

Guidance for Doncaster CCG Non-Medical Prescriber Registration, Deletion or amendment

Contents

Aim	1
Responsibility	1
Process	1
Appendix 1.....	3

Aim

To ensure the NHS Business Services Authority registration, deletion or amendment of all Doncaster GP Practice Non-Medical Prescriber (NMP) requests is completed effectively for NMPs working within NHS Doncaster.

Responsibility

It is the responsibility of the NMP and their manager to contact the Medicines Management Team (MMT) to request registration, deletion or amendment and then complete the appropriate forms correctly and return to the MMT.

It is the responsibility of the MMT staff to respond to any NMP registration requests in a timely manner, and then undertake the registration process detailed below effectively.

Process

If you are a:

- Healthcare professional who has recently gained the Non-Medical Prescriber qualification or
- The manager of a newly qualified NMP or
- The manager of a NMP who is recently employed by your organisation

You will need to submit a request to NHS Doncaster Clinical Commissioning Group (CCG) Medicines Management Team to register the NMP with the NHS Business Services Authority (NHSBSA) (previously known as the PPA).

To submit a request the following steps below must be undertaken:

1. **Select and complete the appropriate NHS BSA form on this webpage for joiners, amendments or leavers:**

<https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/ccgs>

2. **Complete the NMP Employer Declaration in [appendix 1](#)**

3. **Email the Medicines Management Team**

donccg.medicinesmanagementadmin@nhs.net requesting they process the NMP registration with NHSBA.

- Ensure **both** the completed **NMP Manager Checklist form** and the appropriate **NHSBSA form** are attached to the email.
- The prescriber details will be registered. You will **not** receive any notification from the NHS Business Services Authority when this is completed.
- You can now add the prescriber to your practice IT system (should you need any assistance to undertake this process please contact the Business System Support services on 01302 566565)

4. **If a prescription pad is required please request this via the Primary Care Support England portal <http://pcse.england.nhs.uk/>**

- A prescription pad will then be delivered in the next 4-6 weeks.
- For any queries about prescription pads please contact Primary Care Support England Email: PCSE.enquiries@nhs.net

Tel: 0333 0142 884

Fax: 0113 277 6912

5. **If a British National Formulary (BNF) is required:**

Please click here <https://www.bnf.org/contact/> and follow the instructions under Requesting copies and distribution of BNF publications.

Appendix 1

NHS Organisation NMP Manager Registration Checklist

To be completed by the Non-Medical prescribers manager and emailed to:
donccg.medicinesmanagementadmin@nhs.net with the NHSBSA Notification form.

Name of prescriber to be registered:	
Registration / PIN No:	
Position:	
Manager's name:	
Practice:	
Practice address or Base Point:	
Please confirm you have checked the prescriber's registration and there are no restrictions on practice:	
If the NMP has any cautions / orders please confirm how you are appropriately managing them and that they can safely and effectively practice as an NMP	
NMP will be prescribing within their clinical competence and confidence:	
Please confirm you have obtained a specimen signature from the Nurse / Pharmacist for your records:	
Manager's name:	
Manager's signature:	
Date:	