Hertfordshire and West Essex Integrated Care System

NHS Hertfordshire and West Essex Integrated Care Board

Non-Medical Prescriber guidance HWE ICB: Process for Non-Medical Prescribers joining or leaving a GP practice

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1. Background and Governance

The Care Quality Commission states that 'GP practices must have systems or processes to assess, monitor and mitigate risks relating to the health, safety and welfare of patients…. (and this requires) practices to ensure that staff have the skills, knowledge and experience to deliver safe, effective care.' GP practices are required to ensure that non-medical prescribers are registered with the appropriate professional regulator and have their prescribing qualification annotated on the register.

Non-medical prescribers should work within their competency and practices must provide staff with appropriate supervision to support them at work. They should work to the Royal Pharmaceutical Society Competency Framework for all prescribers. They should have appropriate indemnity insurance in place.

Practices are required to have at least the following systems in place to assess the skills, knowledge and experience of staff to deliver safe and effective care:

- safe recruitment
- job plans
- induction
- policies and procedures
- communication of alerts and guidance
- clinical supervision
- consultation audits and random case reviews
- complaints and significant events.

For guidance and references on the governance and professional requirements relating to non-medical practitioners see CQC Mythbuster 95 non-medical prescribing.

To ensure best practice relating to prescribing eg, for governance purposes, medico-legal purposes, audit and make best use of NHS resources, it is vital that all prescribing undertaken is charged back to the correct prescriber and prescribing budget. Any service providing prescribing services must ensure that all prescriber details are kept up to date and that entries into clinical systems are managed appropriately. By ensuring that all prescribers are correctly assigned in clinical systems providers can also ensure that they are able to monitor individuals' prescribing habits.

The following procedure supports providers to ensure that prescribing costs are correctly assigned and provides actions to be taken when a new non-medical prescriber (NMP) joins, or an existing NMP leaves a GP practice or service.

2. Notify the ICB

HWE ICB Pharmacy Medicines Optimisation team must be notified within 2 weeks:

- Of any new NMPs to register with the NHSBSA and before their commencement of prescribing duties.
- Any changes to the NMP's registration details must be communicated to the PMOT to ensure their records with the NHSBSA are updated accordingly.
- When an NMP leaves a GP practice.

To request addition, change or removal of an NMP from an NHSBSA prescriber list the requestor should email hweicbhv.medicinesoptimisationteam@nhs.net with the following information:

1. NMP title (e.g. Mr/Mrs/Miss/Ms/Sister/Dr)

2. NMP name

3. NMP Professional Registration Number (We use this to check they are qualified to prescribe).

4. Start/leaving date (or change of details). Ambiguous dates such as "as soon as possible" or "immediately" are not acceptable.

5. Which practice(s) they will be prescribing in

6. The requestor should confirm in the email that they have the authority to make this change.

NMPs can be added to more than one practice/cost centre using their professional body registration code (e.g. NMC pin, HCPC code, GPhC number, etc) as the prescriber code. They do not need a separate code.

If an NMP has left a practice, the practice must immediately cease to use the prescriptions and prescribing number of that NMP. Printed prescriptions should be securely destroyed (e.g. by shredding) before being put into confidential waste, with appropriate records kept in accordance with local record and retention policies. Additionally, the clinical prescribing system on computers must be updated so the NMP cannot appear on prescriptions.

Please see the ICB guidance on reporting organisation and prescriber changes for further information.

3. Setting Up Non-Medical Prescribers On Clinical Systems (S1 and EMIS)

An NMP uses their professional registration or personal identification number issued by their relevant regulatory body to identify them as an individual prescriber and the GP practice or cost centre code. Therefore, NMPs do not need spurious codes if prescribing at more than one GP practice/cost centre however, they do need to be registered with the NHSBSA with all the relevant GP practices/cost centres they will be prescribing under.

A: EMIS Web

Before configuring a prescriber in EMIS Web, you need to make sure you know their prescriber type, for example:

- Independent prescriber
- Supplementary prescriber
- Nurse Prescribers Formulary (NPF) nurse prescriber. NPF nurse prescribers can only prescribe from a very limited formulary (mainly dressings)

The following table shows the Role-based access control (RBAC) activities required on smartcards for each type of prescriber.

Prescriber type	RBAC activity
Independent prescriber	B0420 Independent Prescribing
Supplementary prescriber	B0440 Supplementary Prescribing
Nurse Prescribers Formulary prescriber	B0058 Nurse Prescribers Formulary (NPF) Prescribing

Smartcards need to be configured with the RBAC activity for the prescriber type assigned in the 'Authorise Prescriptions' field and the 'Role' section of the 'Add User or Edit User' screen.

The types of prescriber available for selection when you are configuring users are specific to the job category selected. For example, the prescriber type for a general medical practitioner can be Independent or Supplementary, whereas the Nurse Prescribers Formulary (NPF) prescriber type is also available for a community nurse. When you select a prescriber type, you also need to add the appropriate professional numbers (for example, GMC code and NMC code or DIN code).

Tip: For example, if you select Independent Prescribing in the 'Authorise Prescriptions' field, then activity **B0420 Independent Prescribing** needs to be added to the user's smartcard before the user can prescribe

Configure a new prescriber

1. Access Users.

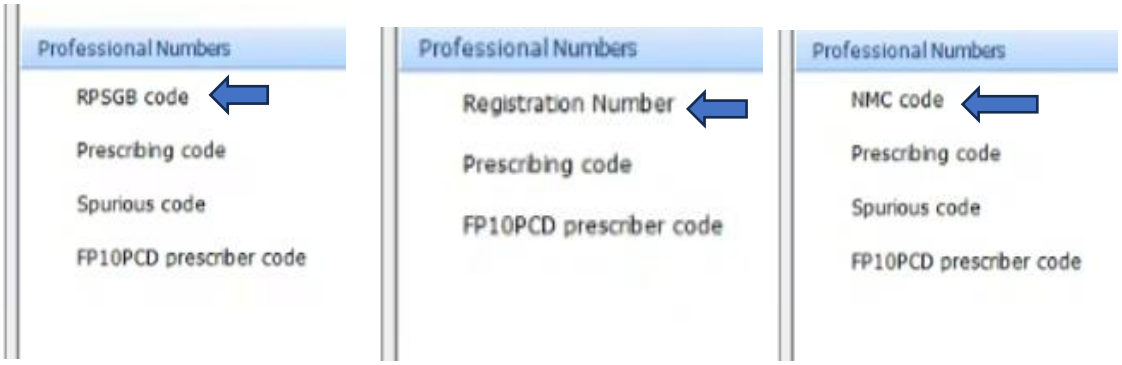
   Click the **EMIS web menu** , point to **Configuration**, then select **Organisation Configuration**, then in the navigation pane, click the **Users** tab.
   The Users screen is displayed.

2. Select the required user, and then on the ribbon, click **Edit User**.
3. In the left-hand pane of the Edit User screen, click **Role** to display the user's role settings in the right-hand pane.
4. Check that the user has the appropriate job category. Job category should be appropriate to prescriber and will default Professional number options below. This will ensure correct Prescription overlay.

Click the **Authorise Prescriptions** field and select the required prescriber type.

Click the **Stamp User Choice** field and select **Own** stamp

5. In the 'Relationship' field, select the required option. If you select 'Employed by ICB', you also need to add the users contact phone number on the Medication Configuration screen (User Options, General User section).
6. In the Professional Numbers section, type the user's appropriate professional number(s).*



***Note: For the purposes of prescribing, HCPC codes must be 8 digits long to fit the format for the NHSBSA system and to be printed on prescriptions. Therefore a '0' may need to be added after (eg PH) and the (PH012345) code must be quoted when ordering prescriptions and adding to EPS or any relevant systems.**

If prompted to add prescribing code then both HCPC and NMC may need to lose the last digit from their professional registration number.

In the left-hand pane, click '**User Role Profiles'** to display the user's role profile settings in the right-hand pane.

7. If the user's smartcard has *not* yet been synchronised:
    a. Click the '**RBAC Role'** field and select the appropriate local profile.
    b. In the 'Prescribing Role' field, select **Yes**.
8. Click **OK**.

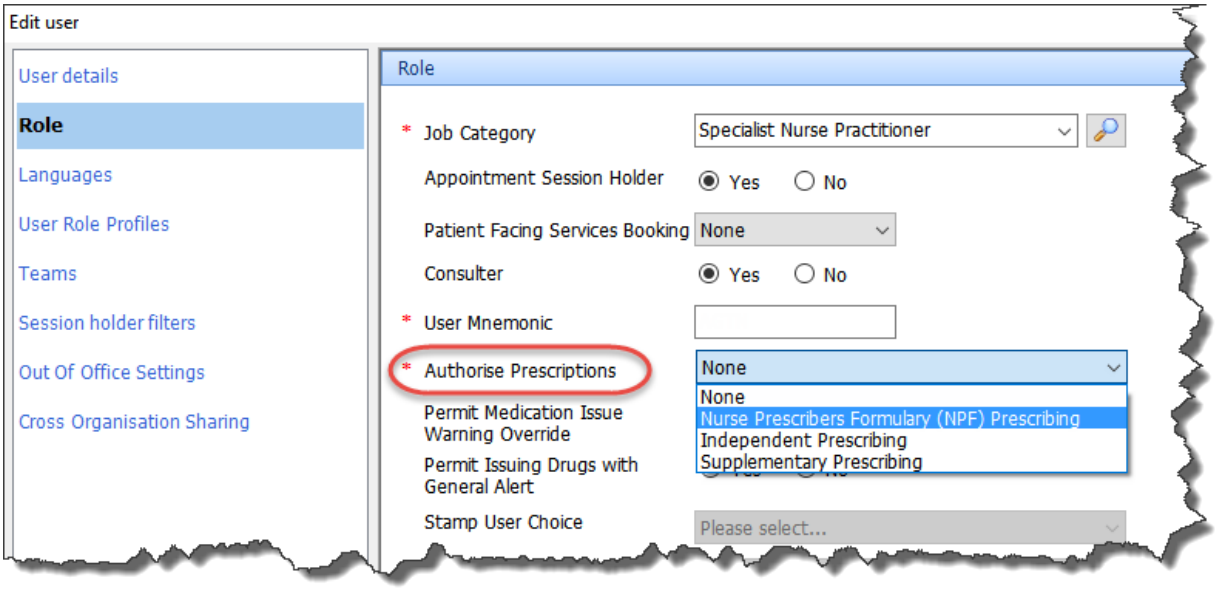
If the user's smartcard has been synchronised, the 'RBAC Role' field is greyed out and the 'Prescribing Role' option is not displayed. For the user to be able to prescribe, the appropriate RBAC activity (i.e. their prescriber type) must be added to their smartcard by your RA team.

Tip: The user should know their own professional numbers. This is not information that can be provided by EMIS.

Troubleshooting prescribing

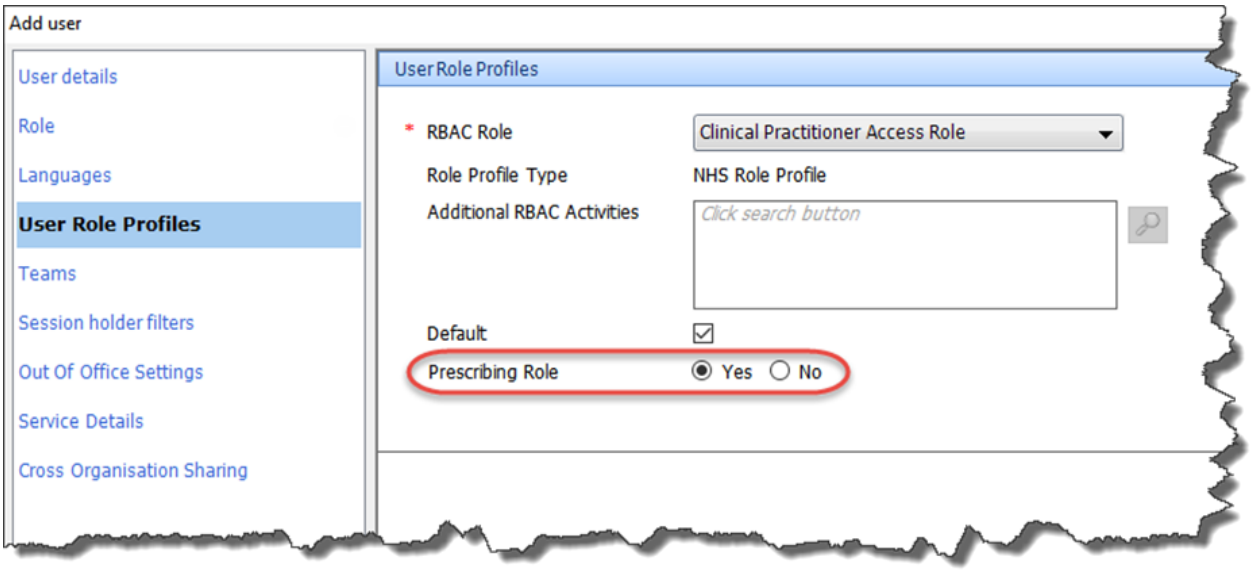
If you have a synchronised smartcard

You won't be able to prescribe if either the prescriber type or the RBAC activity on your smartcard are set incorrectly. The prescriber type is assigned in the 'Authorise Prescriptions' field in the 'Role' section of the 'Add User or Edit User' screen.



If you do not have a smartcard

Navigate to **Organisation Configuration > Users > Edit User > User Role Profiles**. Make sure the User Role Profile ticked as your default has the Prescribing Role field set to **Yes**:



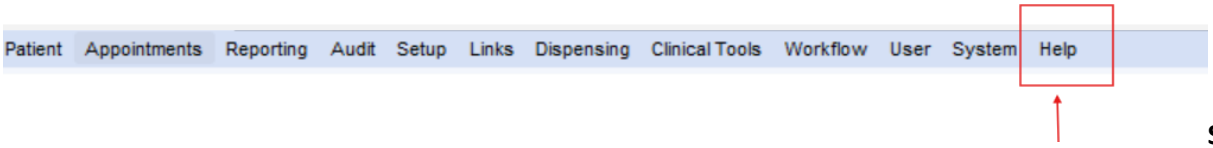
Useful links for EMIS

EMIS web – EMIS Now

- Prescriber configuration - https://www.emisnow.com/csm?id=kb_article&sys_id=1ce757471b8c3340ca88535c2e4bcb74
- Paramedic, Physio, Podiatrist, Radiographer prescriber configuration (same principle for all Non- Medical Prescribers) https://www.emisnow.com/csm?sys_kb_id=d8d109881befd450ad70ec2e6e4bcbe8&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=b9fbd178dbc1e010a643d278f49619c4

B: SystmOne

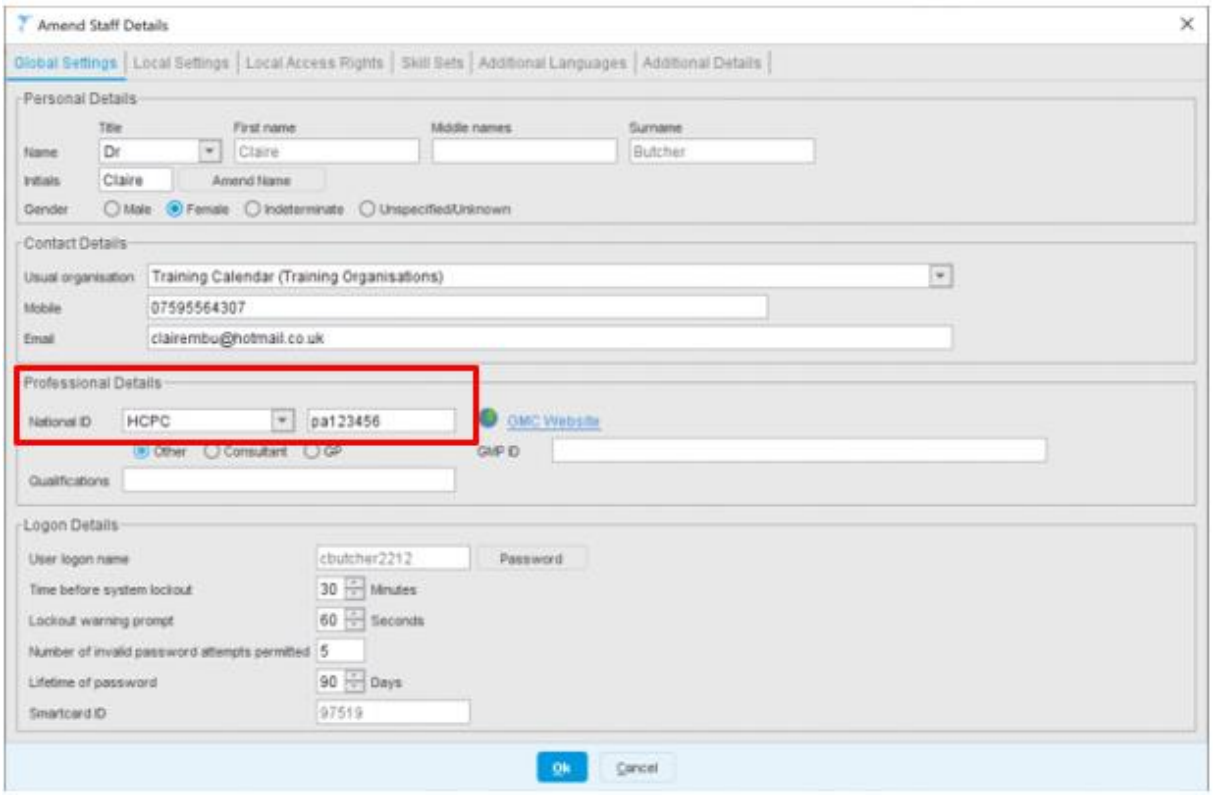
Please refer to **Help** after logging in to SystmOne for most updated information.



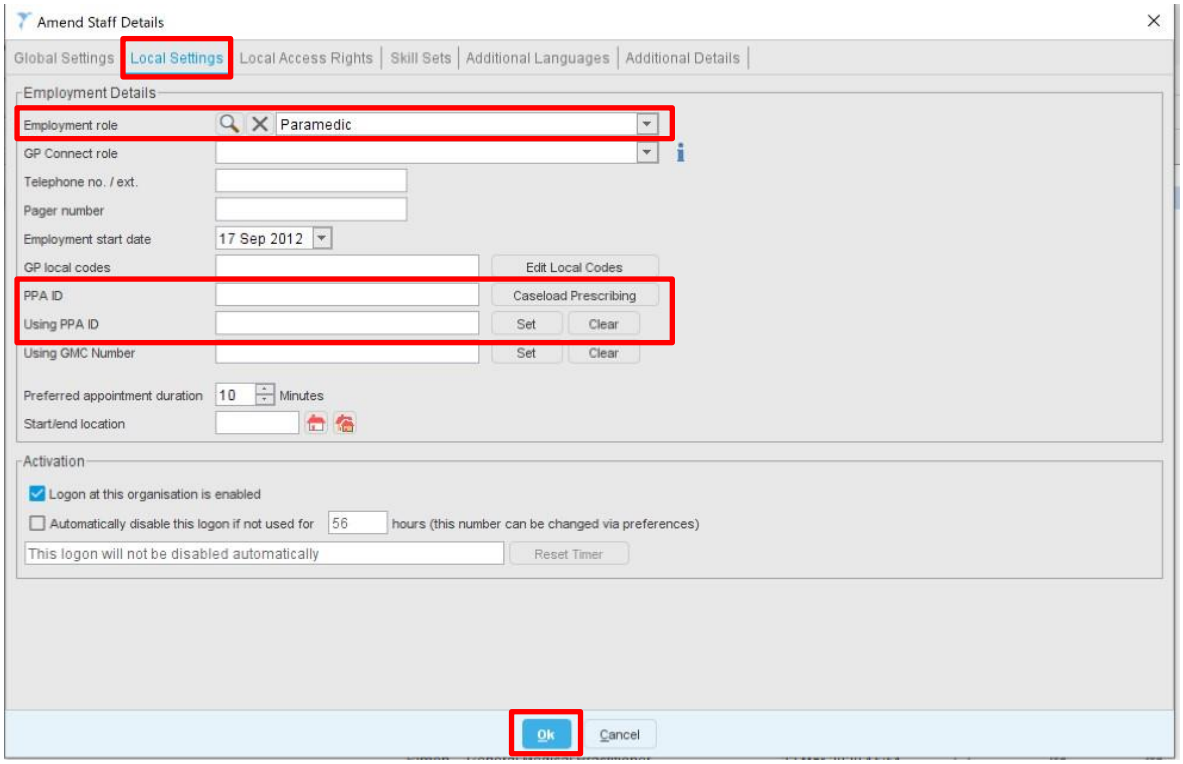
Staff Setup

The staff member's profile needs to be checked and updated if necessary to ensure that the correct RBAC role has been added to their smartcard. Please speak to your RA team for further information around this.

To check the staff profile, navigate to *Setup – Users and Policies – Staff and Organisation Setup*. Find the relevant staff member in the list, right-click, and select '*Amend staff*'. Ensure that the National ID number is set to HCPC (Health Care Professional Council) on the Global settings tab. In this example paramedic has been selected: **Please note, all patient data shown in this document is fictitious**.



Once the correct information has been added, navigate to the 'Local Settings' tab at the top of the screen. The job role should reflect the smartcard RBAC role that the RA team have allocated to the staff member. **The PPA ID and Using PPA ID fields should be kept blank.** Press 'OK' to confirm.



Useful links for SystmOne

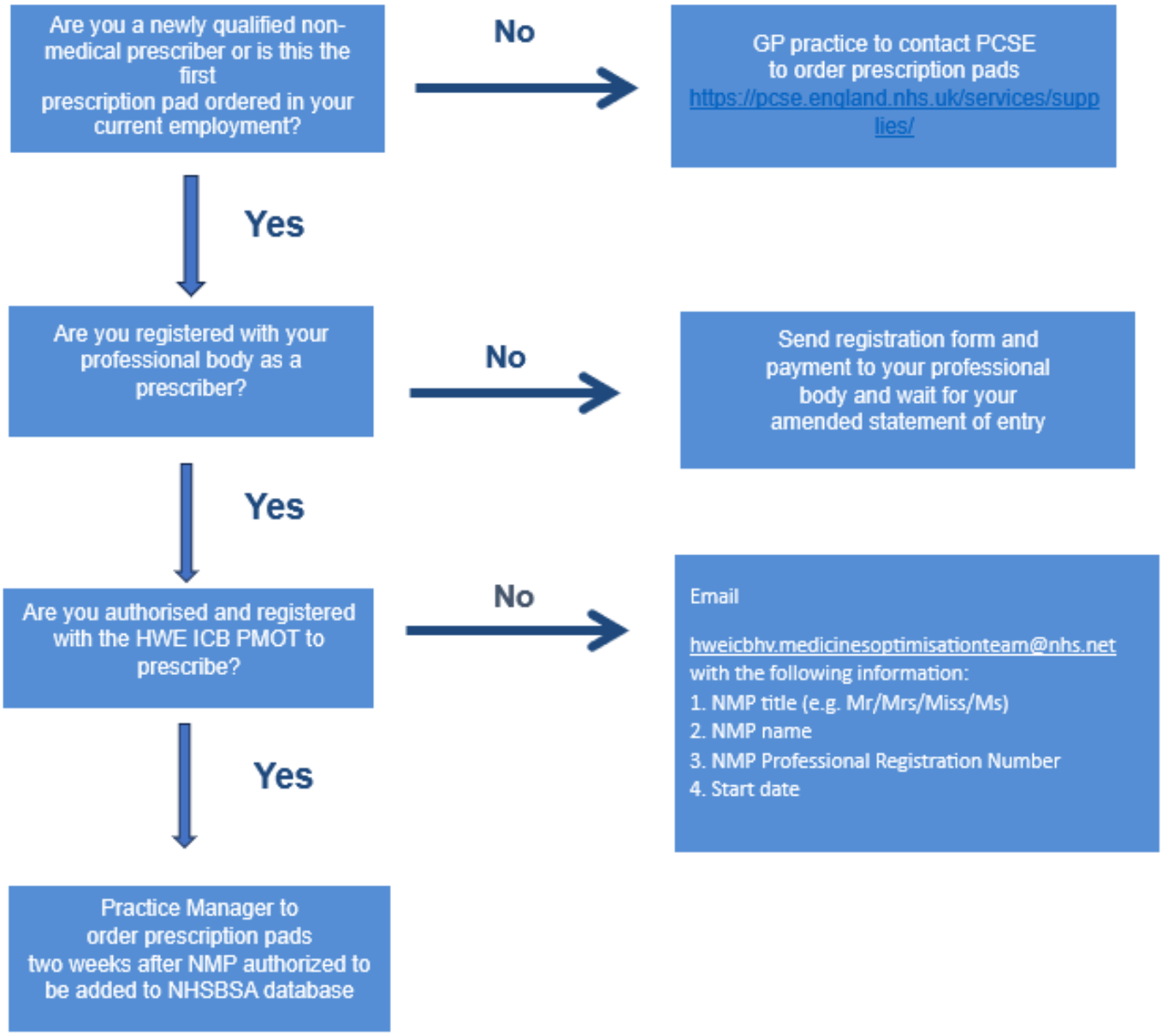
TPP/S1 – Help menu =>Support & FAQs => Documents and training guides:

- NonMedicalPrescriberswithinSystmOne.pdf
- EPSTrainingGuide-non-GPv1.5.pdf

4. Personalised FP10 prescriptions pads pre-printed with prescriber details

Once an NMP is added to the NHSBSA database then the process for ordering prescription pads is the same as for GP Prescribers: ordering NHS supplies such as prescription pads if required through PCSE https://pcse.england.nhs.uk/services/supplies/ see Appendix 1

Appendix 1 Prescription Pad Ordering Process



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Developed by:	Shiho Yoshioka; Medicines Optimisation Pharmacist, Herts and West Essex ICB
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This document is based upon the evidence available at the time of publication. This document will be reviewed upon request in light of new evidence becoming available.	