

Changes to GP Practice Non-medical Prescribers and the management of NMP Prescriber Codes - Guide for Practices

Background

Non-medical prescribers (NMPs) or a member of the practice management team must inform the ICB Medicines Optimisation Team (Syheartlandsicb.gpandnmpchanges@nhs.net) when a non-medical prescriber joins or leaves the practice. This will ensure that NMPs are able to use their own prescriber code for their prescribing activity and that this code is recognised by NHS Prescription Services when processing the prescription data.

An authorised signatory within the Medicines Optimisation Team will take responsibility for informing NHS Prescription Services of any NMP additions / deletions or changes to their status / surname etc.

The process for managing these changes is provided on [page 2](#)

This guide aims to:

- Provide clarity for practices on the process for informing the ICB authorised signatory when non-medical prescribers have joined or left the practice
- Provide key information on the use of non-medical prescriber codes

Refer also to the Surrey [Non-medical Prescribing Guidelines](#) for information and governance advice

Non-medical Prescriber codes

Non-medical prescribers use their own professional body registration number as their prescriber number (e.g. nurse prescribers use their NMC pin numbers).

Unlike GPs, they can use this number at multiple practices because prescribing is attributed to the practice using both the NMP prescriber number AND the GP Practice code e.g. (H8xxxx), both of which must be correctly printed on the prescription.

NOTE – some NMPs (e.g. paramedics) require additional digits to be added to their registration number so that it becomes compatible with the clinical-system requirements. Information for the printing specifications for computer printed FP10SS forms and advice on the format of prescriber codes for each type of non-medical prescriber (page 18) can be found in this document:

[Overprint specification for FP10SS forms v2.1 October 2020 0.pdf \(nhsbsa.nhs.uk\)](#)

A non-medical prescriber may be one of the following health care professionals:

- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Podiatrist
- Radiographer
- Paramedic
- Dietitian

If you suspect that a non-medical prescriber has joined or left your practice without the knowledge of NHS Prescription Services, then please do contact Syheartlandsicb.gpandnmpchanges@nhs.net so that we can double check and inform NHS Prescription Services if necessary.

Please refer to the process tables below for informing your Medicines Optimisation Team of any changes to your NMP workforce, including locums and bank staff

Non-medical Prescriber (NMP) changes – process summary and key actions

	Non-medical prescriber (NMP) joining your practice (excluding locums / bank staff)	Non-medical prescriber (NMP) leaving your practice (excluding locums / bank staff)
1	<ul style="list-style-type: none"> Inform the ICB Medicines Optimisation Team at the earliest opportunity (Syheartlandsicb.gpandnmpchanges@nhs.net) with these details: <ul style="list-style-type: none"> NMP professional registration number Title (Mrs, Miss, Mr etc) initial and surname Type of prescribing qualification (e.g. independent, supplementary, formulary) Start date (date the prescriber is joining your practice or the date on which they will start prescribing if newly qualified) Practice code (H8xxxx) <p>A member of the Medicines Optimisation Team will make contact with the practice when the required actions have been completed</p>	<ul style="list-style-type: none"> Inform the ICB Medicines Optimisation Team at the earliest opportunity (Syheartlandsicb.gpandnmpchanges@nhs.net) with these details: <ul style="list-style-type: none"> NMP professional registration number Title (Mr, Mrs, Miss, Ms) Initial and surname leave date Practice code (H8xxxx) <p>A member of the Medicines Optimisation Team will make contact with the practice when the required actions have been completed</p>
2	Enter the new prescriber details onto the clinical system, taking great care to enter the prescriber number correctly (this is their professional body registration number). Ensure that prescriptions print correctly with the prescriber number, practice address and cost centre. <i>See NOTE on page 1 for additional code information</i>	Update your clinical system to prevent further scripts being issued bearing the prescriber number of the NMP who has left the practice.
3	It is good practice to make contact with the NMP's former practice and request that any pre-printed prescription pads are destroyed <i>(Perhaps also remind them to inform their ICB / CSU Medicines Optimisation Team that the NMP has left their practice. This will facilitate the removal of NMPs from GP practices in which they no longer work and reduce the likelihood of incorrectly attributed prescription costs / data)</i>	If the NMP had any pre-printed prescription pads, ensure that these are securely destroyed by shredding or cutting. This should be done in the presence of a witness and a record of the destroyed serial numbers should be made.

Locum and bank staff (GPs and non-medical prescribers) – key points

Locum GPs and locum / bank Non-medical prescribers	
1	<p>Locums and bank staff must NOT issue prescriptions bearing their own prescriber number. Locums and bank staff should prescribe using the prescriber number of another prescriber within the practice.</p> <ul style="list-style-type: none"> For GPs this may be the senior partner (or perhaps the number of the GP for whom they are providing cover e.g. a GP on maternity leave) For non-medical prescribers it must be the code of a prescriber with the same prescribing qualification e.g. a locum nurse would use the prescriber code of another nurse prescriber (non-medical prescribers must not use a GP prescriber code)
2	When locum or bank staff leave the practice, it is important to update the clinical system to remove their information and prevent any inadvertent use of their details