

How to apply for a prescribing code for your Non-Medical Prescriber (NMP) Guide for Practice Managers/Prescribing Leads

This document should be used in conjunction with the TNW/WEL Non-Medical Prescribing Policy – for full details and process please see:

<https://teamnet.clarity.co.uk/Library/ViewItem/6bcf122b-3815-4201-a14f-ac3200fe68c4>.

Non-Medical Prescribers (NMPs) need to be registered with the NHSBSA, to be provided with a prescribing code, allowing them to prescribe against a practices budget.

The NHSBSA must be informed for every NMP joining or leaving a GP practice/cost centre, or when there is a change to the NMPs details.

In order to inform the NHSBSA, the relevant NMP form must be completed by the Practice Manager or Prescribing Lead and sent to the Medicines Optimisation Team for authorisation who will then inform NHSBSA as an authorised signatory.

- NMPs need to be notified to the NHSBSA, for EACH practice they are prescribing at, separately.
- Forms cannot contain details for more than one practice.

All completed NMP forms must be emailed to the Medicines Optimisation Team **IN WORD FORMAT**, to be authorised by the Heads of Medicines Optimisation.

Completed forms should be e-mailed to the Generic email box:
nelondon.TNWmedicinesoptimisation@nhs.net

Step-by-Step guide:

1. The Practice Manager/Prescribing Lead needs to complete the relevant form, from the NHSBSA website: <https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-andprescriber-changes/ccgs>

1.1 The form should be completed as follows:

- Parent org name: North East London CCG
- Parent org code: A3A8R

1.2 NMP code:

i. For nurses – this is their Nursing & Midwifery Council registration/pin number

- ii. For pharmacists – this is their GPhC registration number
- 1.3 GP practice code: is the practice's code e.g. F81234
- 1.4 Cost centre code: only needs to be completed if it is **different** to the GP practice code (if not please blank)
- 1.5 The Authorised Signatory/contact number is for the Heads of Medicines Optimisation to complete – **please leave this section blank**

2. The Practice Manager/Prescribing Lead also needs to provide written confirmation of the following:

- a. That the role of 'prescriber' is included in the NMPs Job Description
- b. That the NMP has permission to prescribe against the practices budget and the Practice accepts responsibility for verifying HR processes including Qualifications for the NMP.
- c. **For Nurses only:** the Practice manager must confirm the following statement:

"Practice managers must ensure that they have accessed the NMC Employers Confirmation site and can provide assurance that the nurse has the V300 qualification currently registered"

3. The Practice Manager/Clinical Lead and NMP must follow and complete the relevant parts of the TNW/WEL Non-medical Prescribing Policy <https://teamnet.clarity.co.uk/Library/ViewItem/6bcf122b-3815-4201-a14f-ac3200fe68c4>

This includes completing the following:

a. Non-Medical Prescribers Registration Assurance Form
<https://teamnet.clarity.co.uk/Library/ViewItem/20188f5c-95af-4418-831e-ac3200fe6897>

b. Non-Medical Prescribing Scope of Practice Agreement
<https://teamnet.clarity.co.uk/Library/ViewItem/4422518f-efaf-4bf0-9bd1-ac3200fe6897>

4. Once all the relevant forms are completed, they should be emailed to the Medicines Optimisation Team's generic email address, nelondon.TNWmedicinesoptimisation@nhs.net along with a cover email containing written confirmation (point 2).

NOTE:

- The NMP Joining/leaving a new organisation or change of details form must be emailed to the Medicines Optimisation Team **IN WORD FORMAT** so that the Leads may authorise, add signature and send to the NHSBSA.
- The practice will hear from the NHSBSA **directly** once the form is authorised.
- The Medicines Optimisation team is not notified by the NHSBSA, so Practices would need to follow up with NHSBSA if needed.