

## Procedure to register as a non-medical prescriber in Sheffield

The [Non-Medical Prescribing Framework](#) can be found on the Non-Medical Prescribing page of the primary care training hub.

Following qualification, moving into the Sheffield area, or changing practice/ service the member of staff must contact the South Yorkshire ICB - Sheffield NMP Support Officer **before** commencing prescribing.

The member of staff will need to provide evidence of the following:-

- Copy of photo ID (driving licence or passport)
- Screenshot of their professional registration (including registration number)
- Copy of their smartcard
- Details of a contact number (this will be passed to Charlotte McMurray, Lead for non-medical prescribing who will contact the prescriber)

The above should be sent to the Practice Manager/Service Lead who should then forward these to Kerry Wade, NMP Support Officer [kerrywade@nhs.net](mailto:kerrywade@nhs.net), stating in the e-mail that they have seen the original documents. The Practice Manager/Service Lead will also need to confirm that they are happy for the NMP to be given prescribing rights which will mean that the costs of prescribing are met by this practice/service.

The NMP will need to complete [a competency form](#) and return this to Kerry Wade.

The NMP will also need to complete and sign [the checklist](#) in the box indicated with a specimen signature and return this to Kerry Wade.

Once all documents are received these will be processed and the required documentation will be forwarded to NHSBSA Prescription Services. Notification will then be sent to inform when the NMP is eligible to start prescribing.

If prescription pads are required, they can be ordered 10-14 days after registration. The pads remain the property of South Yorkshire ICB 03N. Prescription pads will be personalised with the prescribers' details and will be in pads of 50 forms serially numbered and produced on specially printed, anti-fraud paper.

### Important:-

- NHSBSA can only charge the cost of a prescription back to the correct prescriber and prescribing budget if they have been notified of the link between that prescriber and prescribing budget.
- It is the responsibility of the NMP or their manager to inform the NMP Support Officer of new employment/ leaving the area/ working for additional practices/services to avoid prescribing costs being attributed