualified nurse/pharmacist supplementary prescribers, (applicable to nurses who trained in Wales), to train and qualify to prescribe as independent prescribers without having to complete the full independent prescribing courses;
- Integrated Independent/Supplementary prescribing course for nurses and pharmacists. This is a stand alone multi-disciplinary course to train and qualify as a independent/supplementary prescriber. Universities may offer students to exit after completing a module of supplementary prescribing only. Currently, optometrists will attend courses for independent prescribing and an independent prescribing course will be available through the Wales Optometric Postgraduate Education Centre (WOPEC) next year.

Prescribing course details

**one day equates to 7.5 hours**

<table>
<thead>
<tr>
<th></th>
<th>Supplementary prescribers (minimum)</th>
<th>Independent prescribing Conversion course (minimum)</th>
<th>Independent/ supplementary prescribers Full course (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face to face teaching</td>
<td>15 days</td>
<td>1 day</td>
<td>Confirm with individual HEI in respect of professional regulatory body Standards</td>
</tr>
<tr>
<td>Self directed learning</td>
<td>As part of the course work</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td>Learning in practice *</td>
<td>12 days</td>
<td>2 days</td>
<td>12 days</td>
</tr>
<tr>
<td>Duration</td>
<td>27 days</td>
<td>4 days</td>
<td>26 days</td>
</tr>
<tr>
<td>Duration (approximately)</td>
<td>6 months</td>
<td>16 weeks</td>
<td>6 months</td>
</tr>
<tr>
<td>Course work</td>
<td>Supplementary prescribers (minimum)</td>
<td>Independent prescribing Conversion course (minimum)</td>
<td>Independent/supplementary prescribers Full course (minimum)</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------</td>
<td>----------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Viva</td>
<td><em>Possible</em></td>
<td><em>Possible</em></td>
<td><em>To be confirmed – likely to Cover</em></td>
</tr>
<tr>
<td></td>
<td>• Portfolio</td>
<td>• Multiple Choice Questions</td>
<td>• Portfolio</td>
</tr>
<tr>
<td></td>
<td>• OSCE</td>
<td>• OSCE</td>
<td>• OSCE</td>
</tr>
<tr>
<td></td>
<td>• Distance learning</td>
<td>• Portfolio</td>
<td>• Distance learning</td>
</tr>
<tr>
<td></td>
<td>• Numeracy test</td>
<td>• Numeracy test if not attained</td>
<td>• Numeracy test</td>
</tr>
</tbody>
</table>

*under the direction of a designated supervising medical practitioner (DSMP).

**Training courses in Wales**

The following education establishments in Wales provide non-medical prescribing training courses:

- University of Glamorgan;
- Bangor University;
- Welsh School of Pharmacy joint with the School of Nursing and Midwifery Studies, Cardiff University;
- Swansea University;
- Glyndŵr University.

For details of the training course content and curriculum please contact the Higher Education Institution directly. Alternatively detailed information on non-medical prescribing training criteria can be found via:

Supplementary prescribing courses

This enables registered chiropodists and podiatrists, radiographers, physiotherapists to train to become qualified to practise as supplementary prescribers.

Conversion courses – Supplementary to independent prescribing

This course enables pharmacists and nurse supplementary prescribers only (applicable to nurses trained as supplementary prescribers in Wales) to train to become pharmacist and nurse independent prescribers.

Integrated Independent/supplementary prescribing courses

This course is a multi-disciplinary integrating independent and supplementary prescribing enabling registered nurses and registered pharmacists to train to become qualified to practise as independent and/or supplementary prescribers. Universities may offer students to exit after completing a module of supplementary prescribing only.

All courses require accreditation from the relevant professional regulatory bodies:

- the Royal Pharmaceutical Society of Great Britain (RPSGB) for pharmacists – from autumn 2010 this transfers to the General Pharmaceutical Council (GPhC);
- Nursing and Midwifery Council for nurses and midwives;
- General Optical Council for Optometrists; and
- Health Professions Council for the Allied Health Professions.

Which nurses and pharmacists can act as supplementary and/or independent prescribers?

In order to practise as a non-medical prescriber the following must be attained:

a) To undertake and pass a prescribing course accredited by the relevant professional regulatory body.

For supplementary prescribers

- To undertake and pass an accredited supplementary prescribing course provided by a Higher Education Institution in the UK.

For independent prescribers

- To undertake and pass:
• an accredited supplementary prescribing course plus conversion course provided by a Higher Education Institution in Wales or elsewhere in UK (applicable to nurses who trained as supplementary prescribers in Wales); or
• an accredited integrated independent/supplementary prescribing course provided by a Higher Education Institution in UK.

b) It is mandatory for all non-medical prescribers to have successfully demonstrated their numeracy skills as part of their preparation for the role as prescriber. If this is not the case, a formal assessment will be required before they are permitted to practise in Wales.

c) On successful completion of the course the non-medical prescriber must register as a supplementary and/or independent prescriber with a relevant professional regulatory body before prescribing.

Although the NMC has dually registered nurses as extended formulary nurse prescribers and supplementary prescribers, extended formulary nurse prescribing was not introduced in Wales and nurses cannot therefore practise as Extended Formulary Nurse Prescribers.

The NMC registers nurse supplementary prescribers and nurse independent prescribers on the same code with the annotation V300. Nurses trained as supplementary prescribers by Universities in Wales must undertake a conversion course before practising as independent prescribers in Wales.
Which professionals can train as supplementary/independent prescribers?

**Supplementary prescribers**

Applicants who are selected for prescribing preparation will need to meet the following criteria for eligibility to undertake a supplementary prescriber programme:

- Be able to study at level three (degree level);
- Have at least three years post-registration clinical nursing experience or at least two years experience as a pharmacist following their pre-registration year after their graduation.

**Independent prescribers**

Applicants who are selected for prescribing preparation will need to meet the following criteria, as identified by the professional regulatory bodies, for eligibility to undertake a) the conversion course or b) the integrated independent/supplementary-prescribing course. Note training for optometrist independent prescribers is not offered in Wales – see College of Optometrists website for details:

http://www.college-optometrists.org/en/utilities/document-summary.cfm/docid/7C3868AB-6362-4741-87C8C427CA9E870F.

**a) Conversion course**

Nurses and pharmacists must:

- Be qualified to prescribe as a supplementary prescriber.
- Be registered with their professional regulatory body (NMC or RPSG/PSNI) to prescribe as a supplementary prescriber.
- Be practising as a supplementary prescriber and deemed competent to practise by the DSMP.

**b) Full integrated independent/supplementary prescribing course**

Nurses must:

- Be registered with relevant professional regulatory body (NMC) as a first level nurse, midwife and/or specialist community public health nurse.
- Have at least three years’ experience as a practising nurse, midwife or specialist community public health nurse and be deemed competent by their employer to undertake the programme. Of these three years, the year immediately preceding application to the programme must have been in the clinical field within, which there is an intention to prescribe.

Pharmacists must:

- be registered with relevant professional regulatory body (RPSG/PSNI);
• be a practising pharmacist;
• have at least two years’ patient orientated experience practising in a hospital, community or primary care setting following the pre-registration year;
• identify an area of clinical practice and need in which to develop their prescribing skills;
• have an up-to-date clinical, pharmacological and pharmaceutical knowledge relevant to their intended area of prescribing practice;
• demonstrate how they reflect on their own performance and take responsibility for their own CPD;
• demonstrate how they will develop their own networks for support, reflection and learning, including prescribers from other professions.

Both nurses and pharmacists must:

• Provide evidence via the Accreditation of Prior and Experiential Learning (APEL) of ability to study at minimum academic level three (degree).
• Identify a Designated Supervising Medical Practitioner willing and able to contribute to and supervise the days learning in practice element of training.
• Have practised for a sufficient period to be deemed competent by their employer (particularly if part-time workers).
• Demonstrate competence in consultation and diagnostic skills.

All individuals selected for prescribing training must have the opportunity to prescribe in the post that they will occupy on completion of training. The therapeutic area(s) in which they will prescribe should also have been identified before they begin training to prescribe. This will almost certainly be in the field in which they already hold considerable expertise.

Entry criteria will be applied during the application processes for prescribing courses.

Practitioners selected for preparation on a prescribing course will require, in addition:

• The support of their employer to confirm:
  • Support for the practitioner to undertake the preparation programme.
  • The post is one in which there is a service need and therefore the opportunity to act as a prescriber immediately upon qualifying.
  • Access to a budget to meet the NHS costs of the prescriptions on completion of the course.
  • Access to continuing professional development (CPD) opportunities on completion of the course.
Robust clinical governance frameworks established to support local implementation of non-medical prescribing.

**Designated Supervising Medical Practitioners (DSMP)**

Each non-medical prescriber needs a doctor who will act as their Designated Supervising Medical Practitioner (DSMP) during the training to become a supplementary prescriber or independent prescriber.

includes how

The DSMP will provide the supplementary/independent prescriber with supervision, support and opportunities to develop competence in prescribing which practice during the ‘learning in practice’ element of the training course.

The DSMP may be involved in assessing that the supplementary/independent prescriber is competent to practise.

programmes for DSMPs, management plan and undertake assessments.

**Continuing Professional Development (CPD)**

To prepare the DSMP for this role, education providers provide training to develop a clinical

All registered practitioners have a professional responsibility to keep themselves abreast of clinical and professional developments. This includes prescribing. New statutory requirements by professional bodies for CPD will require prescribers to demonstrate CPD in their area of prescribing practice.

Non-medical prescribers will be required to keep up to date with evidence and best practice in the management of the conditions for which they prescribe, and in the use of the relevant medicines.

The employer should ensure that the practitioner has access to relevant education and training provision.

There is a range of methods of attaining CPD from various sources for example, Welsh Medicines Resource Centre (WeMeReC), provide:

- multi-disciplinary prescribing workshops and case studies and
- host an email discussion forum for non-medical prescribers.

These can be accessed via WeMeReC website – [www.WeMeReC.org](http://www.WeMeReC.org).
Roles & responsibilities

Joint working

Team working is essential to ensure the patient receives a holistic service and other healthcare professionals are available to provide advice and services outside of the area of competence and expertise of the nurse/pharmacist independent prescriber.

Systems for discussion of individual cases together with referral to medical staff and other healthcare professionals should be established and utilised.

Supplementary prescribing

- An independent prescriber (doctor or dentist) can work with one or more supplementary prescriber.
- A supplementary prescriber can work with one or more independent prescriber (currently this is a doctor or dentist).

In the supplementary prescribing relationship, the independent prescriber (doctor or dentist) will be responsible for:

- the initial clinical assessment and diagnosis of the patient and for agreeing a clinical management plan with the supplementary prescriber;
- determining which medicines may be prescribed by the supplementary prescriber bearing in mind the experience and areas of expertise of the supplementary prescriber;
- providing advice and support to the supplementary prescriber as requested;
- maintaining communication on an ad-hoc basis with the supplementary prescriber;
- sharing the patient’s record with the supplementary prescriber;
- determining when a formal clinical review is required;
- carrying out the formal clinical review at the agreed time, preferably with the supplementary prescriber;
- reporting adverse incidents.

Independent prescribing

The nurse, pharmacist or optometrist independent prescriber will work autonomously and be responsible for all prescribing decisions.

In some cases the initial clinical assessment and diagnosis may already have been made by a doctor or dentist working in partnership with the nurse/pharmacist independent prescriber. In others this will not be in place and the non-medical independent prescriber will be required to make the assessment and diagnosis. For this reason non-medical independent prescribers should only prescribe within their
area of expertise and competence and operate in an environment allowing referral and advice from other healthcare professionals. Optometrist independent prescribers may only prescribe in relation to conditions of the eye and surrounding tissue.

**Legal and professional liability**

**Professional indemnity**

All prescribers should ensure that they have sufficient professional indemnity insurance.

The RPSGB Code of Ethics states that for prescribing within the Code, pharmacists must only prescribe within the limits of their registration and must comply with statutory requirements applicable to their prescribing.

The NMC recommends that every nurse/midwife prescriber should ensure he/she has professional indemnity insurance, by means of a professional organisation or trade union body. Prescribers must also be aware of the level of indemnity insurance offered by their insurer to determine whether it is sufficient for purpose.

The College of Optometrists states that every optometrist prescriber must ensure that he or she has professional indemnity insurance. Optometrists must contact their insurer to ensure that their indemnity insurance covers them for the scope of their prescribing practice.

**Liability and responsibilities of the prescriber**

Prescribers are accountable for all aspects of their prescribing decisions. They should therefore only prescribe those medicines they know are safe and effective for the patient and the condition being treated. They must be able to recognise and deal with pressures (e.g. patients, colleagues or from the pharmaceutical industry,) that might result in inappropriate prescribing.

Where the non-medical prescriber is trained and qualified to practise as a supplementary prescriber only, were they to prescribe outside of the clinical management plan, it would be a clinical governance issue to be taken up by the employer, Trust or Local Health Board and/or the professional body.

In addition, non-medical prescribers are individually professionally accountable to their respective professional regulatory bodies and must act in accordance to the relevant code of ethics and conduct.

**Liability and responsibilities of the employer**

Where a non-medical practitioner is appropriately trained and qualified and prescribes as part of their professional duties with the consent of their employer, the employer is also held vicariously liable for their actions.

Both the employer and employee (or contractor) should ensure:
• that the employee is qualified and competent to prescribe in the area of practice identified;
• that the employee’s job description (or contractor’s agreed arrangements) includes a clear statement that prescribing is required as part of the duties of that post or service;
• that the employee and employer undertakes regular (annual) appraisal and review;
• that a Criminal Records Bureau (CRB) check has been undertaken for the employee within a timescale sufficient to identify any criminal activity that would put patients at risk. This is particularly important where roles have changed as a result of prescribing qualifications.

It is good practice for employers to

• undertake a CRB check when appointing a new member of staff. Employers should strongly consider a new CRB check for members of staff that have been employed for long periods of time and where employers are supporting non-medical prescribers in extending their role. This is crucial in protecting employer’s reputation and integrity as well as individuals for which your service provides healthcare;
• maintain a register of the non-medical prescribers working in their healthcare community together with a copy of the non-medical prescriber’s signature.

Record keeping

All health professionals are required to keep accurate, legible, unambiguous and contemporaneous records of a patient’s care.

Best practice suggests that the details of any prescription, together with other details of the consultation with the patient, should be entered onto the shared patient record immediately, or failing that, as soon as possible after the consultation. Only in very exceptional circumstances (e.g. the intervention of a weekend or public holiday) should this period exceed 48 hours from the time of writing the prescription.

Currently there is no single model or template for a patient record (although for guidance, staff should refer to the Standards published by the relevant professional regulatory body). A good record is one that provides in a timely manner all professionals involved in a patient’s treatment, with the information needed for them to care safely and effectively for that patient.

It is recommended that the record indicates clearly the:

• date of the prescription;
• name of the prescriber (and that they are acting as a nurse or pharmacist independent or supplementary prescriber);
• name of the item prescribed, together with the quantity (or dose, frequency and treatment duration).

To aid safe administration of medicines, the record should include the:

• name of the item prescribed;
• strength (if any) of the preparation;
• dosing schedule; and
• route of administration,

  e.g. ‘paracetamol oral suspension 120mg/5mls to be taken every four hours by mouth as required for pain, maximum of 20mls in any 24 hours’.

In the case of topical medicines the

• name of the prescribed item;
• strength (if any);
• quantity to be applied; and
• frequency of the application should be indicated.

For dressings and appliances, details of how they are to be applied and how frequently changed, are useful.

It is also recommended that any advice given on General Sales List and Pharmacy medicines provided ‘over the counter’ is also recorded.

**Adverse drug reaction reporting**

All prescribers are encouraged to report suspected adverse drug reactions using the Yellow Card reporting Scheme. The Yellow Card Scheme is run by the MHRA and Commission on Human Medicines (CHM). The Scheme is used to collect information from health professionals and patients on suspected adverse drug reactions (ADRs).

Yellow Card reports are collected from both health professionals and members of the public on:

• prescription medicines;
• herbal remedies;
• over-the-counter (OTC) medicines;
• unlicensed medicines including cosmetic treatments.

Yellow Cards can be obtained from:

  a) the back of the British National Formulary.
b) Yellow Card Centre Wales  
   FREEPOST  
   Cardiff CF4 1ZZ.

c) www.yellowcard.gov.uk.

Completed Yellow Cards should be sent to:

Yellow Card Centre Wales  
   FREEPOST  
   Cardiff CF4 1ZZ

Or can be completed online at the web address above.

Patients, parents, carers etc can also report suspected adverse drug reactions using the above methods or the freephone number – 0808 100 3352.

**Managing prescription stationery**

**Ordering prescription forms**

The procedures for ordering prescription stationery are covered in detail in the 'Implementation' section of this guidance.

**Storing prescriptions**

Prescribers are responsible for their prescription pads and all reasonable precautions to prevent loss and inappropriate use should be taken. Blank prescription forms should not be pre-signed before use.

Prescriptions are controlled stationery and should be securely stored.

A record of the first and last serial number of prescriptions in the pad issued to the prescriber should be made. It is considered good practice to record the serial number of the first remaining prescription form at the end of each working day. This would help identify any lost or stolen overnight.

**Stolen prescription forms**

In the event of loss or suspected theft of prescriptions, the non-medical prescriber must report this immediately to their line manager who should inform the Local Health Board and Business Service Centre office from which they order prescription forms.

**Destruction of prescriptions when staff change**

If a non-medical prescriber who has previously worked as a prescriber changes role, leaves the organisation or employer or ceases to have prescribing responsibilities, then they must return any remaining unused prescriptions to the employer. The employer should inform NHS Wales Informatics Service – Prescribing Services of
the change and all unused prescription forms be securely destroyed in accordance with local procedures.

**Prescribing and administration**

Nurse and pharmacist prescribers should separate the functions of prescribing and administration activities whenever possible. In exceptional circumstances, where one individual is involved in both prescribing and administering medication, (in particular, a controlled drug to a patient), a second suitably competent person should be involved in checking the accuracy of the medicines provided.

**Prescribing for self, friends and family**

Nurse and pharmacist prescribers must not prescribe any medicine for themselves. Neither should they prescribe a medicine for anyone with whom they have a close personal or emotional relationship, other than in an exceptional circumstance.

**Gifts and benefits**

The advertising and promotion of medicines is strictly regulated under the Medicines (Advertising) Regulations 1994, and it is important that nurse and pharmacist prescribers make their choice of medicinal product for their patients on the basis of evidence, clinical suitability and cost effectiveness alone.

As part of the promotion of a medicine or medicines, suppliers may provide inexpensive gifts and benefits, for example pens, diaries or mouse mats.

Personal Gifts are prohibited, and it is an offence to solicit or accept a prohibited gift or inducement.

Companies may also offer hospitality at a professional or scientific meeting or at meetings held to promote medicines, but such hospitality should be reasonable in level and subordinate to the main purpose of the meeting. Both Local Health Boards and NHS Trusts should have local policies for working with the pharmaceutical industry, which cover gifts and benefits, as well as, for example, access to prescribers and sponsorship. Prescribers should familiarise themselves with these policies and are expected to abide by them.

**Audit and monitoring of prescribing data**

NHS Wales Informatics Service – Prescribing Services reimburses costs to dispensing contractors and provides essential prescribing information electronically to authorised users.

This is particularly important in providing feedback on prescribing practice and trends. Non-medical prescribers are encouraged to access this information to monitor their own prescribing.
All Local Health Boards have access to prescribing data using CASPA software systems and can access and provide information on medical and non-medical prescribing. General Practices can have access to CASPA software for their individual practice and will be required to register with NHS Wales Informatics Service – Prescribing Services to do so. Some NHS Trusts and Local Health Boards, using MEDUSA software, can access and provide information on medical and non-medical prescribing.
Implementation

Registration with a professional regulatory body

NMC register for nurse prescribers

The Higher Education Institute (HEI) will provide the Nursing and Midwifery Council (NMC), through the normal reporting processes, details of those students who have passed the relevant prescribing course. This process will not be necessary for nurses undertaking the ‘Conversion course’ as the nurse will already be recorded on the NMC register as V300 following registration as a supplementary prescriber. This annotation on the register is recognised by the NMC for supplementary and independent prescribers.

Once the NMC has received confirmation that the individual has met the required standard, they will write to each nurse informing them of what they need to do to have their registration entry annotated with the V300 code, indicating they are a qualified.

A fee is payable by practitioners recording prescribing as a qualification on the register. Details of fee payments are available from the NMC.

The NMC will write to the nurse and inform him/her when the register has been updated. This will take 7 to 14 days from when the NMC receives payment.

The nurse should not practise until he/she has been notified by the NMC that his/her registration entry has been annotated.

Nurses with queries about the registration process can contact the NMC registration department:

NMC
23 Portland Place
London
W1B 1PZ
Tel: 020 7333 9333

RPSGB register for pharmacist prescribers

The Higher Education Institute (HEI) will provide the Royal Pharmaceutical Society of Great Britain (RPSGB) through the normal reporting processes, a details of students who have passed the relevant prescribing course.

The pharmacist must individually apply to the RPSGB for registration. The Society will write to each pharmacist who successfully completes a prescribing course accredited by the RPSGB, enclosing an application for annotation form. Application forms are available on the RPSGB website:

www.rpsgb.org.uk.
Applications for annotation of the register must be submitted to the Society within six months of the date of award of the practice certificate. Completed applications should be submitted to the society’s registration section. A registration fee is payable. Details of fee payments are available from RPSGB.

The registration process may take 7 to 14 days after RPSGB have received the list from HEI’s and the registration form from the pharmacist.

The pharmacist prescriber should not practise as a prescriber until he/she has been notified by the registration department at the RPSGB that his/her registration entry has been annotated.

The RPSGB provides an on-line search facility so that any other pharmacists can check whether a pharmacist is annotated as a supplementary prescriber or independent prescriber: www.rpsgb.org.uk.

Pharmacists with queries about the registration process can contact the RPSGB registration department:

The Royal Pharmaceutical Society of Great Britain
1 Lambeth High Street
London
SE1 7JN
Tel: 020 7572 2322
**Registration with NHS Wales Informatics Service – Prescribing Services**

Any non-medical prescriber requiring NHS WP10 prescriptions (for use in primary care or hospital outpatients) must register with NHS Wales Informatics Service – Prescribing Services.

A non-medical prescriber using non WP10 Series stationary, i.e hospital specific stationary does not need to register with NHS Wales Informatics Service – Prescribing Services.

NHS Wales Informatics Service – Prescribing Services must be provided with the details of the non-medical prescriber intending to prescribe on WP10 prescriptions using one of the forms below:

<table>
<thead>
<tr>
<th>Form</th>
<th>Prescriber type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Prescriber Annex A1</td>
<td>Limited prescribing from the Nurse Prescribers Formulary for Community Practitioners. (In Wales District Nurses &amp; Health Visitors)</td>
</tr>
<tr>
<td>Supplementary Prescriber Notification form</td>
<td>Supplementary Prescriber</td>
</tr>
<tr>
<td>Independent Prescriber Notification form</td>
<td>Independent Prescriber</td>
</tr>
</tbody>
</table>

Forms can be obtained via the intranet from the Prescribing Services website:


Alternatively forms can be obtained from NHS Wales Informatics Service – Prescribing Services at the following address:

Prescribing Services Unit  
Registration Processing  
NHS Wales Informatics Service  
12th Floor Brunel House  
2 Fitzalan Road  
Cardiff CF24 0HA

The forms should be completed with the relevant information preferably in type and posted to the address above.

Notification of the required details to NHS Wales Informatics Service – Prescribing Services enables the setting up of automatic monitoring processes as well as allowing the provision of prescriber details to the Print Management Supplier for the printing of personalised prescription pads.
NHS Wales Informatics Service – Prescribing Services will register the non-medical prescriber with an individual GP practice. If the non-medical prescriber is working for more than one GP practice a separate registration is required for each practice.

**Change in prescriber circumstances**

It is the responsibility of the employer of a non-medical prescriber who is registered with NHS Wales Informatics Service – Prescribing Services to ensure that NHS Wales Informatics Service – Prescribing Services are informed as soon as possible:

- any change to that prescribers’ details is notified to NHS Wales Informatics Service – Prescribing Services as soon as it occurs e.g. change of name on marriage, change of telephone number;
- when a non-medical prescriber is no longer carrying out prescribing duties. Failure to do this will mean that prescription forms will continue to be produced with the former (incorrect) details on them.

NHS Wales Informatics Service – Prescribing Services will need to be informed of changes in circumstances using one of the forms below:

<table>
<thead>
<tr>
<th>Form</th>
<th>Prescriber type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Prescriber Annex A2</td>
<td>Limited prescribing from the Nurse Prescribers’ Formulary for Community Practitioners. (In Wales District Nurses &amp; Health Visitors)</td>
</tr>
<tr>
<td>Supplementary Prescriber Notification form</td>
<td>Supplementary Prescriber</td>
</tr>
<tr>
<td>Independent Prescriber Notification form</td>
<td>Independent Prescriber</td>
</tr>
</tbody>
</table>

Forms can be obtained via the intranet from the NHS Wales Informatics Service – Prescribing Services website:


or from NHS Wales Informatics Service – Prescribing Services at the address on previous page.
Ordering of prescription stationery

Each Trust, LHB or GP practice should nominate an individual(s) responsible for ordering and distributing prescriptions.

Non-medical prescribers should be aware of who the person is for their organisation.

**Which prescription form do I need?**

**Primary care**

A non-medical prescriber employed in primary care whose prescriptions will be dispensed at NHS expense in a community pharmacy or by a dispensing GP will require one or more of the following WP10 prescriptions:

<table>
<thead>
<tr>
<th>NHS Prescription</th>
<th>Prescriber</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP10(CN)</td>
<td>• Nurses qualified to prescribe from the Nurse Prescribers’ Formulary for Community Practitioners</td>
</tr>
<tr>
<td>WP10(PN)</td>
<td>• Practice Nurse</td>
</tr>
<tr>
<td>WP10SP (pads)</td>
<td>• Supplementary prescriber</td>
</tr>
<tr>
<td>WP10SPSS (single sheets for computer generated prescriptions)</td>
<td></td>
</tr>
<tr>
<td>WP10IP (pads)</td>
<td>• Independent prescriber</td>
</tr>
<tr>
<td>WP10IPSS (single sheets for computer generated prescriptions)</td>
<td></td>
</tr>
</tbody>
</table>

The prescribing costs arising from WP10 prescriptions will be charged to the GP practice unless the supplementary prescriber is prescribing on behalf of the LHB in which case the LHB will be charged.

**Secondary care**

A non-medical prescriber whose prescriptions will be dispensed within the hospital should prescribe on standard hospital stationery e.g. in-patient chart, discharge prescription, outpatient prescription.

A non-medical prescriber employed in secondary care but whose prescriptions will be dispensed at NHS expense in a community pharmacy will require one or more of the following WP10 prescriptions:

<table>
<thead>
<tr>
<th>NHS Prescription</th>
<th>Prescriber</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP10(CN)</td>
<td>Nurses qualified to prescribe from the Nurse Prescribers’ Formulary for Community Practitioners</td>
</tr>
<tr>
<td>WP10HSP (pads)</td>
<td>• Supplementary prescriber</td>
</tr>
<tr>
<td>WP10HIP (pads)</td>
<td>• Independent prescriber</td>
</tr>
</tbody>
</table>
The prescribing costs arising from WP10HP prescriptions will be charged to the hospital, usually at directorate level.

**Placing an order**

Employers should note that the NHS WP10 prescription forms are not sent out automatically following registration with HSW and prescriptions must be ordered via the Business Service Centre for primary care or direct from the Print Management Supplier for secondary care.

The Print Management Supplier will only process orders if the non-medical prescriber has also provided the relevant registration details to NHS Wales Informatics Service – Prescribing Services. At least ten working days (not including weekends and bank holidays) should be allowed between notifying detail changes to NHS Wales Informatics Service – Prescribing Services and ordering prescriptions.

Orders for new WP10 prescription pads should not be placed earlier than 42 days prior to the date the individual is scheduled to begin prescribing for the organisation.

**Receiving an order**

WP10 prescription pads used in primary care will be delivered by the Print Management Supplier to a Business Service Centre to forward to the non-medical prescriber.

WP10HP prescriptions are not personalised are delivered directly to the Trust placing the order.

**Personalisation of prescriptions**

WP10SP and WP10IP prescription pads are overprinted by the Print Management Supplier with the non-medical prescriber’s personal details as registered with NHS Wales Informatics Service – Prescribing Services, i.e. name, NHS Wales Informatics Service – Prescribing Services unique identifier, practice code, practice address, telephone number, name of the LHB and either the prescriber’s NMC or RPSGB registration number.

WP10(CN), WP10(PN) and single sheet prescriptions (WP10SPSS and WP10IPSS) used in primary care are not personalised.

It is important therefore that:

- nurses using WP10(CN) and WP10(PN) endorse each prescription with prescriber’s name, NHS Wales Informatics Service – Prescribing Services unique identifier, practice code, practice address, telephone number, name of the LHB and either the prescriber’s NMC registration number; or
- for single sheet prescriptions WP10SPSS and WP10IPSS, the GP computer software must be able to overprint the supplementary/independent prescriber’s name, NHS Wales Informatics Service – Prescribing Services unique identifier, practice code, practice address,
telephone number, name of the LHB and either the prescriber’s NMC or RPSGB registration number if single sheets are to be used.

WP10(CN), WP10HSP and WP10HIP used in secondary care are not personalised and will need to be stamped with the directorate costing code (allocated by NHS Wales Informatics Service – Prescribing Services), hospital name or hospital and directorate name and the hospital address.
Process for registering and ordering prescription stationery to prescribe

Non-medical prescriber qualifies → HEI sends details to professional body → Non-medical prescriber to register with professional body

- WP10 prescriptions required
  - Primary Care

  Non-medical prescriber to register with HSW

  WP10/IP/ISP Primary Care

  Non-medical prescriber MUST be registered with HSW

- Non-medical prescriber to order via Business Service Centre (BSC)*
  - BSC to place order with Print Management Supplier*
  - Prescriptions delivered to BSC
  - BSC forward to non-medical prescriber

- Standard hospital stationery required to prescribe within Trust required

  Trust internal stationery ordering process to be followed

- WP10HIP/HSP Hospital outpatients

  Non-medical prescriber to order via Trust Lead

  Trust to place order with Print Management Supplier*

  Prescriptions delivered directly to Trust

  Directorate and Trust details stamped at Trust

* via the nominated person within the employer organisation
GP computer system generated prescriptions

Single sheet prescriptions for use with GP computer generated systems are available as WP10SPSS (for supplementary prescribers in primary care) and WP10IPSS (for independent prescribers in primary care).

Supplementary/independent prescribers who wish to prescribe using the GP practice computer system should:

- first ensure that the computer software is able to support them to do this;
- request the single sheet version of the WP10 not a pad. The single sheet prescriptions will be pre-printed with SUPPLEMENTARY PRESCRIBER or INDEPENDENT PRESCRIBER across the top of the prescribing area. Single sheet WP10 prescriptions belonging to GP colleagues must not be used;
- notify NHS Wales Informatics Service – Prescribing Services by completing the relevant section of the registration form.

On receipt of the completed form, NHS Wales Informatics Service – Prescribing Services will allocate individuals with a unique identifier. The non-medical prescriber must ensure that the GP software prints this identifier in the correct location on the prescription form.

Verification of prescriber status

In most cases enquiries will be resolved by telephoning the prescriber or the prescriber’s employer.

Employers or dispensing outlets wishing to confirm prescriber status should contact either the NMC or RPSGB to confirm the prescriber status.

The table overleaf provides contact details of the professional regulatory body and the information they will require to check prescriber’s status.
## Contact details of NMC and RPSGB to verify prescriber status

<table>
<thead>
<tr>
<th></th>
<th>Telephone line</th>
<th>Internet access (24 hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse prescriber</td>
<td>NMC 0207 3339333 NMC Mon – Fri 8am – 6pm</td>
<td><a href="http://www.nmc-uk.org">www.nmc-uk.org</a></td>
</tr>
<tr>
<td></td>
<td>Require prescriber’s</td>
<td>Click Search the register</td>
</tr>
<tr>
<td></td>
<td>• NAME and</td>
<td>Require prescriber’s</td>
</tr>
<tr>
<td></td>
<td>• DATE OF BIRTH and/or</td>
<td>• NAME and</td>
</tr>
<tr>
<td></td>
<td>• PIN NUMBER</td>
<td>• PIN NUMBER</td>
</tr>
<tr>
<td>Pharmacist prescriber</td>
<td>RPSGB 02075722322 RPSGB Mon – Fri 9am – 5pm</td>
<td><a href="http://www.rpsgb.org.uk">www.rpsgb.org.uk</a></td>
</tr>
<tr>
<td></td>
<td>Require prescriber’s</td>
<td>Click Search the register</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• REGISTRATION NUMBER</td>
<td>• NAME or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• REGISTRATION NUMBER</td>
</tr>
</tbody>
</table>
Dispensing of prescribed items

The dispensing pharmacist or dispensing doctor (in rural communities) is not expected to routinely check that:

- the medicine prescribed is included in the clinical management plan for supplementary prescribers;
- the non-medical prescriber is an independent nurse prescriber (limited to the community nurse practitioner formulary), supplementary or independent prescriber
  - is prescribing within their areas of competency;
  - is eligible to prescribe the medicines according to the National Health Service England and Wales Drug Tariff.

The dispensing pharmacist/doctor however would need to ensure that the prescription meets the legal requirements and, if a NHS prescription is for a medicine eligible to be prescribed at NHS expense according to the National Health Service England and Wales, Drug Tariff.

How can I tell the prescriber type?

The prescriber type will be indicated on the prescription form.

WP10(CN) – Nurses prescribing from the Nurse Prescribers’ Formulary for Community Practitioners.

WP10(PN) – Practice Nurse.

WP10SP – Supplementary prescriber.

WP10SPSS – Supplementary prescriber – using single sheets (SS).

WP10IP – Independent prescriber.

WP10IPSS – Independent prescriber – using single sheets (SS).

WP10HSP – Hospital Supplementary prescriber – outpatient hospital prescription.

WP10HIP – Hospital Independent prescriber – outpatient hospital prescription.
Pharmacist dispensing of pharmacist independent prescriber prescriptions

Occasions where a pharmacist is a prescriber and has a dispensing role, there should, other than in exceptional circumstances, be separation of prescribing and dispensing roles, in keeping with the principles of safety, clinical and corporate governance.

The Royal Pharmaceutical Society of Great Britain’s standard on prescribing within the Code of Ethics and Standards states that pharmacists should ensure that there is separation of prescribing and dispensing wherever possible.

In exceptional circumstances, where a pharmacist is both prescribing and dispensing a patient’s medication, a second suitably competent person should normally be involved in the checking process. Where the two roles do coexist, another person must carry out a final accuracy check. Where possible, a check for clinical appropriateness should also be carried out.

In such exceptional circumstances, the same individual can carry out prescribing and dispensing activities provided that:

- clear accountability arrangements are in place to ensure patient safety and probity, and;
- there are audit and clinical governance arrangements in place, which can track prescribing.

Dispensing doctors in primary care

Where a GP practice is a dispensing practice, prescriptions from non-medical prescribers can be dispensed by the practice but only for the dispensing patients of that practice. Dispensing Doctors cannot dispense prescriptions written by non-medical prescribers for patients of other practices.
Dispensing of items in England, Scotland and N. Ireland

Community pharmacists in England, Scotland and Northern Ireland can dispense prescriptions written by non-medical prescribers (currently nurses and pharmacists) practising in Wales.

Community pharmacists in Wales can dispense prescriptions written by nonmedical prescribers practising in Scotland, England and Northern Ireland.

Reimbursement of prescriptions dispensed in primary care

WP10 prescriptions written by non-medical prescribers, i.e. supplementary or independent prescribers, should be sorted according to the prescriber, bundled together and sent to NHS Wales Informatics Service – Prescribing Services in a similar manner to the way WP10 forms are managed for prescriptions written by GPs.
Independent & private sector

Nurse, pharmacist and optometrist independent prescribers who work outside NHS settings where clinical governance systems may be different or may not be applied in the same way, must ensure they comply with requirements to demonstrate their competence to practise.

For example, they must be able to show:

- how they audit their practice,
- keep up-to-date with current guidance, and
- how they safeguard the patients in their care.

Nurse, optometrist and pharmacist independent prescribers who have dual roles within the NHS and in the private sector must not use WP10 NHS prescription stationery when practising in the private sector.

Nurse, optometrists, and pharmacist independent prescribers working in the private sector should seek guidance from their relevant professional bodies or Local Health Board regarding writing of private prescriptions.

Optometrist independent prescribers may issue private prescriptions for any licensed medicines for conditions affecting the eye and the tissues surrounding the eye, within the recognised area of expertise and competence of the optometrist, except for any controlled drug.
Glossary

AWMSG – All Wales Medicines Strategy Group

The All Wales Medicines Strategy Group (AWMSG) provides advice to the Minister for Health & Social Services in an effective, efficient and transparent manner on strategic medicines management and prescribing.


Black triangle drugs

The black triangle denotes a new drug. All adverse reactions to black triangle drugs should be reported.

CASPA

A prescribing analysis system provided by NHS Wales Informatics Service – Prescribing Services.

CMP – Clinical management plan

A document relating to a specific patient and agreed by the supplementary prescriber and doctor/dentist independent prescriber describing how the patient is to be managed and which medicines the supplementary prescriber can prescribe.

CD – Controlled drug

A controlled drug is one designated as such in The Misuse of Drugs Act 1971. There are five categories of controlled drug, Schedule 1, 2, 3, 4 and 5 Please note that the law on the prescribing of Controlled Drugs by nonmedical prescribers may change following consultations by the Home Office.

DSMP – Designated Supervising Medical Practitioner

The doctor who supports and supervises the non-medical prescriber during the days ‘learning in practice’ element of the training course.

First level registered nurse

A person registered as a first level nurse on the nursing part of the Nursing and Midwifery Council professional register.

NHS Wales Informatics Service – Prescribing Services

The Prescribing Services Unit provides data entry and pricing services relating to prescriptions dispensed within Wales. It is also responsible for the provision of prescribing information and information systems to enable drug expenditure to be monitored.
Licensed medicine

The Medicines and Healthcare products Regulatory Agency (MHRA) operates a system of licensing before the marketing of medicines. Medicines, which meet the standards of safety, quality and efficacy, are granted a marketing authorisation (previously a product licence), which is normally necessary before they can be prescribed or sold. This authorisation covers all the main activities associated with the marketing of a medicinal product.

NMC – Nursing and Midwifery Council

The UK regulatory and professional regulatory body for nurses and midwives. The NMC holds a professional register with three parts: Nursing, Midwifery and Specialist Community Public Health Nursing.

'Off-label' medicine

A medicine which is prescribed outside of the terms of the marketing authorisation.

OSCE – Objective structured clinical examination

A form of examination where the student is observed in practice or simulated practice by the examiner.

Registered Midwife

A person registered as a midwife on the midwifery part of the Nursing and Midwifery Council professional register.

Registered nurse

A person registered as a nurse on the nursing part of the Nursing and Midwifery Council professional register.

Registered Specialist Community Public Health Nurse

A person registered as a specialist community public health nurse, which includes health visitors, school nurses, occupational health nurses, family nurses (Scotland) and (from 2007) sexual health nurses, on the specialist community public health nursing part of the Nursing and Midwifery Council professional register.

RPSGB – Royal Pharmaceutical Society of Great Britain (RPSGB)

The regulatory and professional regulatory body for pharmacists in England, Scotland and Wales.
Supplementary prescriber

A suitably qualified nurse or pharmacist, working in partnership with an independent prescriber (doctor or dentist), who may prescribe in accordance with an agreed clinical management plan.

Unlicensed medicine

An unlicensed medicine does not have a marketing authorisation issued by the Medicines and Healthcare products Regulatory Agency. Products that are not licensed in the UK include: i) an imported product licensed in another member state or third country but not in the UK and ii) unlicensed products manufactured in the UK to the specification of a prescriber, to meet the special needs of his/her individual patients, where no UK licensed medicine is available to meet those special needs.

WeMeReC – Welsh Medicines Resource Centre

An organisation in Wales providing educational resources to multi-disciplinary professionals to influence safe and effective prescribing.
Reference sources


Further useful reference sources:

- Supplementary Prescribing: A resource to help healthcare professionals to understand the framework and opportunities, National Prescribing Centre, April 2003.
- The NMC website: [www.nmc-uk.org](http://www.nmc-uk.org).